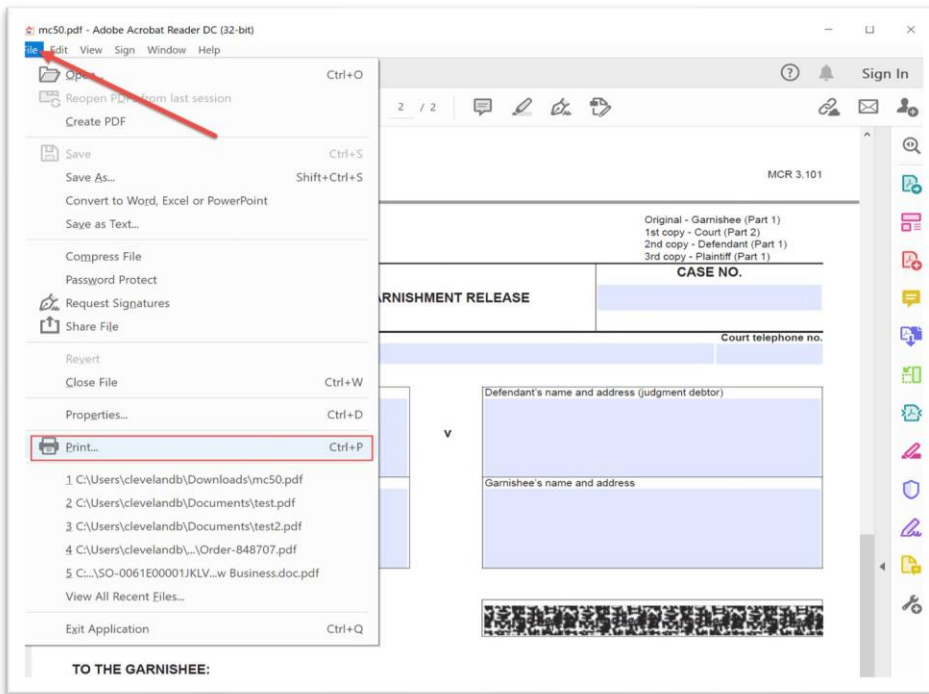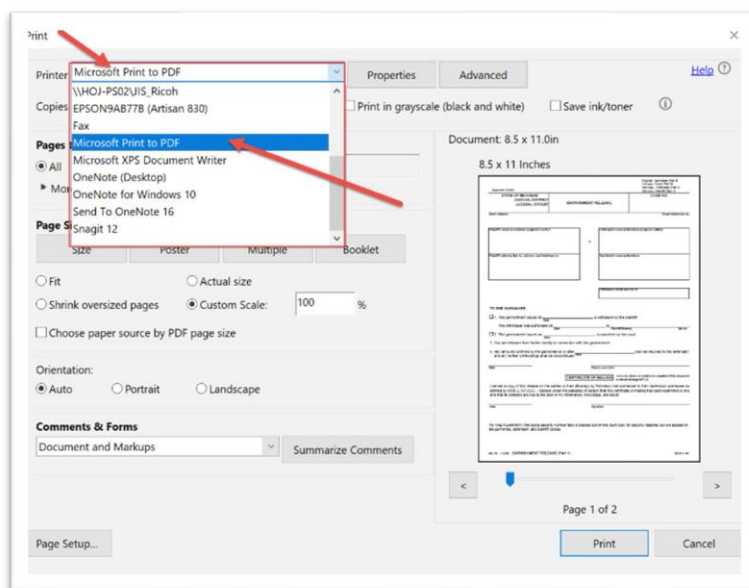# Resizing a PDF to 8.5" x 11"

Important – These instructions are specific to Adobe Acrobat. If you don't have Adobe Acrobat, please click here to download.

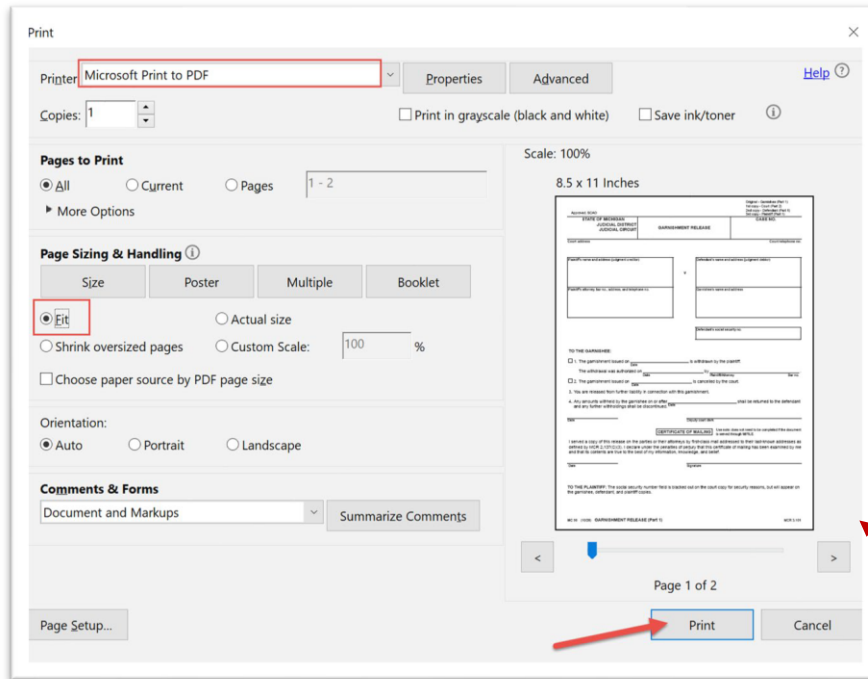1) Click **File** -> **Print**.

2) Change the printer to **Microsoft Print to PDF**.

MiFILE

3) Be sure the option **Fit** is selected under **Page Size and Handling**, then click on **Print**. Using **Microsoft Print to PDF** automatically sizes the page to 8x11.
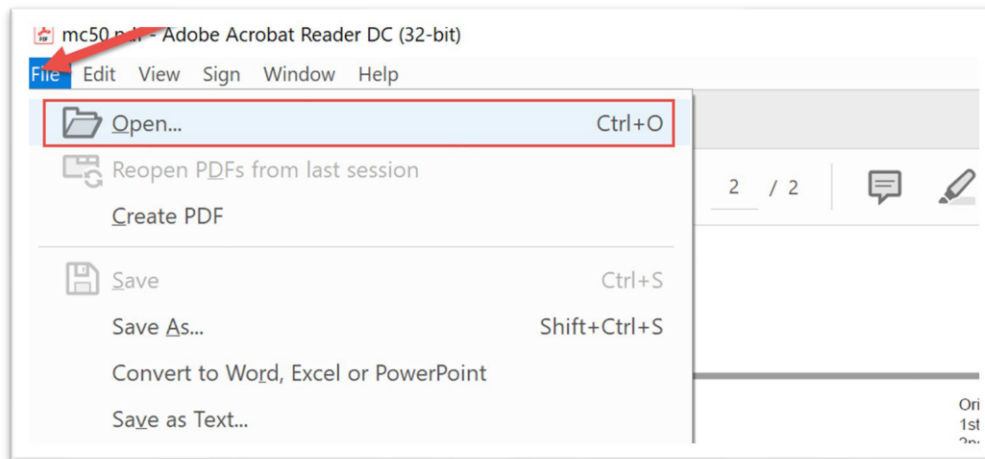

4) After clicking **Print**, a new **Save Print Object As** dialog box comes up where you will rename your document. Click **Save**. Adobe will not allow you to save it with the same name. **Be sure to note where you save the file.** Your new document will be 8.5"x 11."
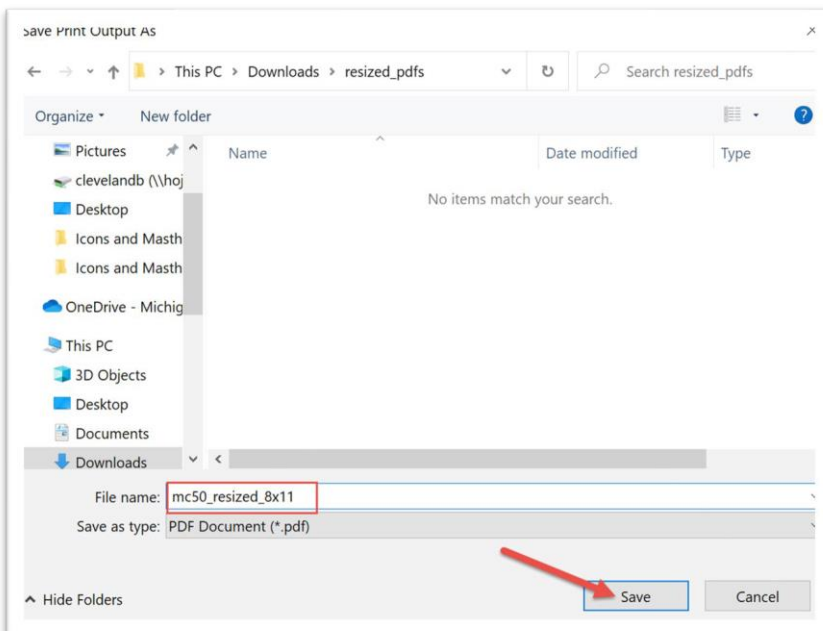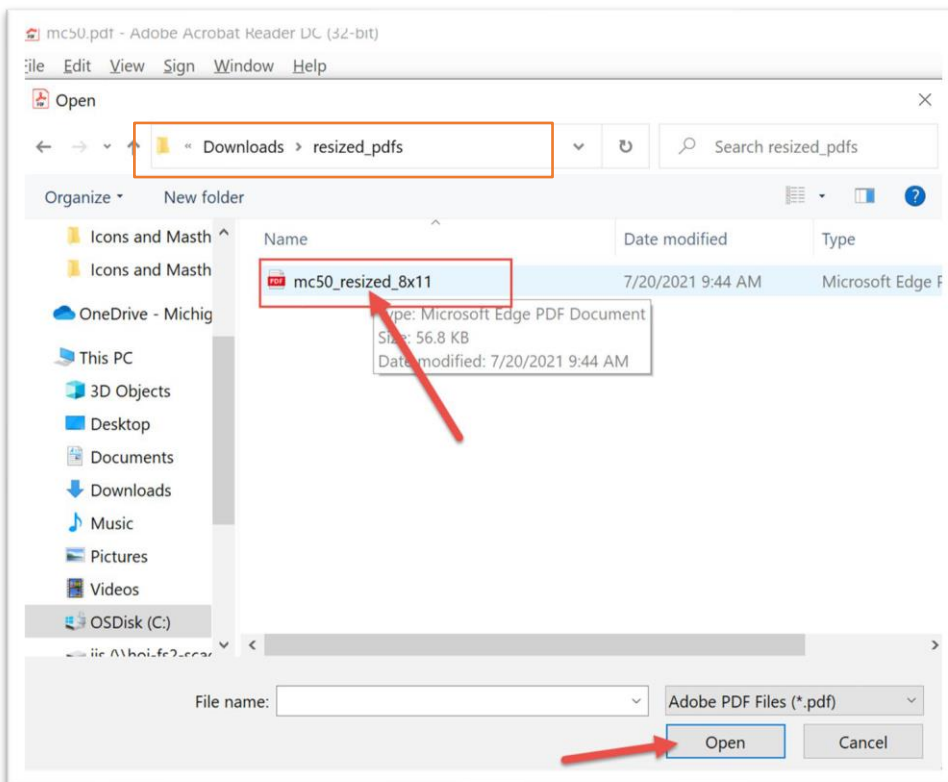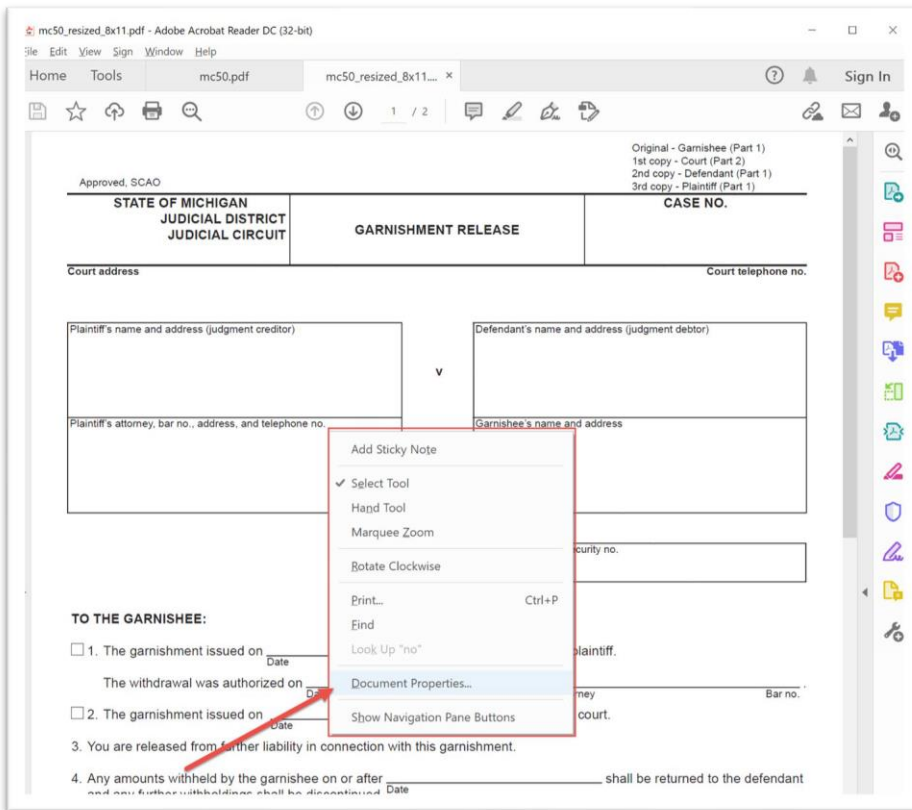
Confirm Page Size of a PDF

1) To confirm the page size: Open the PDF (or newly named document from above). Click **File** -> **Open**.

2) Navigate to the folder and file you saved and click **Open**.

3) Right-click anywhere on the document and select **Document Properties**.

4) In the dialog box, you will find the dimensions of your document under **Advanced** and next to **Page Size**. If your page size reads **8.50 x 11.00 in**, your document is the correct size for submission into MiFILE.