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How do I reduce my PDF file? Not the size of the file, note, but the physical size of the page. I hear this question with some regularity! Some courts have very strict requirements for the fields of documents, the area of printing and so on. For example, a court or government agency may require Bates stamps to appear 1/2 inch from the bottom of the page, or that each page be one inch apart. Unfortunately, lawyers and their firms are faced with different files that enter into lawsuits or other processes that do not meet these standards. For example, you can get a drawing or scan of a drawing that goes almost from edge to edge. Or maybe you get a document that is the odd size of, say, 9 by 12 or something a little smaller than the standard page size letters. You have a challenge. You have to turn these digital files into PDF and still meet the requirements of the court/agency. In the old days, you'd throw them on a photocopier, but it doesn't seem very effective for printing and reusing documents turning them into great images. What to do? No compression purple Unfortunately, the acrobat does not directly shorten your pages. But, with this workaround, you can easily accomplish what you need. Let's say you have page 8.5 X 11 where the image area is too close to the bottom of the page. For example, this 43K PDF map originally created in Visio. 1) Go to the page of the Crop Pages 2) In the area of page size change click Custom radio. 3) Set the width to the current page width to 8.5. Set the height to 12. 4) In the page range section below, select Everything if you'll want to want to want a few pages. 5) Click OK Isn't it easy to make it bigger? I know what you think it makes the document bigger, not less . . . True, but here's what to do next: If you only need to print a document, select File->Print and zoom the page to Reduce to the Printer Field If you want to permanently reduce the size of the document, just select Reduce to the printer field and print on adobe PDF Print Driver. You can now stamp Bates your document or include it in other document collections. By the way, use this same trick if you want to make page sizes larger. Note: The new Bates 8 Acrobat 8 numbering feature can shorten pages just as much as you do their number. Acrobat can size PDF pages to match the chosen paper size. From the page scaling menu, choose one of the following options: Fit To Printable Scales Area with small pages up and large pages down to match the paper. Shrink To Printable Area Resizes only large pages to match paper and small pages as they are. Tip: (only Acrobat, not Adobe Reader) You can customize the default PDF for specific scaling or printing options. Select the Properties file and click on the extended tab. Choose print Dialog pre-installation options. Teh Teh The option in the page scaling menu is Shrink To Printable Area. Save the file for the new defaults. For more information see Print Dialog Presets in Acrobat Reference. Not available in Adobe Reader 9: Scale using preset scale options in Adobe Reader 9 or earlier. You can increase or reduce the PDF by an exact percentage. From the page scaling menu, select Tile All Pages to expose the Tile Scale option. Note: If you don't have a tile option on the menu, make sure you don't select the following options in the Advanced Print dialog: Print as Image or, only for Acrobat, Separations or In-RIP Separations. For the tile scale in the new percentage you want to increase or decrease the PDF. Click on any other option to update the preview on the right. How do I reduce my PDF file? Not the size of the file, note, but the physical size of the page. I hear this question with some regularity! Some courts have very strict requirements for the fields of documents, the area of printing and so on. For example, a court or government agency may require Bates stamps to appear 1/2 inch from the bottom of the page, or that each page be one inch apart. Unfortunately, lawyers and their firms are faced with different files that enter into lawsuits or other processes that do not meet these standards. For example, you can get a drawing or scan of a drawing that goes almost from edge to edge. Or maybe you get a document that is the odd size of, say, 9 by 12 or something a little smaller than the standard page size letters. You have a challenge. You have to turn these digital files into PDF and still meet the requirements of the court/agency. In the old days, you'd throw them on a photocopier, but it doesn't seem very effective for printing and reusing documents turning them into great images. What to do? No compression purple Unfortunately, the acrobat does not directly shorten your pages. But, with this workaround, you can easily accomplish what you need. Let's say you have page 8.5 X 11 where the image area is too close to the bottom of the page. For example, this 43K PDF map originally created in Visio. 1) Go to the page of the Crop Pages 2) In the area of page size change click Custom radio. 3) Set the width to the current page width to 8.5. Set the height to 12. 4) In the page range section below, select Everything if you'll want to want to want a few pages. 5) Click OK Isn't it easy to make it bigger? I know what you think it makes the document bigger, not less . . . True, but here's what to do next: If you only need to print a document, select File->Print and change Page On Reducing to a Printer Field If you want to permanently reduce the size of the document, just select Reduce to the Printer Field and print it out on Adobe PDF Print Driver. Now you can bates stamp your your your or include it in other collections of documents. By the way, use this same trick if you want to make page sizes larger. Note: The new Bates 8 Acrobat 8 numbering feature can shorten pages just as much as you do their number. Acrobat can size PDF pages to match the chosen paper size. From the page scaling menu, choose one of the following options: Fit To Printable Scales Area with small pages up and large pages down to match the paper. Shrink To Printable Area Resizes only large pages to fit paper and prints small pages as they are. Tip: (only Acrobat, not Adobe Reader) You can customize the default PDF for specific scaling or printing options. Select the Properties file and click on the extended tab. Choose print Dialog pre-installation options. The default option in the page scaling menu is Shrink To Printable Area. Save the file for the new defaults. For more information see Print Dialog Presets in Acrobat Reference. Not available in Adobe Reader 9: Scale using preset scale options in Adobe Reader 9 or earlier. You can increase or reduce the PDF by an exact percentage. From the page scaling menu, select Tile All Pages to expose the Tile Scale option. Note: If you don't have a tile option on the menu, make sure you don't select the following options in the Advanced Print dialog: Print as Image or, only for Acrobat, Separations or In-RIP Separations. For the tile scale in the new percentage you want to increase or decrease the PDF. Click on any other option to update the preview on the right. Squeeze PNG, JPG, JPEG, GIF, TIFF online for free. Reduce the file size of the image to 90% without losing quality. Simply select the image you want to compress (maximum 50MB) and wait a few seconds. Avoid support fraud. We will never ask you to call or write a phone number or share personal information. Please report suspicious activity with the Report of Abuse option. More This thread has been archived. Please ask a new question if you need help. When the screen comes on my monitor I have to us slide bars left and right and up and down to view the page. How can I reduce it to see it at the same time? When the screen comes on my monitor I have to us slide bars left and right and up and down to view the page. How can I reduce it to see it at the same time? Hello, have you tried firefox's zoom feature? This will help increase the size of the web pages. To make things bigger, click Ctrl and at the same time. To make things smaller, click Ctrl and - at the same time. To Size back to normal, press Ctrl and 0 at the same time. You can also use NoSquint. add-ons to change the default scaling level for all websites at the same time. Once you've adjusted your global scale level, you can still fine-tune the zoom on individual sites. Use NoSquint: After installing NoSquint, make sure you have the add-on bar displayed: Right click on the new tab tab (C) or an empty tab area bar to the right of it and choose the Add-on Bar from the menu label. Tap % on the add-on to challenge site preferences, then click global settings, then scale tab. You can experiment with sizes larger than 125%, but it is not recommended that you go as high as 150% if you have a large high-resolution monitor. If there are specific sites that still present such problems, feel free to post your URLs. Please let us know if this has helped you! Thank you. Read this answer in the context of 0 Hello, have you tried Firefox's zoom feature? This will help increase the size of the web pages. To make things bigger, click Ctrl and at the same time. To make things smaller, click Ctrl and - at the same time. To reset the size back to normal, press Ctrl and 0 at the same time. You can also use NoSquint. add-ons to change the default scaling level for all websites at the same time. Once you've adjusted your global scale level, you can still fine-tune the zoom on individual sites. Use NoSquint: Once you install NoSquint, make sure you have the add-on bar displayed: Right click on the new tab button (me) or empty the bar tab area to his right and choose the add-on bar from the menu label. Tap % on the add-on to challenge site preferences, then click global settings, then scale tab. You can experiment with sizes larger than 125%, but it is not recommended that you go as high as 150% if you have a large high-resolution monitor. If there are specific sites that still present such problems, feel free to post your URLs. Please let us know if this has helped you! Thank you. Hello, have you tried the Size font and increase - increase the size of web pages feature scaling Firefox? This will help increase the size of the web pages. To make things more, click Ctrl and #43 at the same time. To make things smaller, click 'Ctrl' and '-' at the same time. To reset the size back to normal, click 'Ctrl' and '0' at the same time. You can also use NoSquint. add-ons to change the default scaling level for all websites at the same time. Once you've adjusted your global scale level, you can still fine-tune the zoom on individual sites. Using NoSquint: #After installing NoSquint, make sure you have the add-on bar displayed: Right click on the new tab button (l) or empty tab area bar to the right of it and choose the add-on bar from the menu label. #Click% on the add-on to challenge the site's preferences, then click the Global Settings button, then the Scale tab. You experiment with sizes larger than 125%, but it is not recommended that you go as high as 150% if you have a large high-resolution monitor. If there are specific sites that still present such problems, feel free to post your URLs. 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