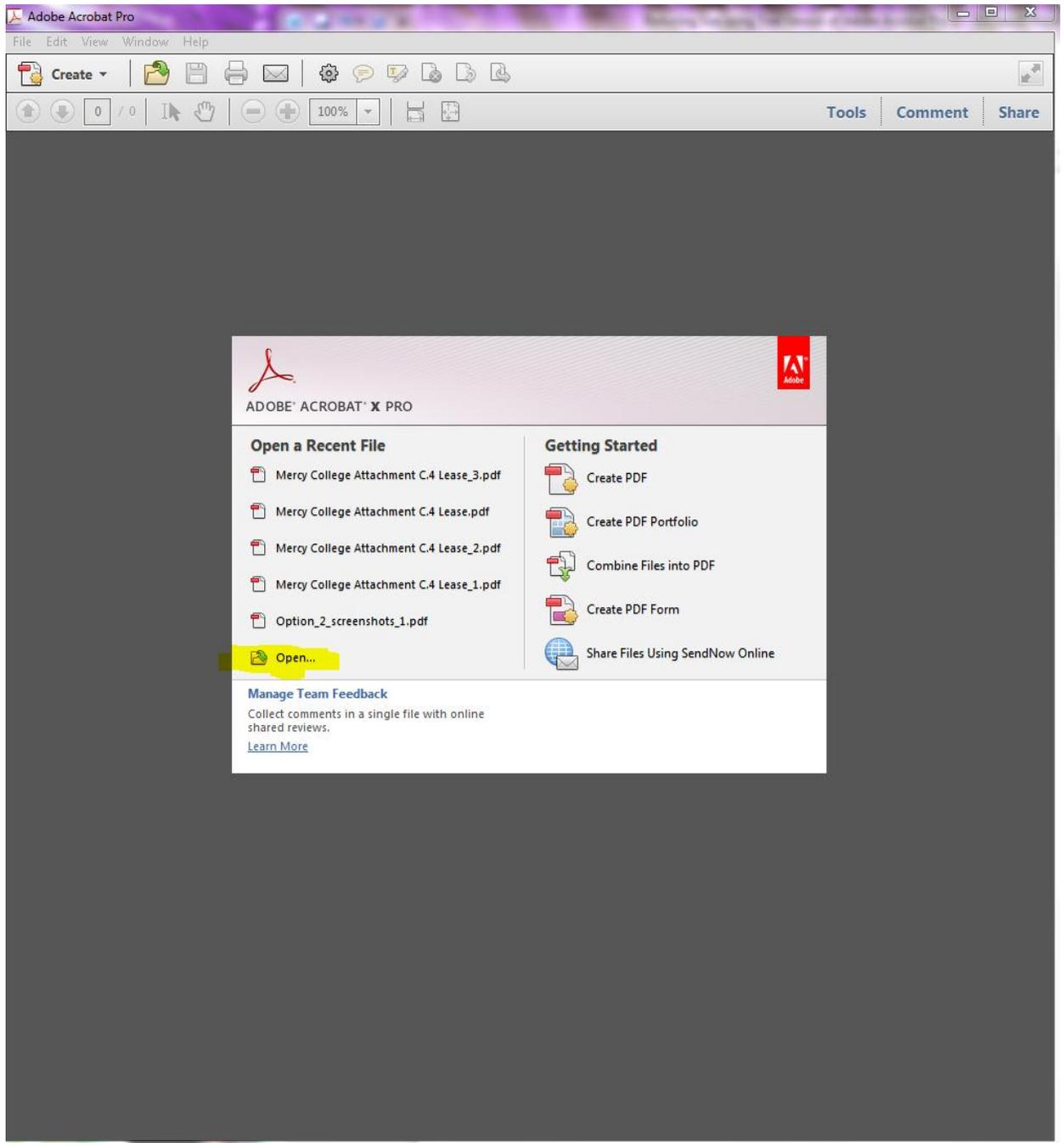
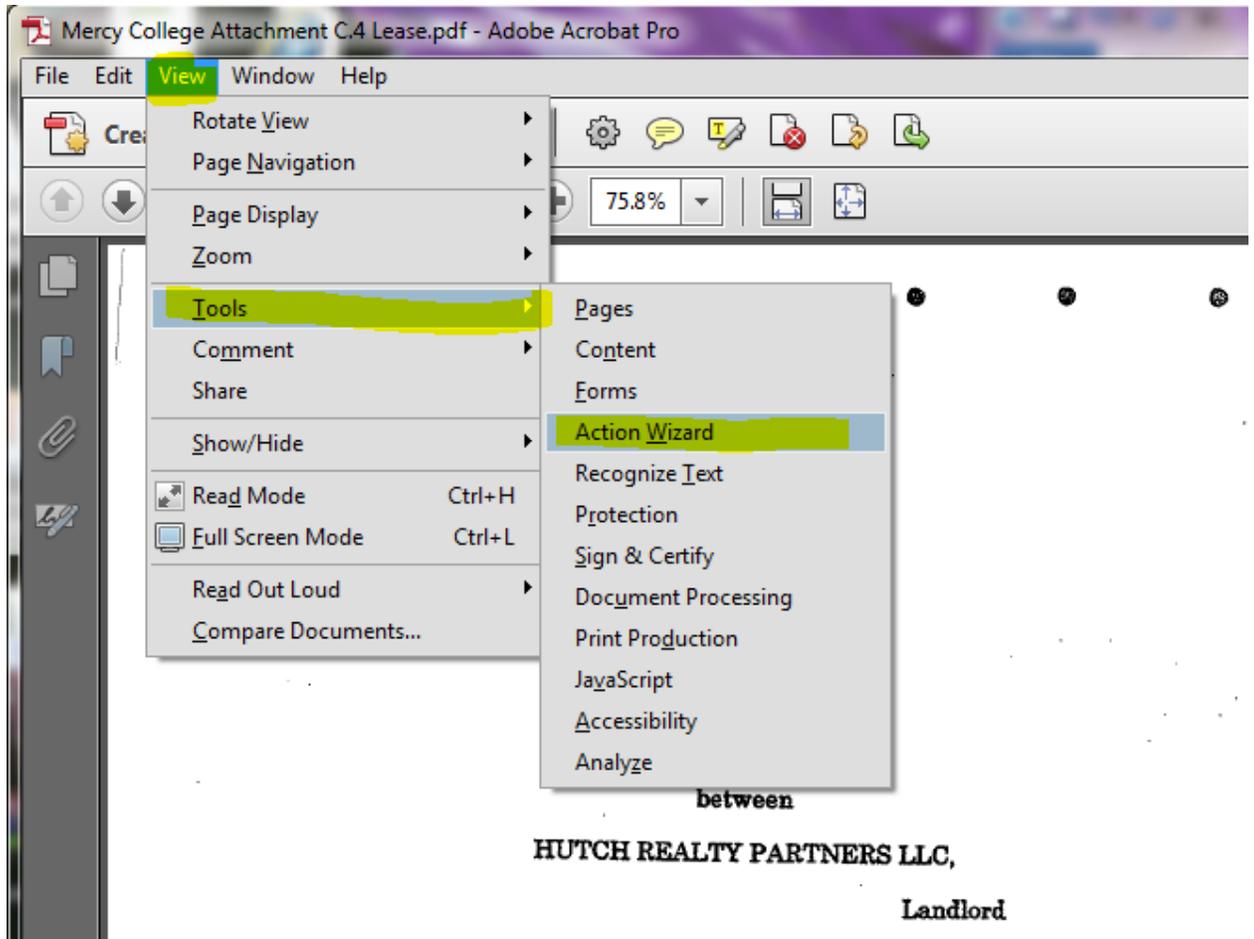


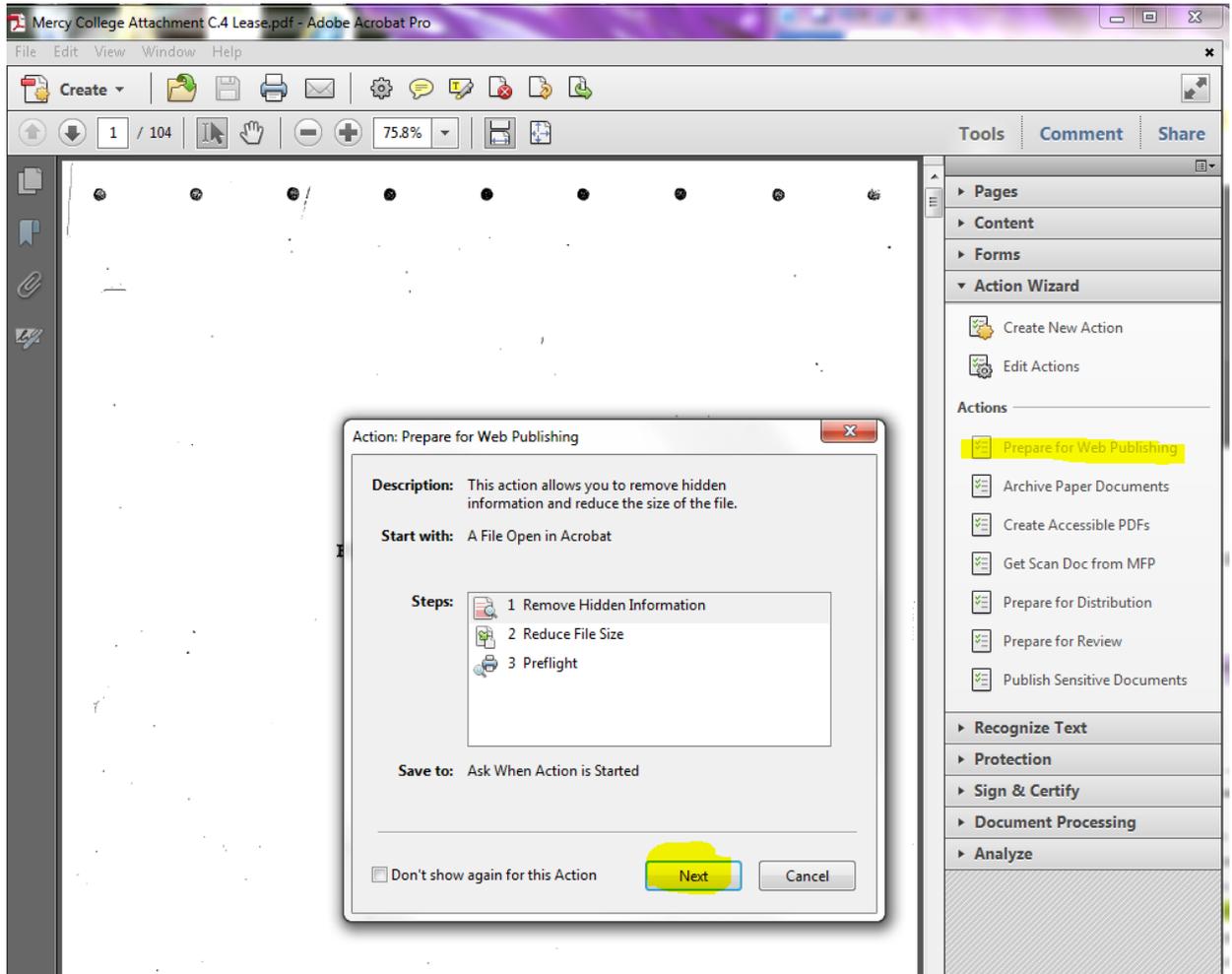
1. Install Adobe Acrobat Pro X from Adobe Site. The download url is:  
[https://www.adobe.com/cfusion/tdrc/index.cfm?product=acrobat\\_pro&loc=en](https://www.adobe.com/cfusion/tdrc/index.cfm?product=acrobat_pro&loc=en)
2. You may have to restart your computer after installation.
3. After Installing/Restarting, launch the Adobe Acrobat Pro X.
4. Open the PDF document that you are trying to reduce in size. See screenshot below:



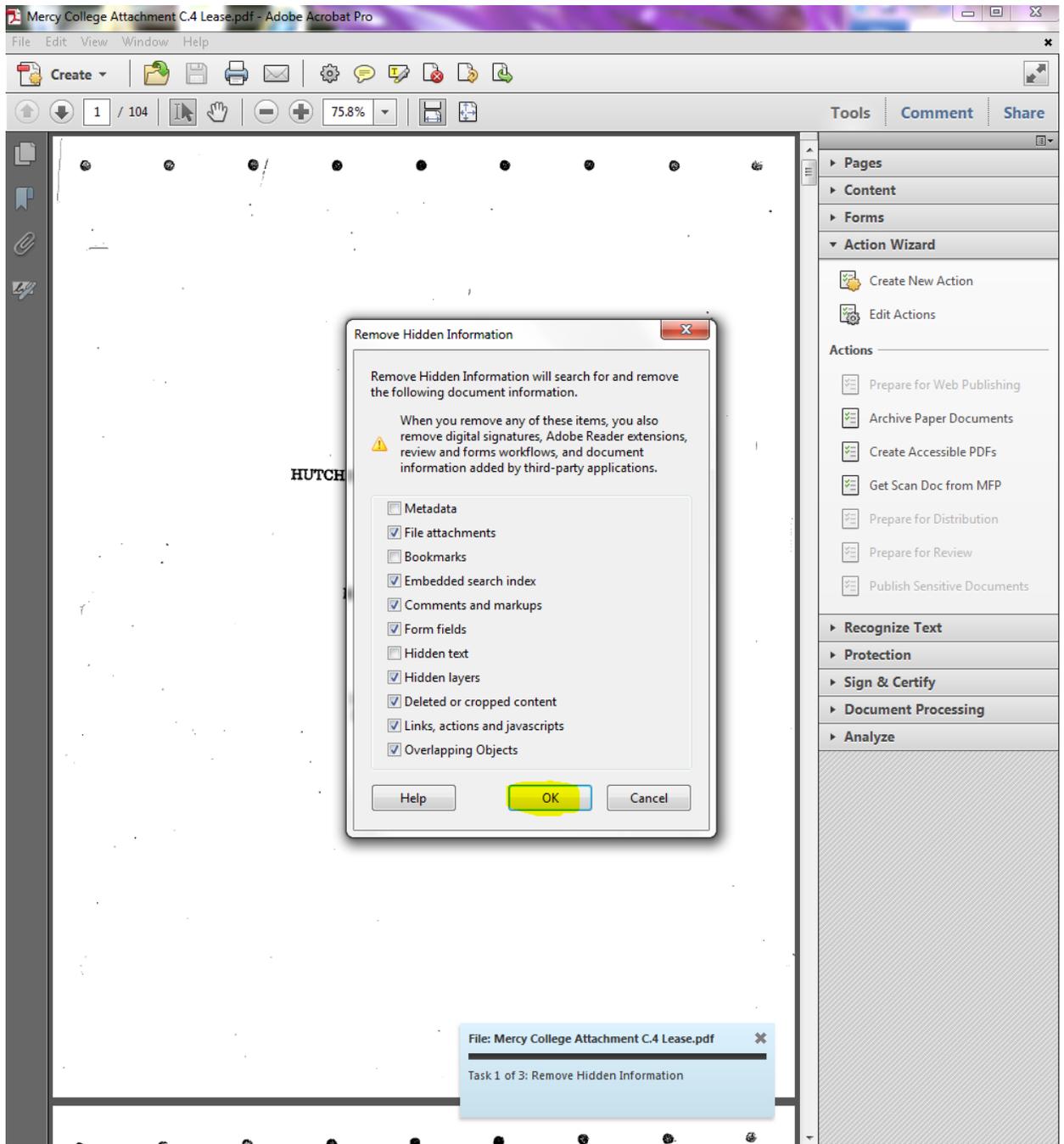
5. Click on View -> tools -> Action Wizard



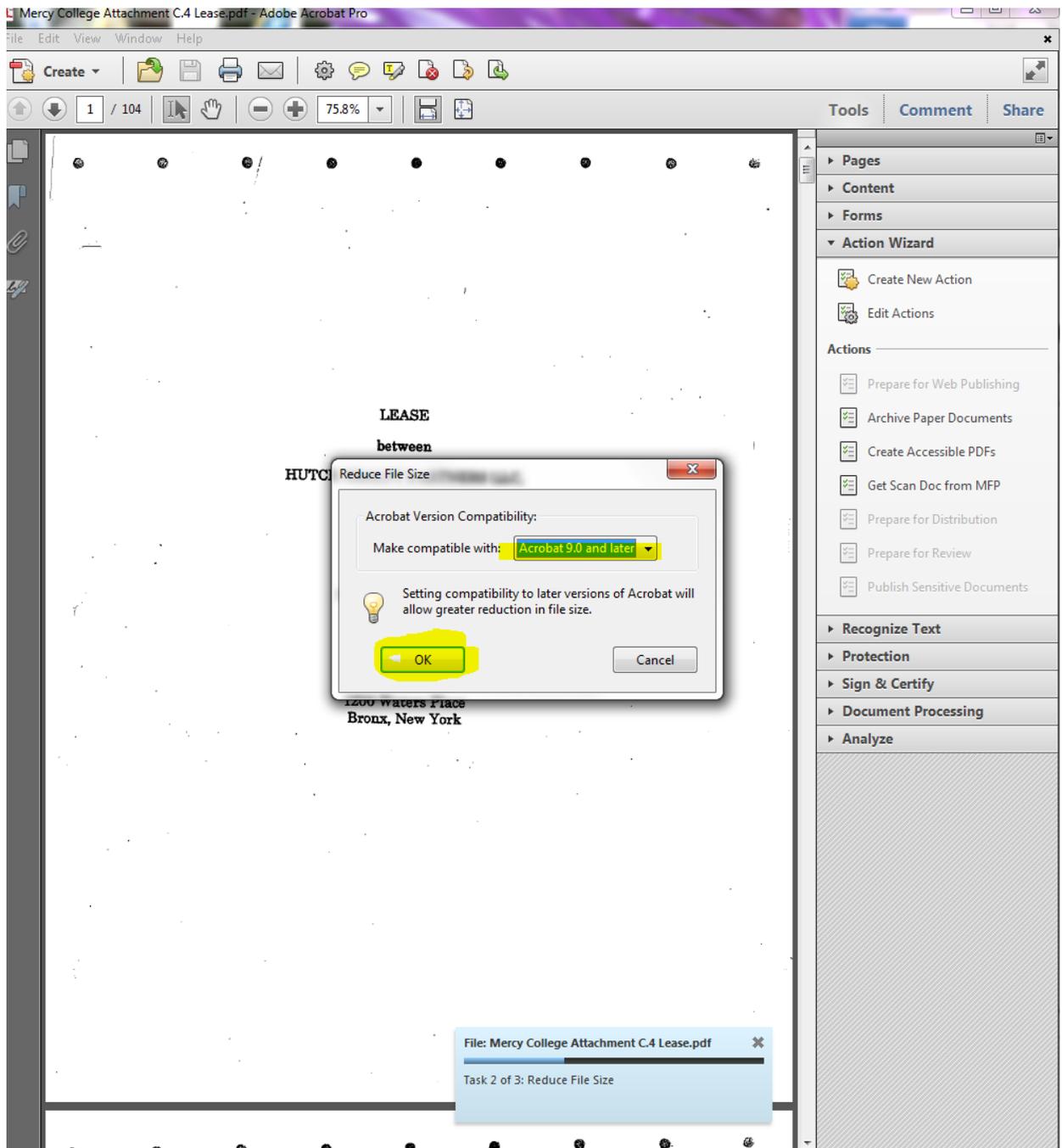
6. Then click on “Prepare for Web Publishing”. Click Next



7. Then Click "OK" on the screen below:



8. Then select “Adobe 9.0 and later” from the dropdown and click on screen below:



9. Depending on the size of the file and the processing speed of your computer, it may take anywhere from 30 seconds to a few minutes to reduce the size of the File.

10. Then you will be prompted to enter the file name for the reduced file. You can choose to keep the same name as before and then click SAVE.

11. Please verify that the file has indeed been reduced in size. Typical compression rate is about 50% reduction in size. Some files can be reduced more. There are some files that cannot be reduced.