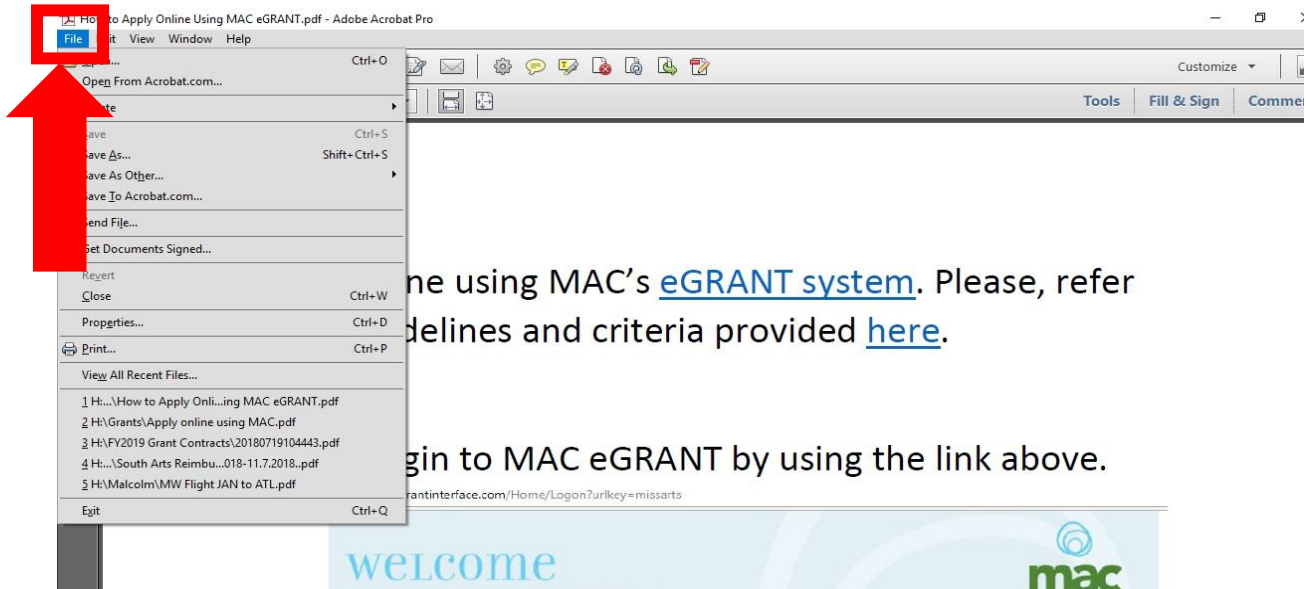
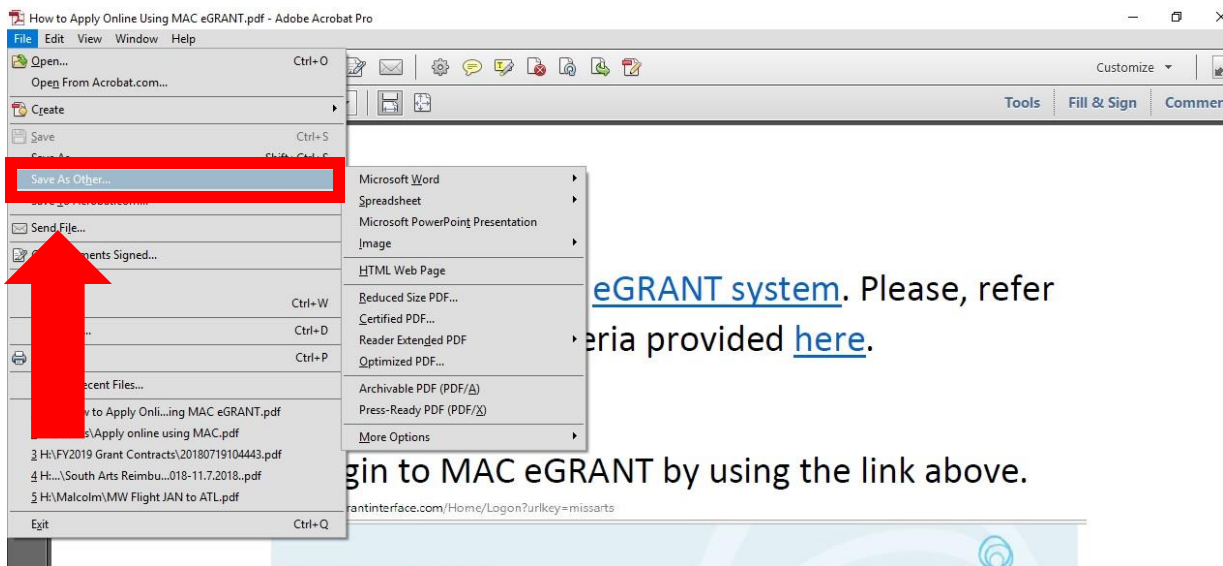


# How to Create a Reduced Size PDF

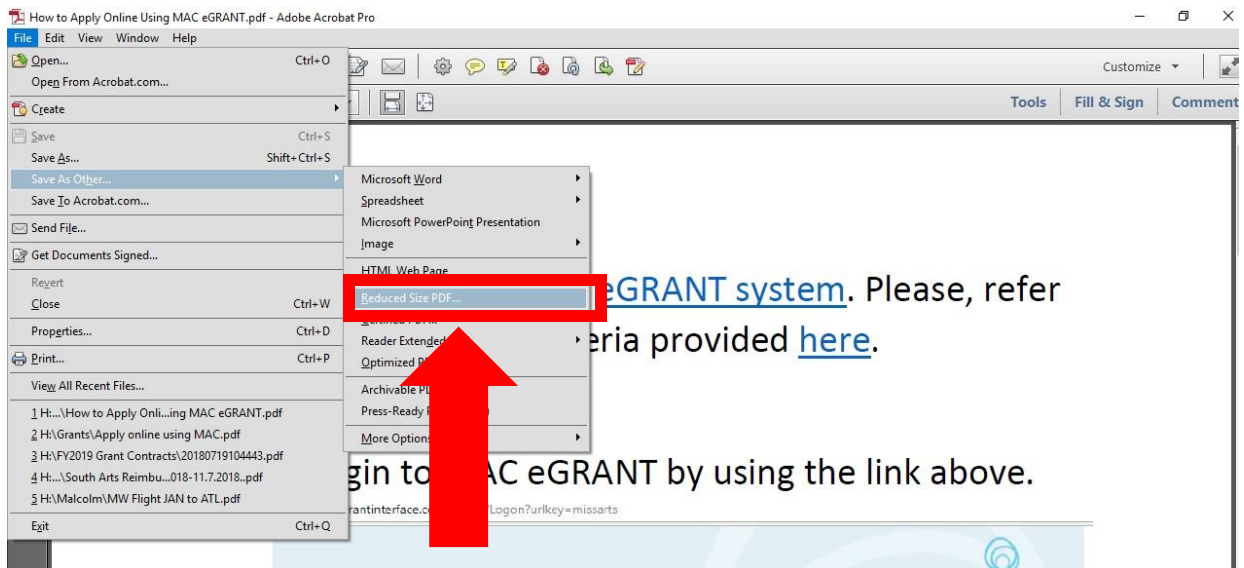
1. Open PDF file you wish to convert.
2. Click “File” in the upper-left corner of the screen.



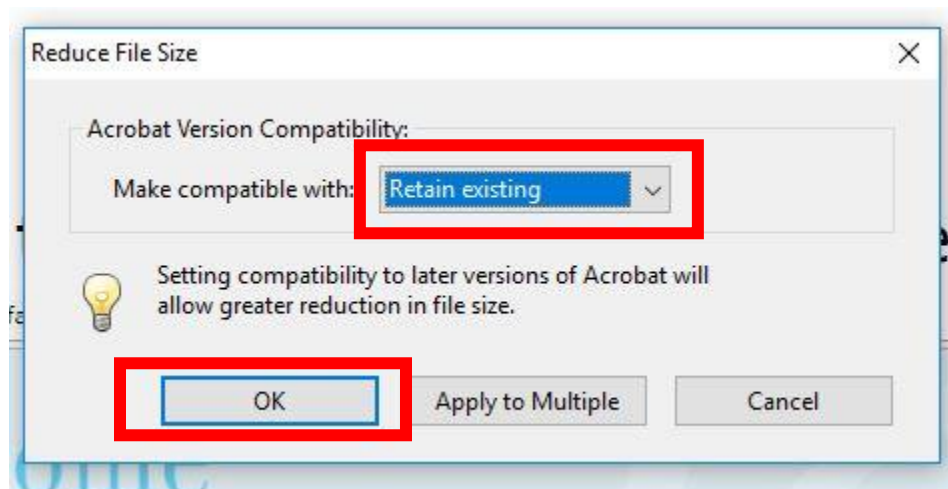
3. Select “Save as Other” from the dropdown menu



4. Select “Reduced Size PDF” from the dropdown menu.



5. Select “Retain existing” from the dropdown menu and then click “Okay.”



## 6. Name your file.

—Remember, if you are applying for an **Artist Fellowship**, your name cannot be in the file name or content.

