

From: dopmannouncement

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To: DOPM All Users <DOPMailUsers@uabmc.edu>

Subject: Computer Tip of the Week - How to Reduce the Size of PDF Documents

How to Reduce the Size of PDF Documents

Brought to you by
David Clabough
- System Admin in MT-403



SITUATION:

You have created a PDF document using ADOBE ACROBAT PRO and its size seems excessive. How can you reduce that size?

SOLUTION:

One you've created the document in ADOBE ACROBAT PRO, use the "FILE" → "SAVE AS OTHER" → "REDUCED SIZE PDF" → "MAKE COMPATIBLE WITH: *RETAIN EXISTING*" → "OK" → enter a file name → "SAVE"

Please keep in mind that the percentage of size savings will depend on the type of items contained within the PDF. Word pages will reduce significantly more than scanned pages or pictures. Be sure to check the *reduced size* document to ensure no alterations to the content occurred during the optimization process.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?
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