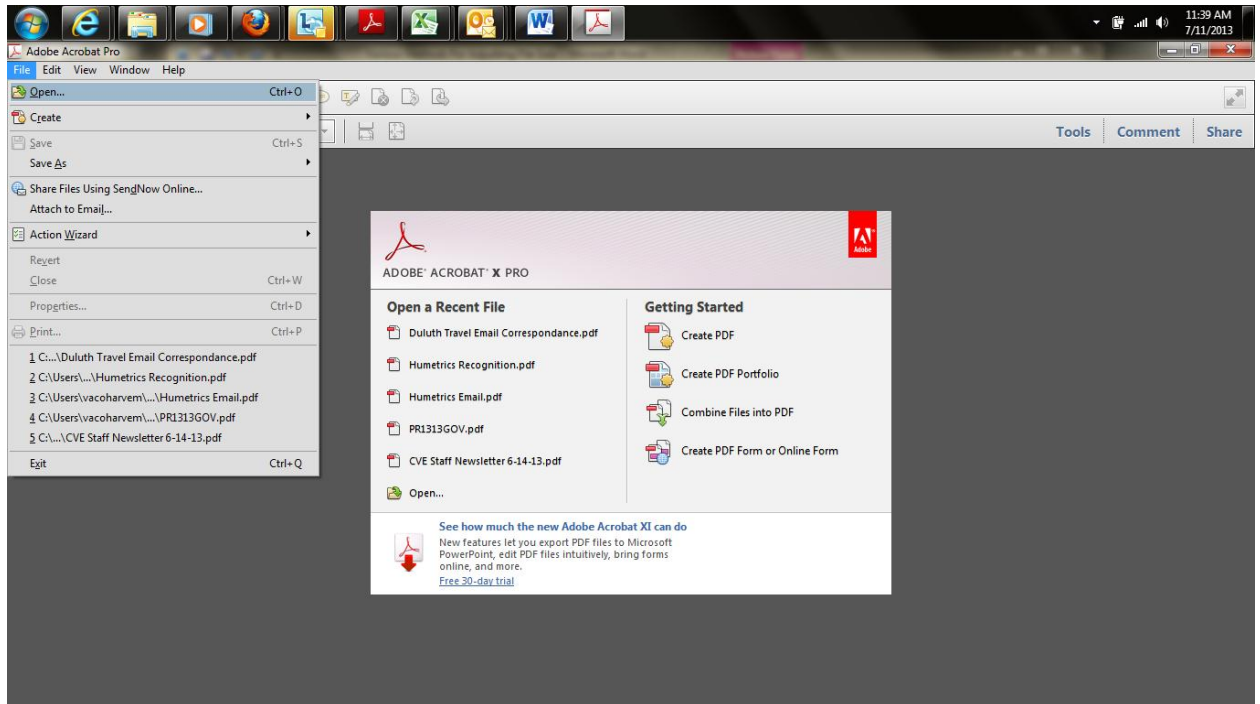


## First Method: Reduce File Size in Adobe Acrobat

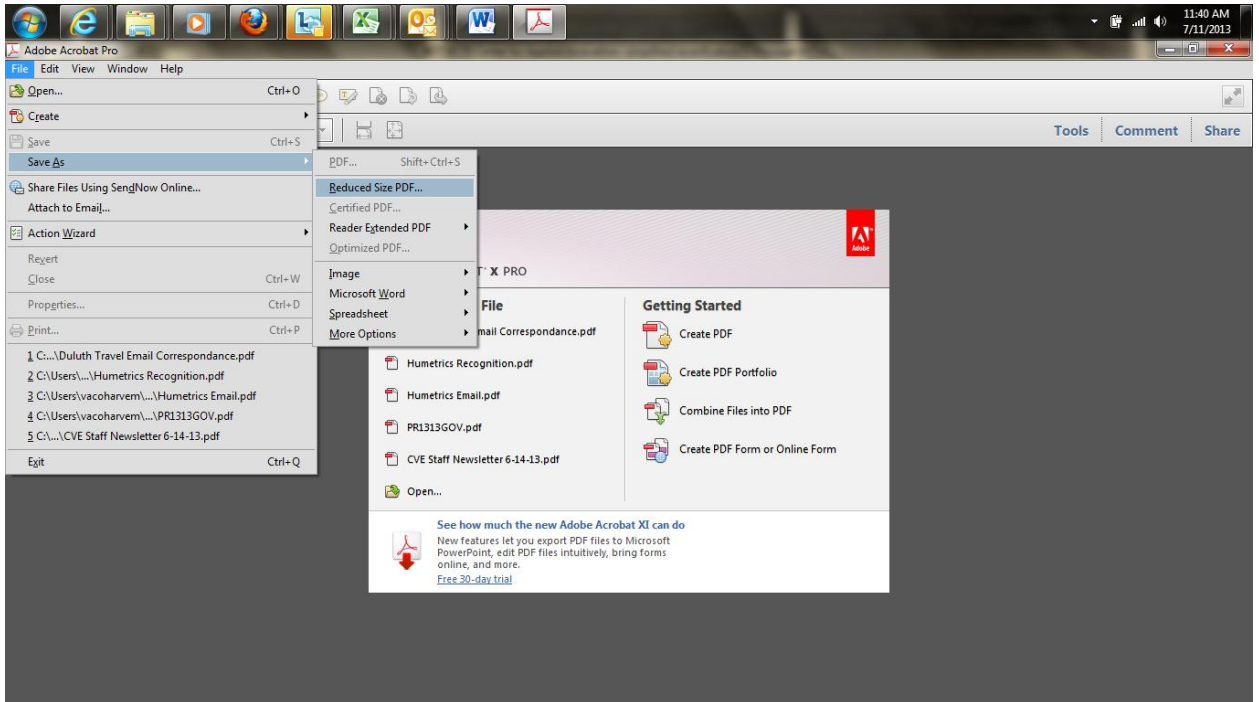
1. 1

**Launch Adobe Acrobat.** Open the PDF file you wish to reduce.



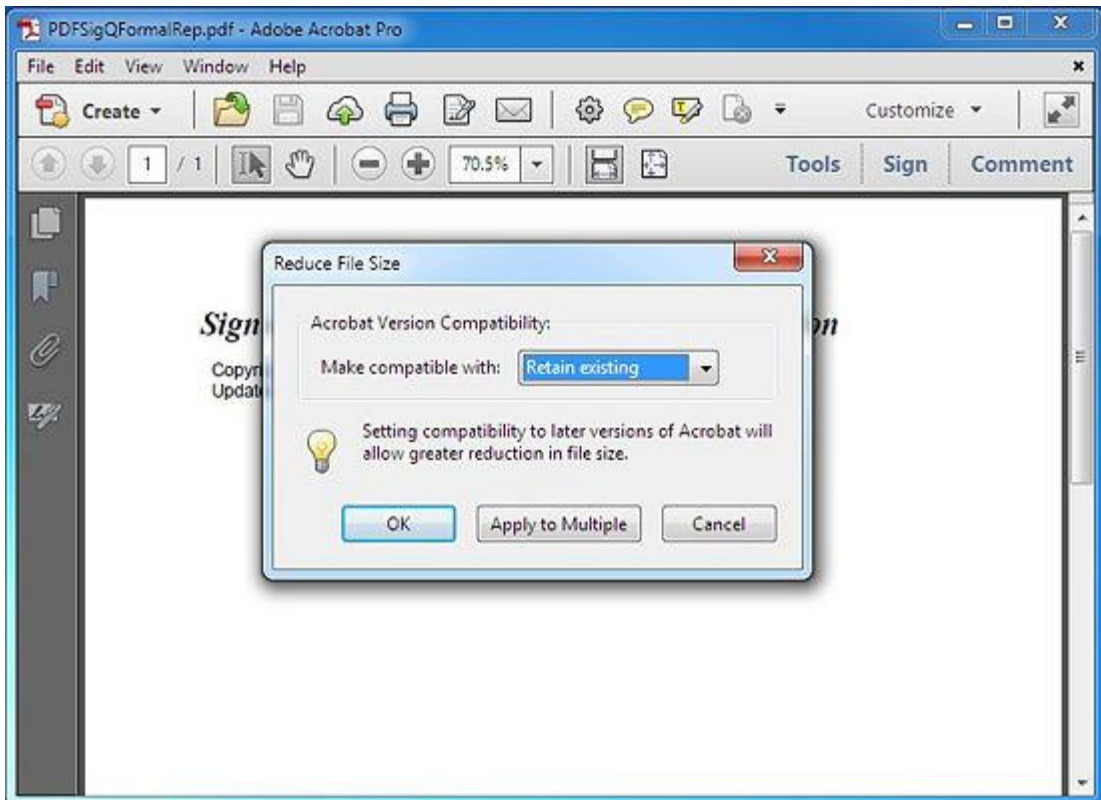
2. 2

**Use the SaveAs command.** From the File menu, scroll to Save As... and then select "Reduced Size PDF."



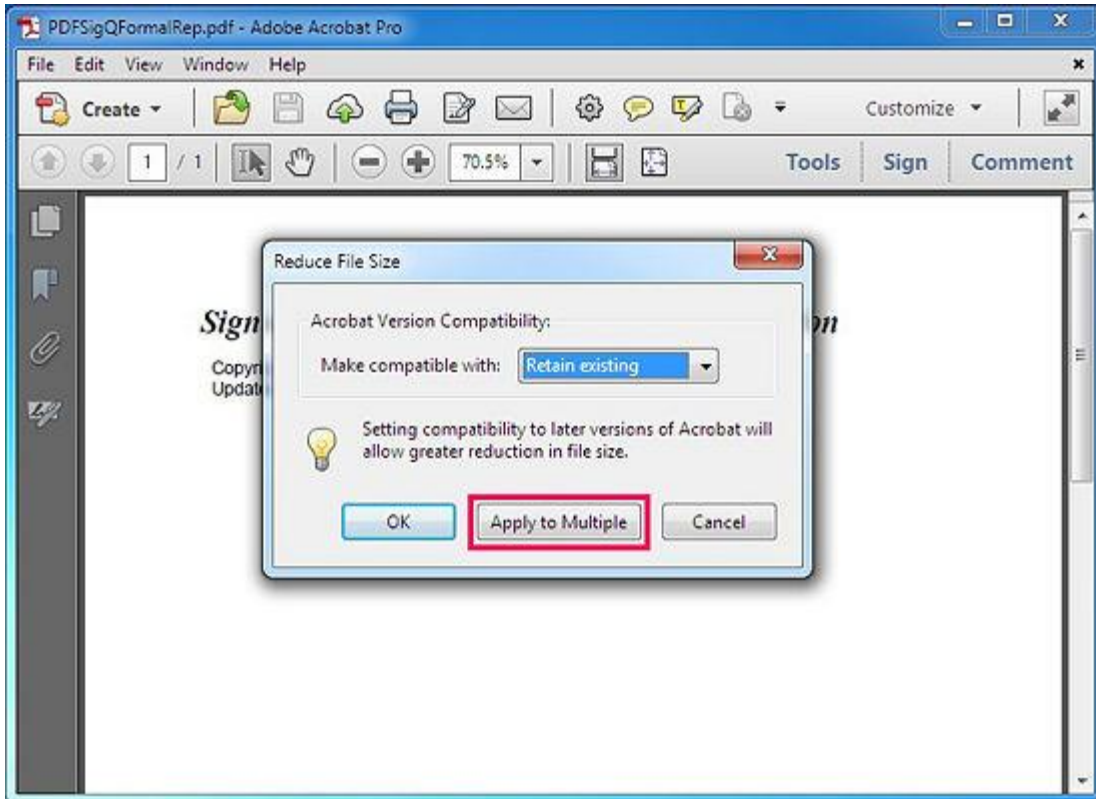
3

Select the appropriate version compatibility for your requirements.



- o Note: limiting compatibility to the latest versions of Acrobat or Adobe Reader can further reduce file size.

**Save multiple files.** If you are going to apply the same settings to multiple files, click Apply To Multiple, then add the files.



- In the Output Options dialog box, specify your folder and filename preferences.

