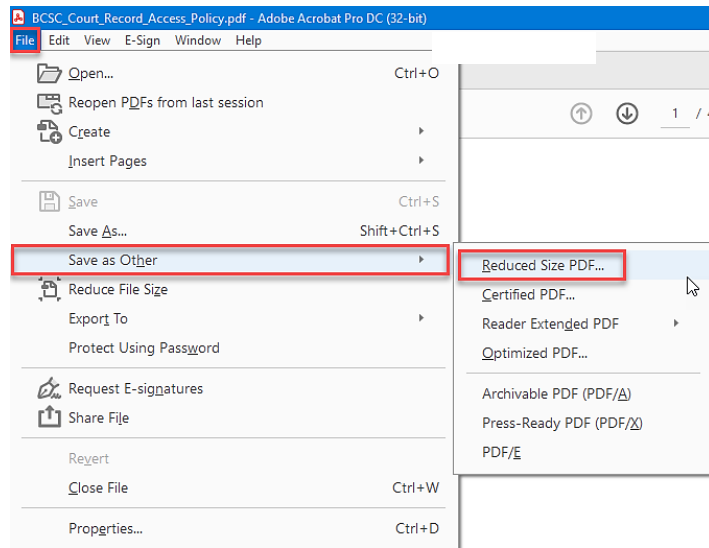


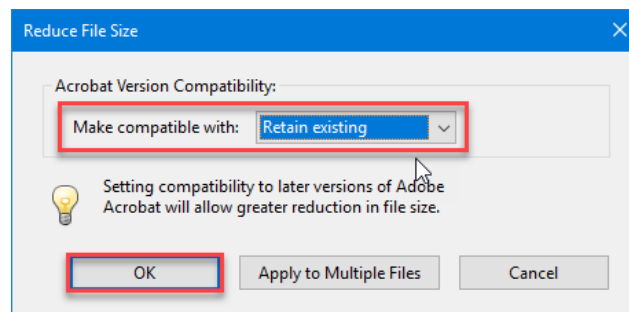
# REDUCE THE SIZE OF A PDF DOCUMENT

*NOTE: There are several methods of reducing the size of a PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.*

1. Open your PDF document in Adobe Acrobat DC.
2. Go to **File > Save as Other > Reduced Size PDF...**



3. Under **Make compatible with**, select the oldest version of Adobe you wish the file to be compatible with. Setting compatibility to later versions of Acrobat will allow a greater reduction in file size.



4. Click **OK**. Select a location to save your new file to. After you click **Save**, your new reduced size PDF will be saved.

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