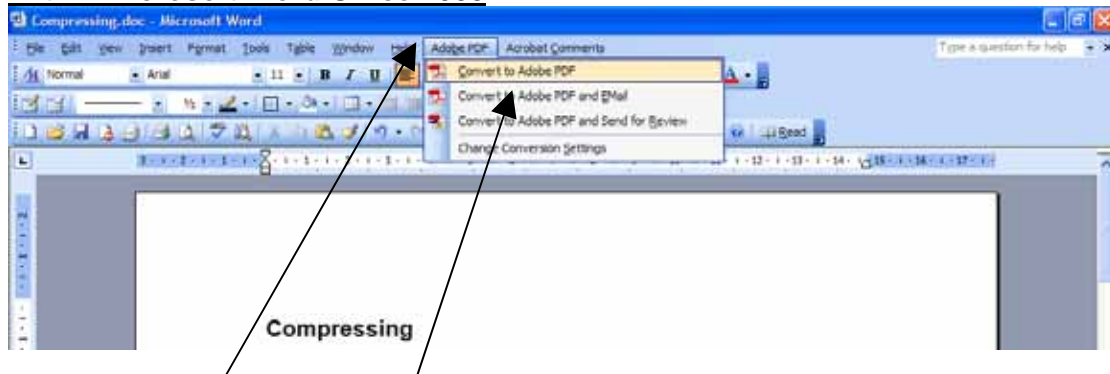
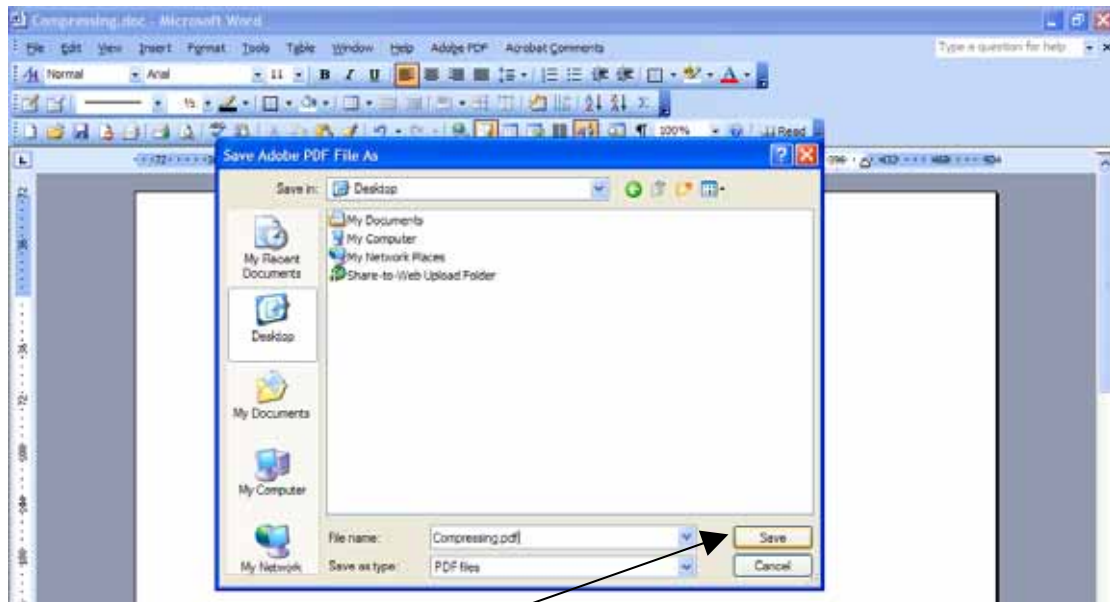


Compressing

Within Microsoft Word Office 2003

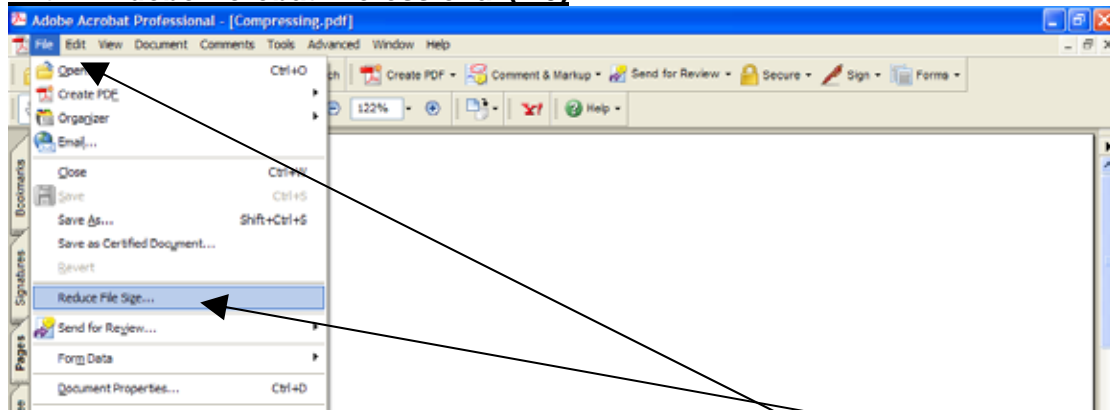


First click **Adobe PDF**, then **Convert to Adobe PDF**

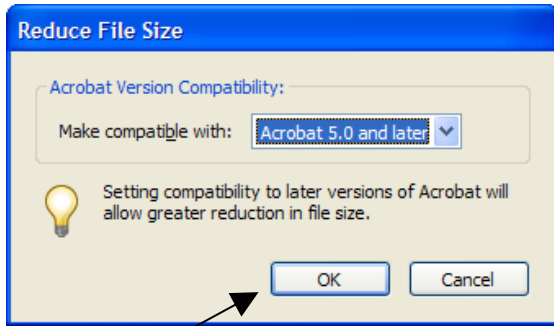


Enter a File name and click **Save** file

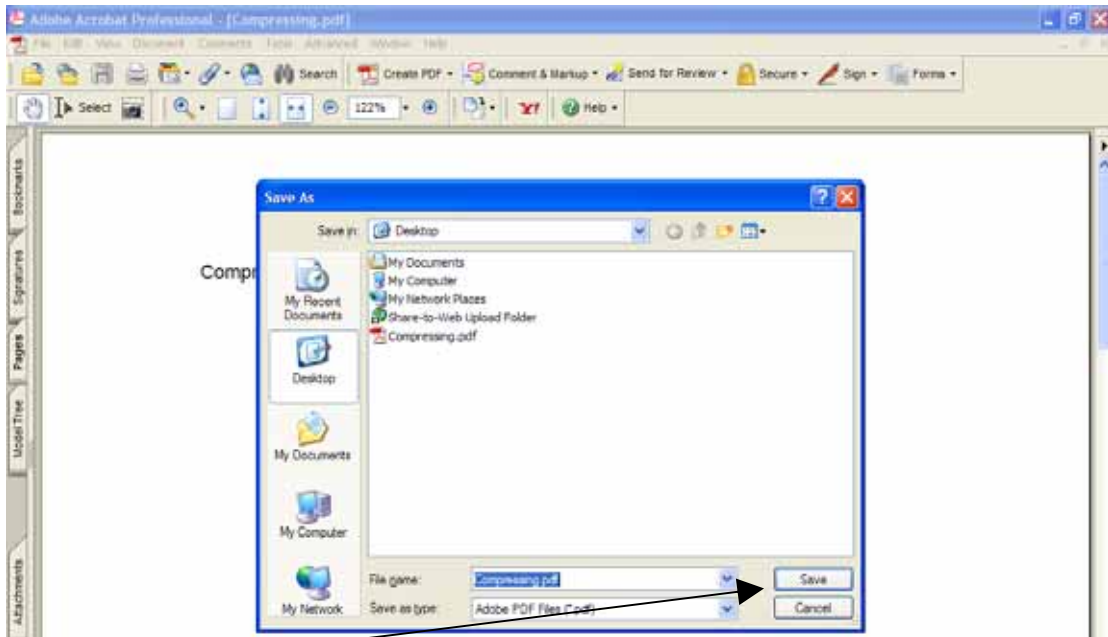
Within Adobe Acrobat Professional (7.0)



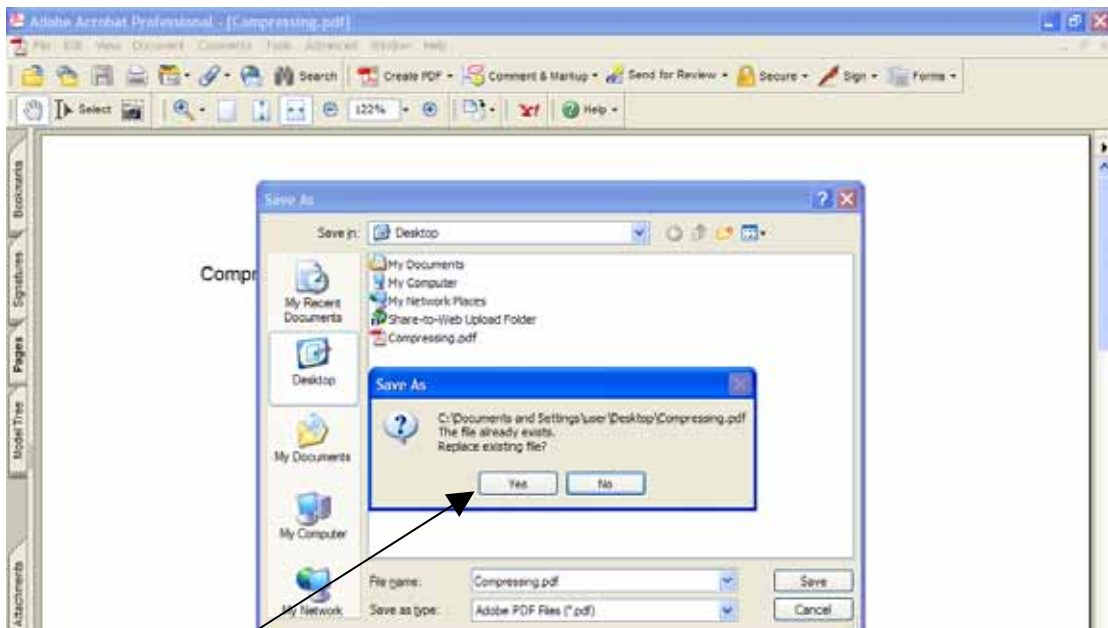
Open the New the new PDF file that you have created and click **File**, then **Reduce File Size...**



Click **OK**



Click **Save** (You can save it under a new file name if you would like to)



Finally click **Yes**