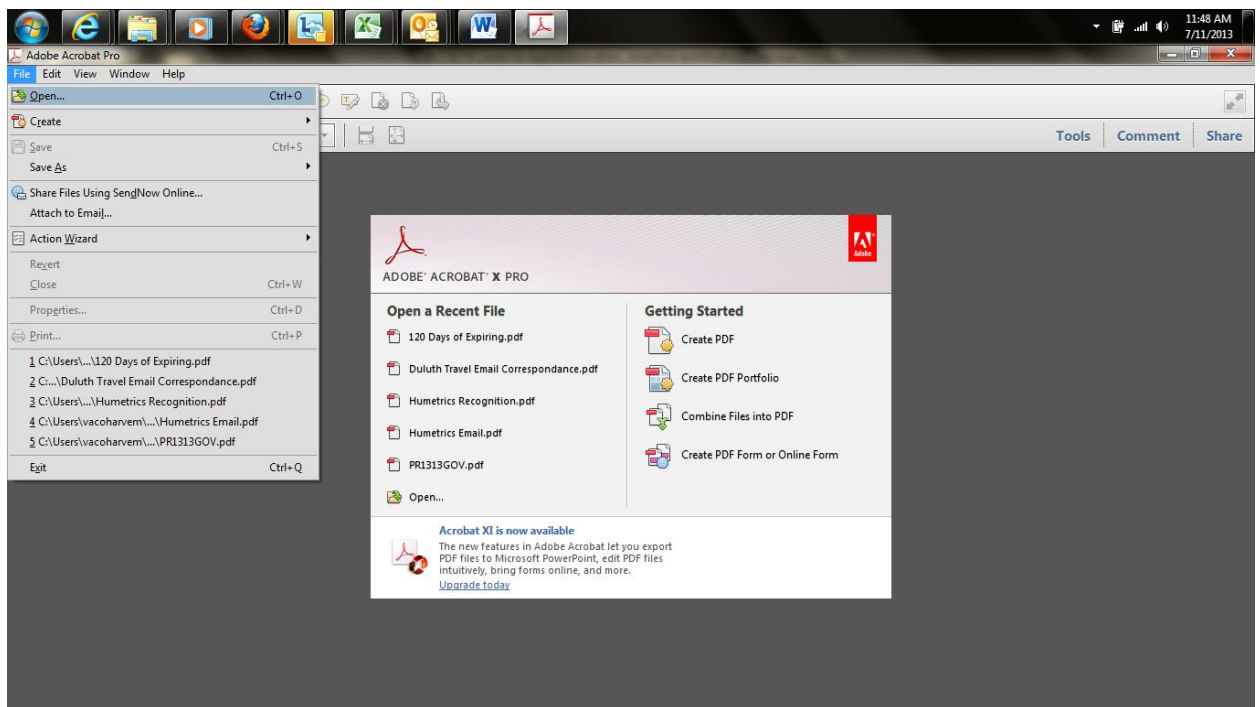## Third Method: Reducing File Size in Acrobat with PDF Optimizer
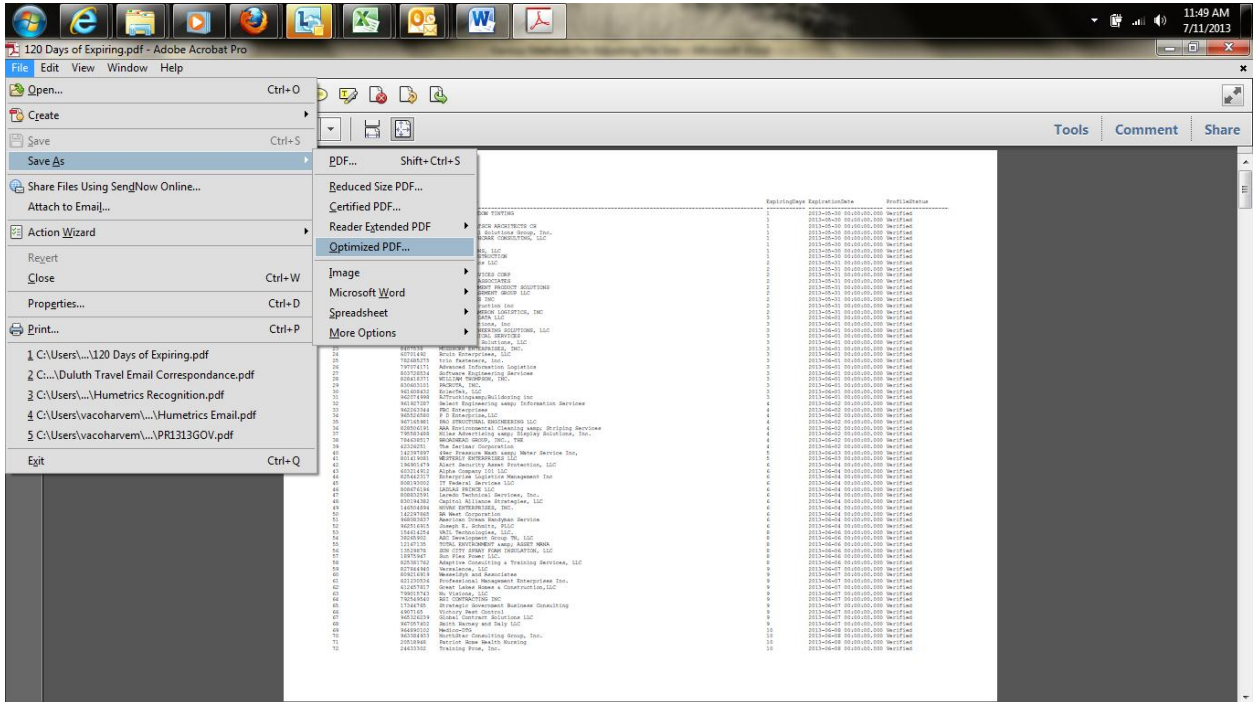
1

Use PDF Optimizer. PDF Optimizer provides finer control for reducing the size of PDF files. In most cases, the default settings are appropriate for maximum efficiency—saving space by removing embedded fonts, compressing images, and removing items from the file that are no longer needed.

2

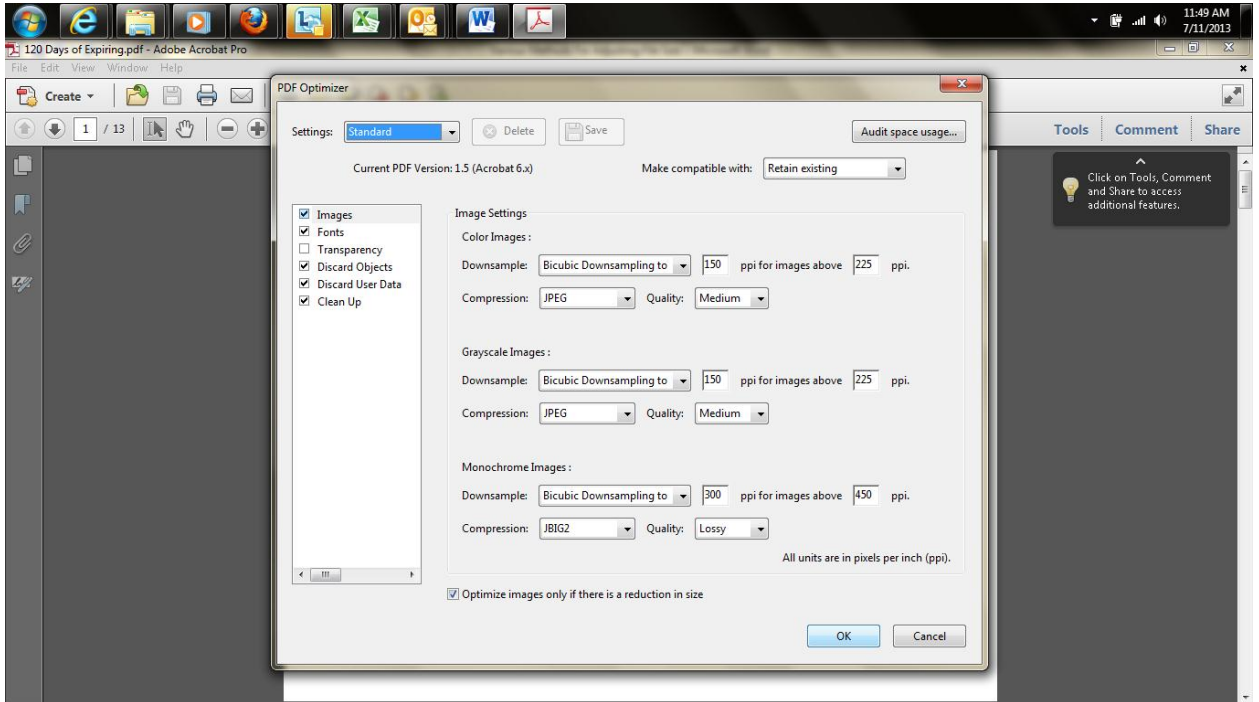**Launch Adobe Acrobat. Open the PDF file you wish to reduce.**

3

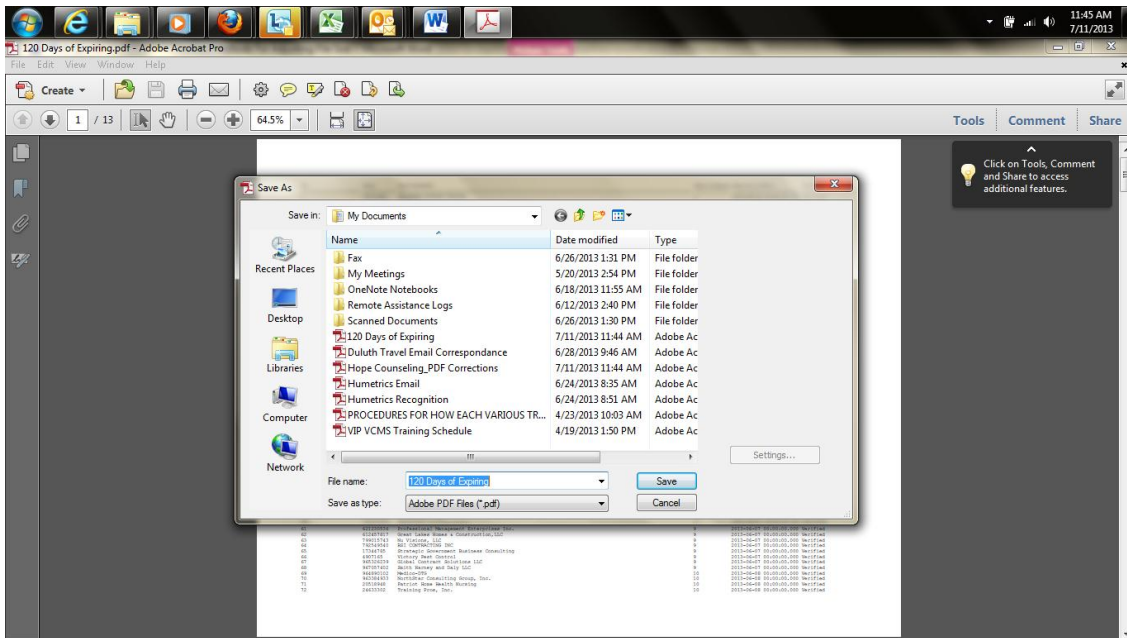**Save as optimized**. From the File menu choose Save As... and then Optimized PDF.

4

Adjust your settings. Leave as default, or fine-tune your settings as needed.

5

Save your file.

Fourth Method: MAC Preview

1. 1

   Launch Preview. From the Open menu, select the file you wish to reduce.

2. 2

   Export the file. From the File menu, select **Export**

3. 3

   Set export options. Click the Quartz Filter menu, and select "Reduce File Size."
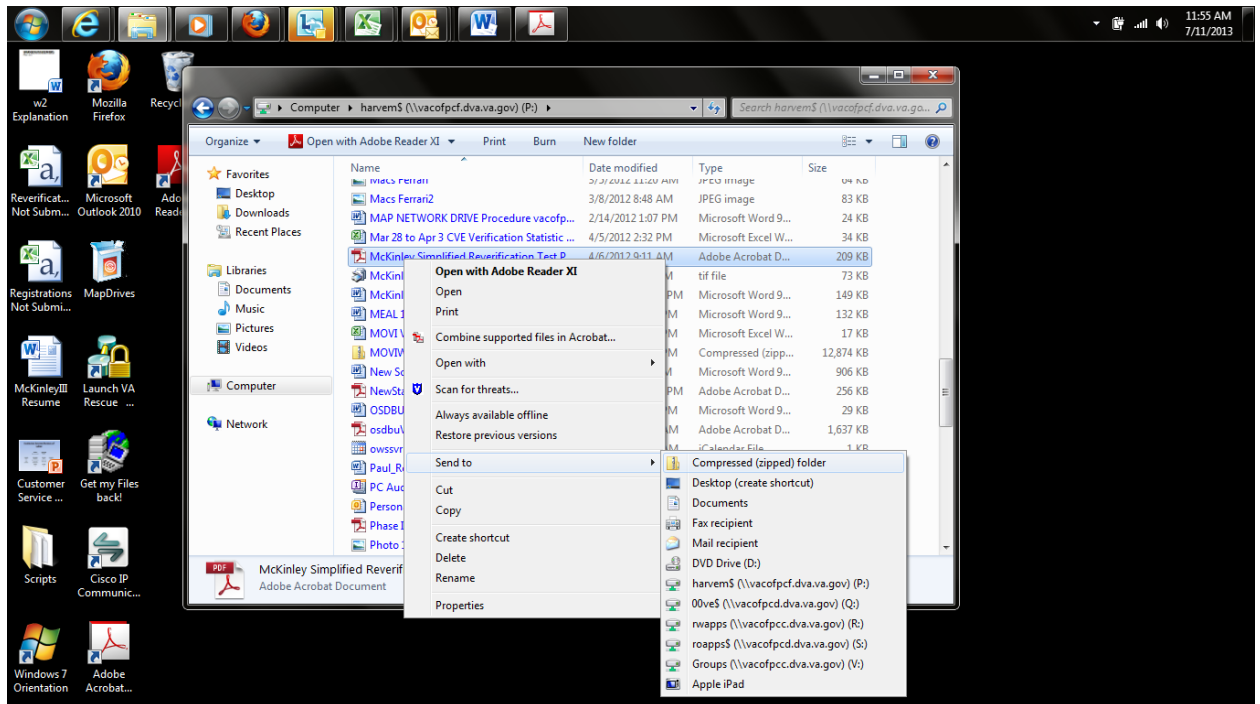
4. 4

   Save. Select your desired location, then click Save. Your file will be saved in a much-reduced size (see example below).
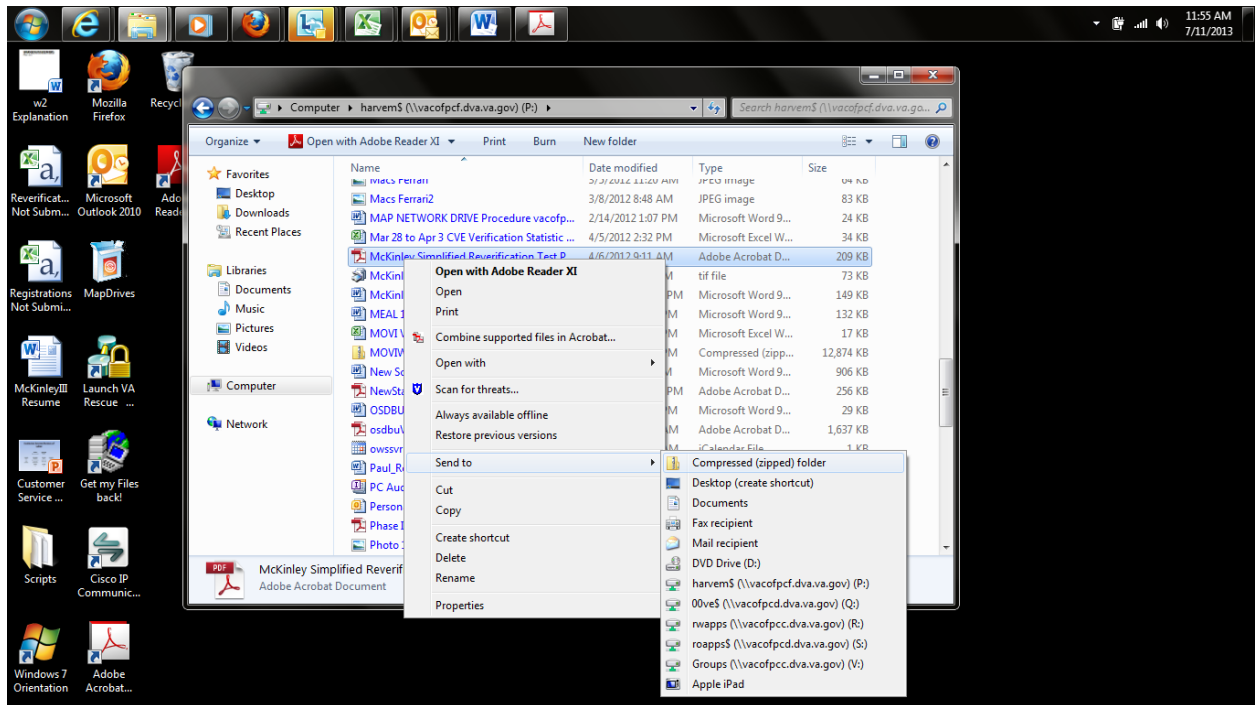
Fifth Method: Using Windows Compression

1. 1

    Locate your target file. When found, right-click on the PDF file and select "Send To."

2. 2

    Select Compressed (zipped) folder. The file will be a compressed ZIP file (.zip), rather than a PDF file.

Seventh Method: Shrinking Images

1. 1

   Using a PDF editor program, resize your images in your document to make them smaller. If you're using large files to begin with, try resizing the images before inputting them into the PDF. This will help reduce the file size and will sometimes make the images more proportional.

Eighth Method: Mac Export as JPG and Print to PDF in Preview

1. 1

   Open the PDF in Preview.

2. 2

   Select Export, select JPEG, and save the file.

3. 3

   Open the JPG in Preview and Print to PDF. There will be significant reduction in size (and a bit in quality too); the method is only useful for large image PDF files such as maps.