

## How to verify and adjust your document size to 8.5 x 11

### Check in Adobe Acrobat Reader (Free Program)

1. Open your PDF
2. At the top, click **File**
3. Click **Properties**
4. Look for **Page Size**
5. It should say **8.50 by 11.00 in.**

### How to Fix your PDF if it's not 8.5 x 11

#### *On Windows*

1. Open the PDF
2. Press **Ctrl + P**
3. Choose **Microsoft Print to PDF** as the printer
4. Select **Letter** for the paper size
5. Click **Print**
6. Save the new PDF
7. Use this new file to upload

#### *On Mac*

1. Open the PDF in Preview
2. Click **File**, the **Print**
3. Choose **US Letter** for the paper size
4. Click the **PDF** button in the bottom-left corner
5. Choose **Save as PDF**
6. Use this new file to upload