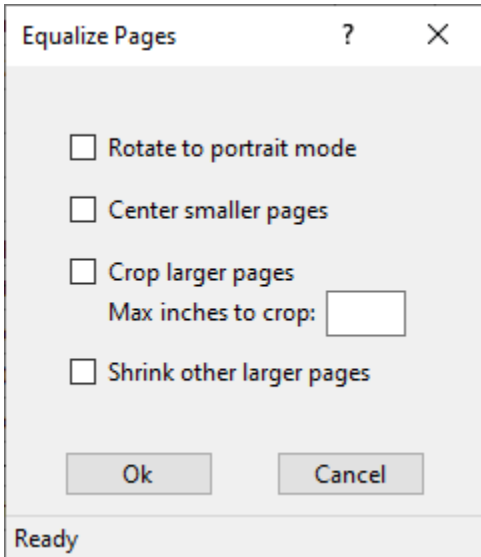


## ***Equalize PDFs***

The Equalize function makes every page conform to standard US Letter size in portrait orientation. The process shrinks pages that are larger and centers pages that are smaller.



## ***Rotate to portrait mode***

Check to make sure all pages are in portrait orientation.

## ***Center smaller pages***

Check to center pages smaller than 8.5 x 11.

## ***Crop larger pages and Max inches to crop***

Check to crop larger pages up to amount indicated in Max inches to crop.

## ***Shrink other larger pages***

Check to shrink all other larger pages.

**Make sure to have backups!**