The University of Vermont
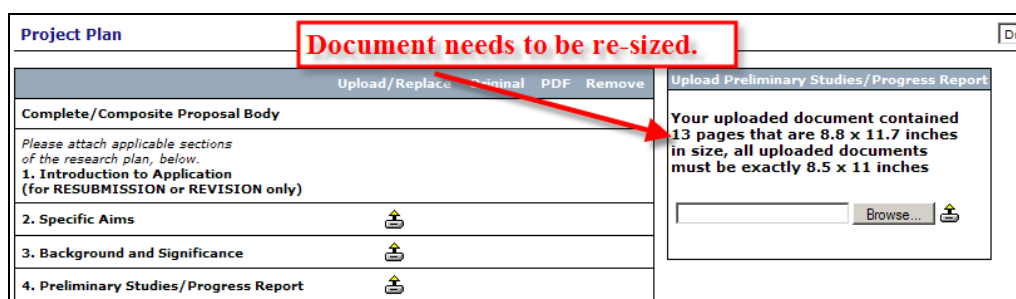Sponsored Project Administration

How to Fix a Document that is Not Exactly 8.5 x 11 inches   *last updated November 6, 2015*
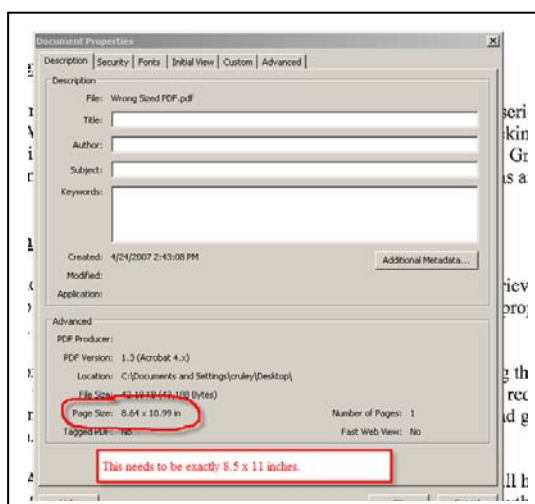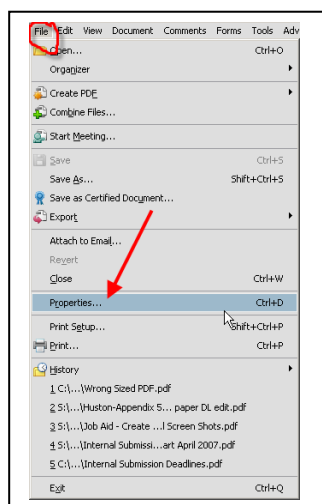
This document provides a solution to the problem we sometimes see on NIH proposals in InfoEd. If you are trying to upload a PDF file that is not exactly 8.5 x 11 inches, you will get the error message shown below.

"Your uploaded document contained 13 pages that are 8.8 x 11.7 inches in size, all uploaded documents must be exactly 8.5 x 11 inches."
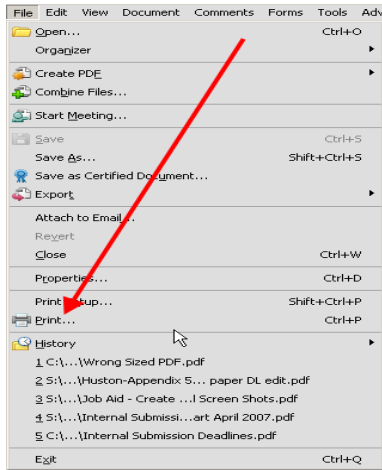

You must have Adobe Acrobat Professional, Adobe Acrobat Standard or some other PDF creation software to use this solution. If you don't have this software available in your department, contact SPA for assistance.
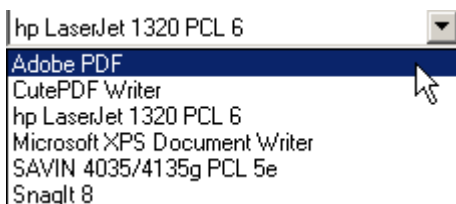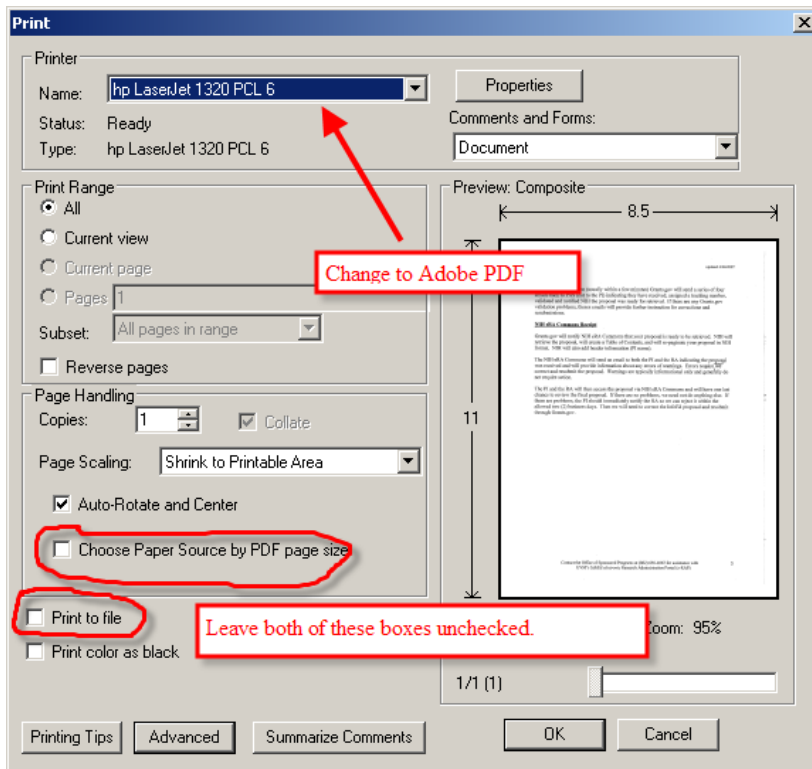
1) Look at Document Properties to see file size – Verify that file size is not 8.5 x xx inches

2) To fix, click Print icon

3) Change Printer Name to Adobe PDF

4) Make sure the "Choose Paper Source…" and "Print to File" boxes are not clicked

5) Click OK to print and then re-name new file. You should now be able to upload the document without difficulty.

For help with InfoEd, please call SPA at (802) 656-3360