

## Tips for Reducing the Size of a PDF

1. Scan documents using lower quality settings.

- o Select black and white vs grayscale or color. Lower quality to 300 dpi.

2. Use Adobe to resave PDF as a 'Reduced Size PDF'

You can sometimes reduce the file size of a PDF simply by using the **Save As Other** command. Reducing the size of PDFs improves their performance without altering their appearance.

- o Open the PDF you wish to resave as a smaller file >> click **File** >> Choose **Save As Other >>Reduced Sized PDF.**
- o Select the version compatibility you need and click **OK** to save

3. Use Adobe's PDF Optimizer

**PDF Optimizer** provides many settings for reducing the size of PDF files. Control over which elements of the document are reduced in quality. Before you optimize a file, it's a good idea to audit the file's space usage. The space audit results may give you ideas about where best to reduce file size.

- o Choose **File >> Save As Other >> Optimized PDF.** The **PDF Optimizer** dialog box opens.
- o Click the **Audit Space Usage** button at the top of the dialog box.

4. Reduce the size as you save in Word

- o In Word, to convert a document to PDF, you use the **Save As** option. This option generally produces a smaller file, depending on the number of images in your document. However, if you find that your Word-converted PDF is still too large, there is a further option in Word that will produce a significantly smaller file.
- o Open the Word document you are going to convert to PDF. Click **File** and then **Save As**. In the Save as type menu, select **PDF** and enter your preferred file name. Where it says Optimize for at the bottom of the dialog box, select **Minimum size (publishing online).**

5. Use a print-to-PDF tool

- o Other (non-Adobe) PDF tools generally contain features that will reduce the size of your PDF.