

REDUCING THE SIZE OF A PDF FILE

eDP has a 2MB file limitation for attaching documents. Therefore, there will be times when you must reduce the size of the PDF document so it will attach to eDP. Here are a few ways you can reduce the file size. These methods are listed in order of efficiency.

Method 1: Save the file as a reduced size PDF

| <u>Step</u> | <u>Action</u> |
|-------------|--|
| 1 | Open the PDF file you wish to reduce. |
| 2 | Navigate to the menu bar and select: <ol style="list-style-type: none">FileSave asReduced size PDF |
| 3 | Click "OK" in the dialogue box that appears. |
| 4 | Click "Save" in the dialogue box that follows to overwrite the existing PDF. |
| 5 | Click "Yes." |

Optional:

- At Step 3, you can instead select "Apply to Multiple." This will open a new dialogue box in which you can drag multiple PDF files to reduce at once.
- After you have dragged the files you wish to reduce into the field, select the "Smallest File Size" icon and click "OK."
- A new dialogue box will appear, click "OK" to overwrite the existing files.

Method 2: XPS conversion step

| <u>Step</u> | <u>Action</u> |
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| 1 | Open the PDF file you wish to reduce. |
| 2 | Navigate to the menu bar and select: <ol style="list-style-type: none">FilePrint |
| 3 | Select Microsoft XPS Document Write as your printer. |
| 4 | Click "Print." |
| 5 | In the dialogue box that appears, name the file and save it to your computer (creating a temporary document folder will help you to easily find any documents). You have now created an XPS document. |
| 6 | In the folder where you have saved the printed XPS, right click on the XPS file and select "Convert to Adobe PDF." |
| 7 | Save the new PDF that opens. |

Additional Note: This method also converts PDFs that are locked for editing or read-only into a new PDF from which the pages can be extracted.

Method 3: Convert to PDF and back

| <u>Step</u> | <u>Action</u> |
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| 1 | Open the PDF file you wish to reduce. |
| 2 | Navigate to the menu bar and select: <ul style="list-style-type: none">a. Fileb. Save asc. Imaged. JPEG |
| 3 | The "Save As" window will appear, click "Save." |
| 4 | Go to the newly created JPEG files and highlight all of the files |
| 5 | Right click the highlighted files. |
| 6 | Select "Combine supported files in Acrobat." |
| 7 | Click "Combine Files." |
| 8 | Follow Method 1 to save. |