

FIXING MARGINS AND PAGE SIZES IN SEJDA

For programs such as Foreflight, where margins are fixed and cannot be easily adjusted, we use a third-party tool called SEJDA. It is free to use under the following conditions:

1. No account or “login” required
2. Up to three uses in a 24 hr period
3. Page size of file uploaded cannot exceed 200 pages

If your situation warrants, you can subscribe on a simple month-to-month basis for around \$7, and there is no long-term commitment. We have a full subscription since we use it daily. SEJDA offers a full suite of tool for manipulating pdf files so feel to explore it on your own. Their site is www.sejda.com

TO FIX MARGINS:

1. Go directly to www.sejda.com/resize-pdf (this takes you directly to the margin fix area).
2. Page appears allowing you to Resize PDF; and add page margins/padding and also to change page size if necessary (rare, but if you’re set to A4 paper, you can convert to US letter)
3. Click Upload PDF files and navigate to the file OR just drag/drop the file in the green box.
4. Choose an option (usually you’ll select **Add margins and padding**).
5. File gets uploaded and displays in a preview mode. Scroll down a bit to see the preview.
6. Make adjustments as needed remembering that you are ADDING to what is already there. For example, in Foreflight, we add .6” at the top, .7” left and .7” right. Look at your page and estimate the additional space you need to clear holes in our punched paper. You need something in the 1” margin range. Also, consider whether the file will be printed single or double sided. If double sided, BOTH left and right margins may need to be adjusted. For single sided files, the left margins is the critical one. One inch is fine with a .5” on the right.
7. Click Resize.
8. Click Download. File will go in your downloads folder.
9. If you don’t get the desired result, you can repeat but, if you are reusing the adjusted file, you will be making small “tweaks” only.

