

Three ways to reduce the file size of your PDF documents

Select the method that's easiest for you to reduce the size of your required documents. The application will accept a maximum file size of 25MB.

1. Compress your existing PDF file online using a browser

- Click on link below:
<https://www.adobe.com/acrobat/online/compress-pdf.html>
- Select your file and follow the instructions to begin the process.

2. Compress your existing PDF file using Adobe Acrobat

- Open your PDF in Adobe Acrobat
- Choose Tools (top bar) > Scroll down to Protect and Standardize > Choose Optimize PDF > Choose Reduce File Size (in top menu)
- Set compatibility of Acrobat version and click OK. (Default will be the existing version.)
- Save your file: Choose File > Save As. Keep the same file name to overwrite current file or rename the new smaller PDF file. Select a location and click Save.
(Note: If you have an older version of Acrobat, you may need to search “reduce file size”)

3. Reduce the file size when scanning your document

- Please see scan-to-file image below. When scanning your documents, reduce the resolution as illustrated by the red arrow to decrease the PDF file size. (Note: If the resolution is reduced too much, the type may become difficult to read.)

