

## PDF File Compression – Effective 1/6/2014

### Every agency must update their procedures for PDF uploading.

There are 3 options for reducing the size of your PDF documents. Please read these carefully.

- ❖ **If you convert a Word, Excel, or MUNIS document into a PDF on your computer, no scanning involved:**
  - This should automatically create smaller file sizes.
  
- ❖ **If you scan printed documents, and the scanning process produces a PDF:**
  - On the copy machine that you use to scan, find document/scan settings and select NORMAL quality, or MEDIUM resolution, or NORMAL file size
    - Do NOT select MAX resolution, LARGE file, or HIGH quality settings.
  
- ❖ **If you have the full Adobe Acrobat program (and not just a Reader), and you scan printed documents which produces a PDF:**
  - On the copy machine that you use to scan, find document/scan settings select NORMAL quality, or MEDIUM resolution, or NORMAL file size
    - Do NOT select MAX resolution, LARGE file, or HIGH quality settings.
  
  - Only if you have the full Adobe Acrobat, you have the option of reducing the file size.
    - Open the PDF that you just created from scanning on the copy machine.
    - Select the Documents menu at the top of the window of the open PDF file.
    - Select Reduce File Size from that menu.
    - Resave the document. The file size will change upon resave.