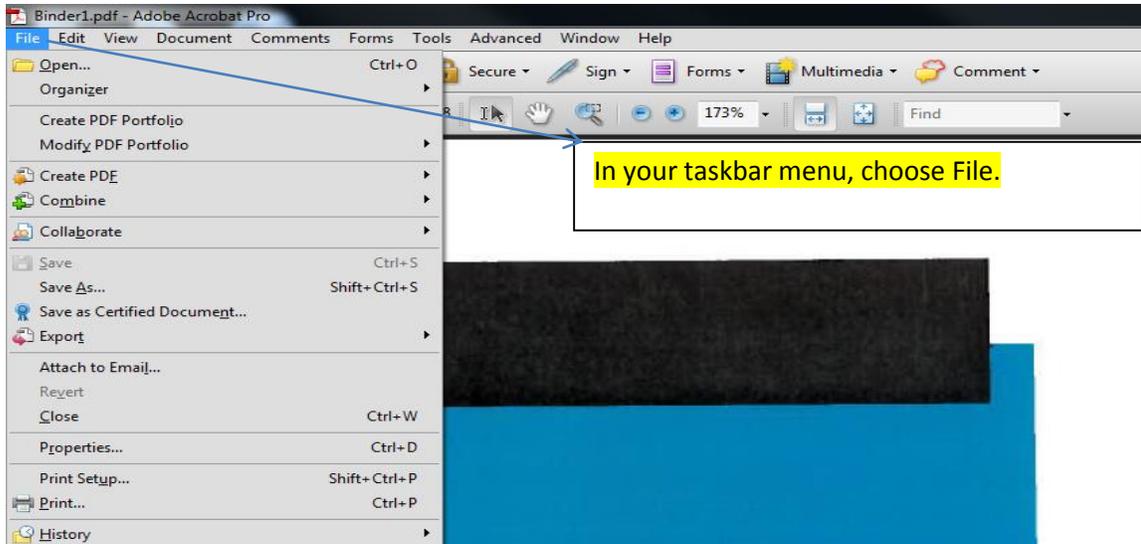


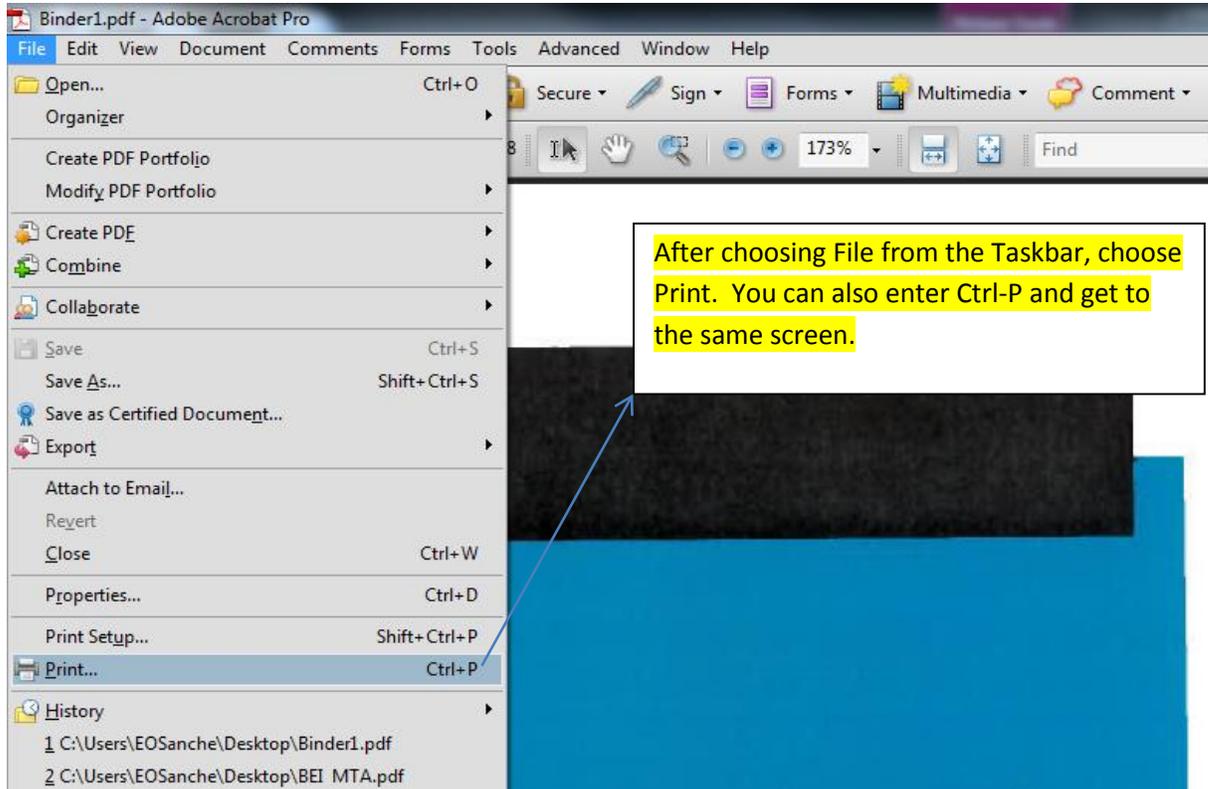
Page Scaling Instructions in Adobe Acrobat

When you take a Word document and convert it to a .pdf, it will shrink the size of the font even if you use the required font in Word. If Adobe Acrobat does this to your proposal or other documentation, it may be denied at the funding agency because they are very specific on spacing and font requirements. If Adobe shrinks your document, it will also shrink spacing and fonts. However, it is relatively simple to make sure your documents, when printed or sent electronically, stay exactly the same as the Word document that you created. Please follow the steps below to resolve this issue.

Step #1:



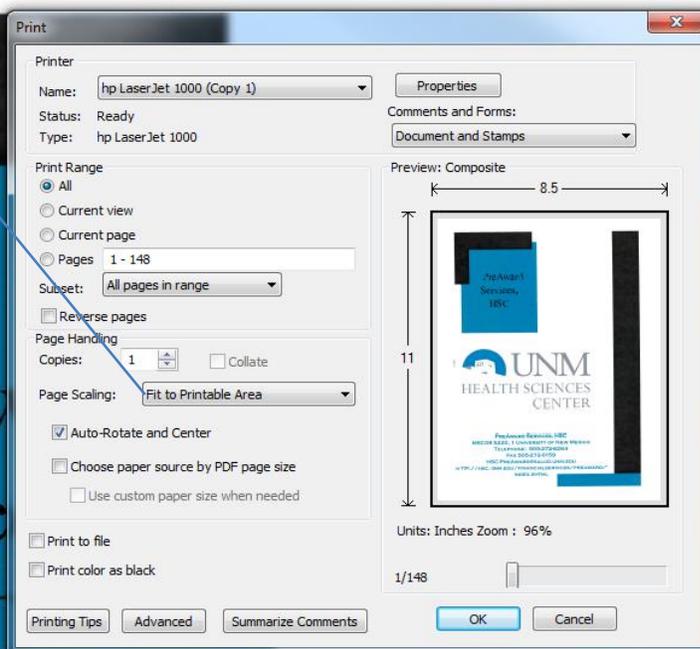
Step #2:



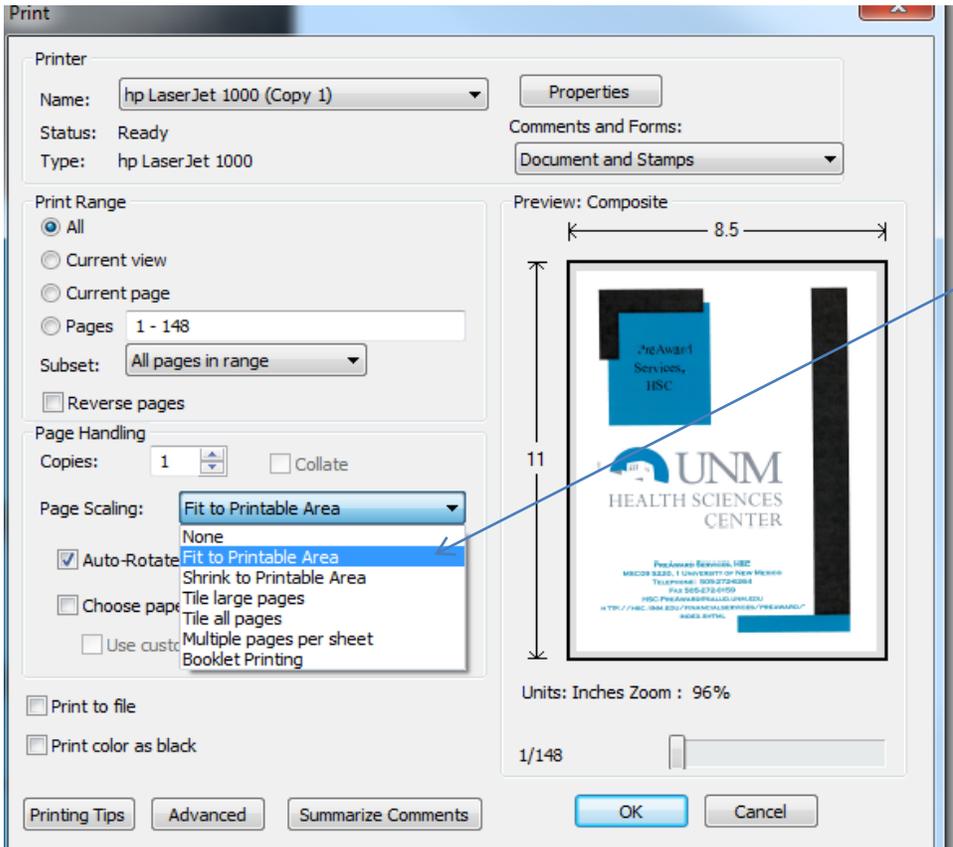
Step #3:



On the print screen, go to Page Scaling.

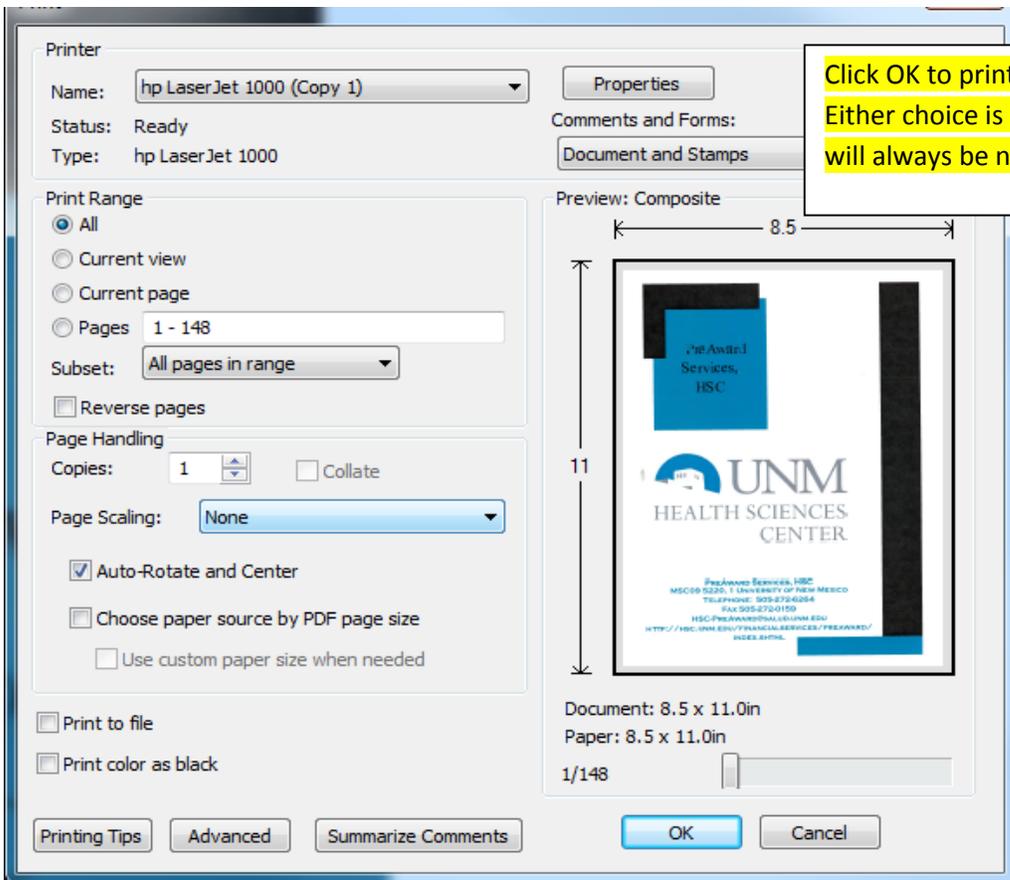


Step #4:



Under Page Scaling, select none. This will tell Adobe not to scale your document.

Step 5:



Click OK to print or cancel to cancel printing. Either choice is okay as your page scaling will always be none for this document.