

Reducing File Size

Applications and Performance Reports can be difficult to submit via email when the files are large and include a lot of images. Images take up a lot of memory and many email systems have limitations on the size of attachments. Furthermore, sending large files can slow down your computer, making it difficult for you to continue working while the file is being sent. You can minimize your file size by following a few simple steps:

1. Never paste an image into a Word document. Save it to your computer first, open your Word document, and then insert it using the “Insert” function.
2. Compress images after insertion
3. Convert the file to .pdf format. You may also use more advanced programs, like Adobe Acrobat X Pro, to easily convert files.
4. Compress the file.

If you find your Performance Reports and other files are still too large to email even after following these steps, you may want to send your report through an internet-based service designed to facilitate the transfer of large files.

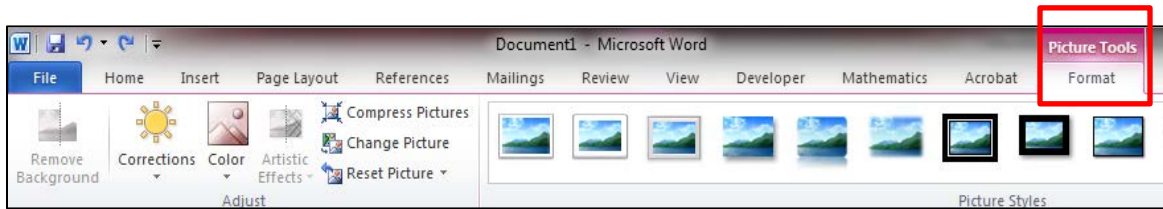
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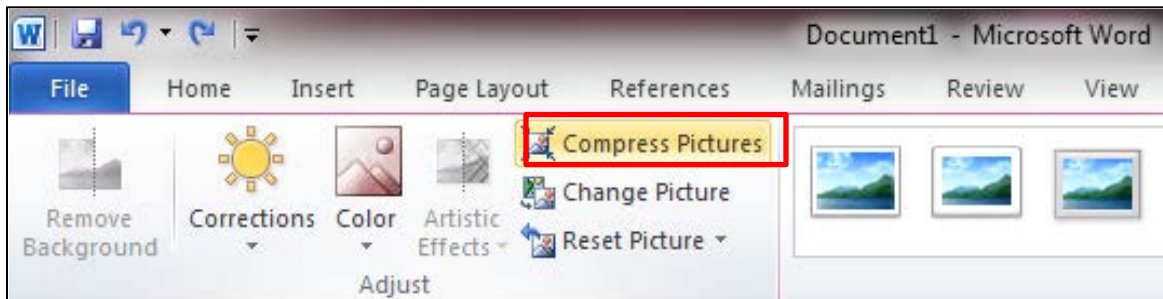
Microsoft Office 2010

Compressing Images

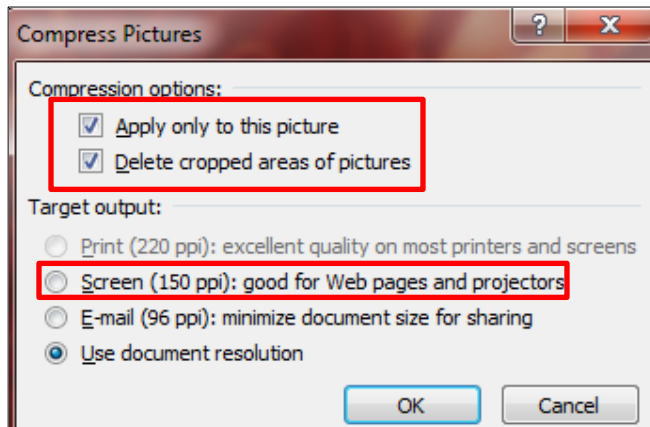
1. Click the image you wish to compress. This opens the Format ribbon at the top of the page.
2. Click Format.



3. Click Compress Images from the left side of the ribbon.



4. You can choose to apply the settings only to this picture or, if you don't check the box, they will be applied to all pictures in the document.

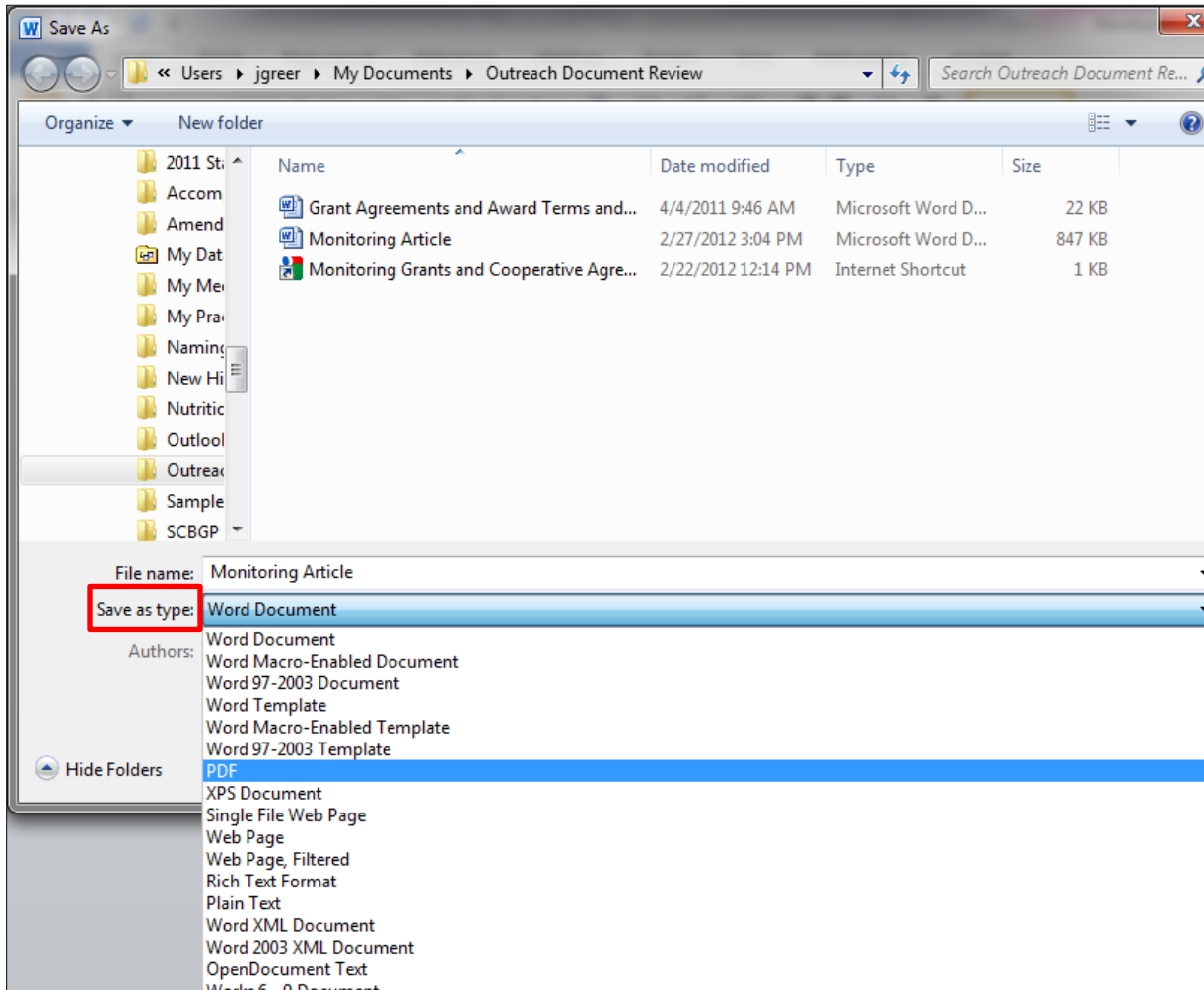


5. Select "Screen (150 ppi)" and click "OK."

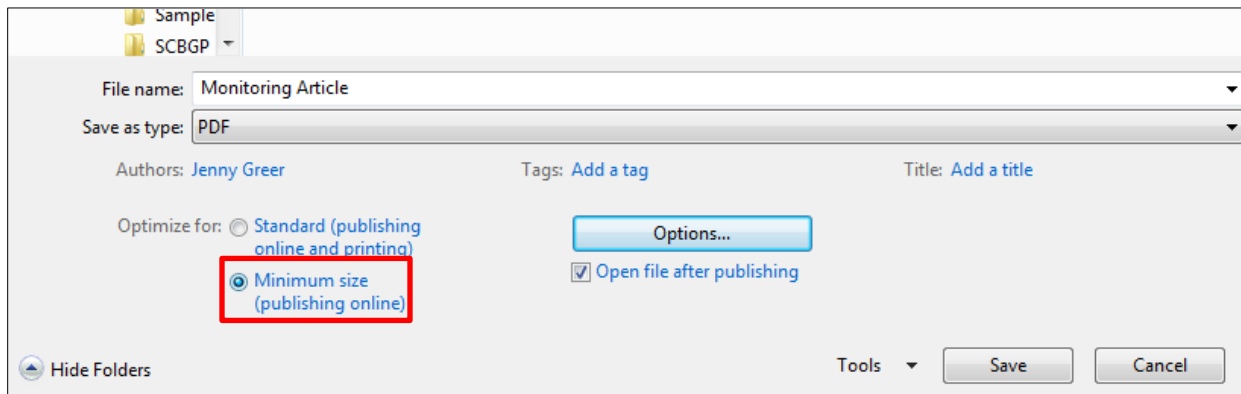
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Convert to .PDF Format

1. Click "Save As."
2. Under "Save As Type," select PDF



3. Make sure that "Minimum Size" is selected.

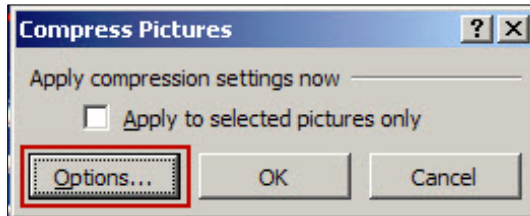


4. Name the file and Save.

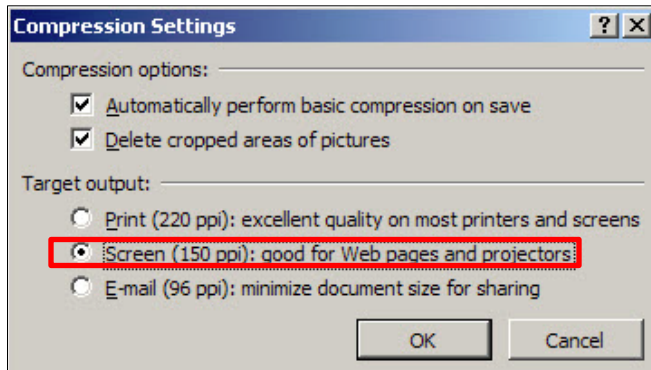
Microsoft Office 2007

Compress Images

1. Click the image you wish to compress. This opens the Format ribbon at the top of the page.
2. Click Format.
3. Click the "Options" button on the Compress Pictures window.



4. Select "Screen (150 ppi)" and click "OK."



5. Save the document.

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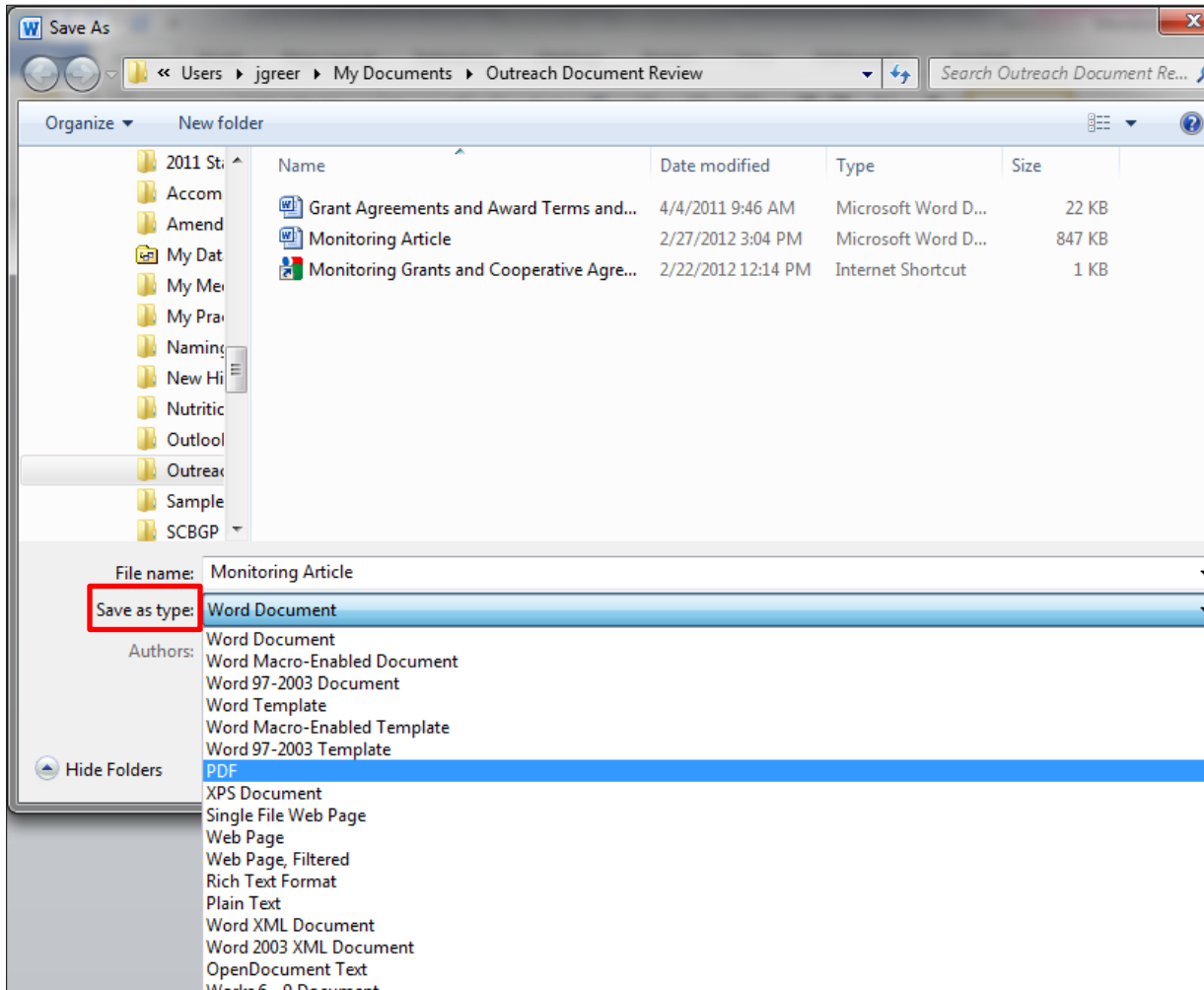
Compress Files

1. Click on the "Microsoft Office" button, and then click "Save" in Word 2007. In the dialog box, click on the "Save as Type" field, and then select "Word Document (*.docx)" to save the file as an Open XML document. According to Microsoft, Open XML uses zip-compressed technology which compresses the document size. Click "Save" to save the file in Open XML format.
2. Click on the "Microsoft Office" button, and then click on the "Word Options" button. Click "Save" in the left task bar. Check the "Embed Fonts" checkbox, and then check both the "Embed Only the Characters Used in the Document" and the "Do Not Embed Common System Fonts" check boxes. According to Microsoft, this embeds only the fonts used in your document and can reduce the file size.
3. Remove any hidden data in the document as another method to reduce file size. Click on "Microsoft Office" button and point to "Prepare." Click "Inspect Document" and then click on the checkboxes for the types of hidden data to inspect for such as watermarks, personal data or tracked changes. Click "Inspect," and then click "Removal All" to delete any hidden data in the document. Click "Close" to close out of the Data Inspector.

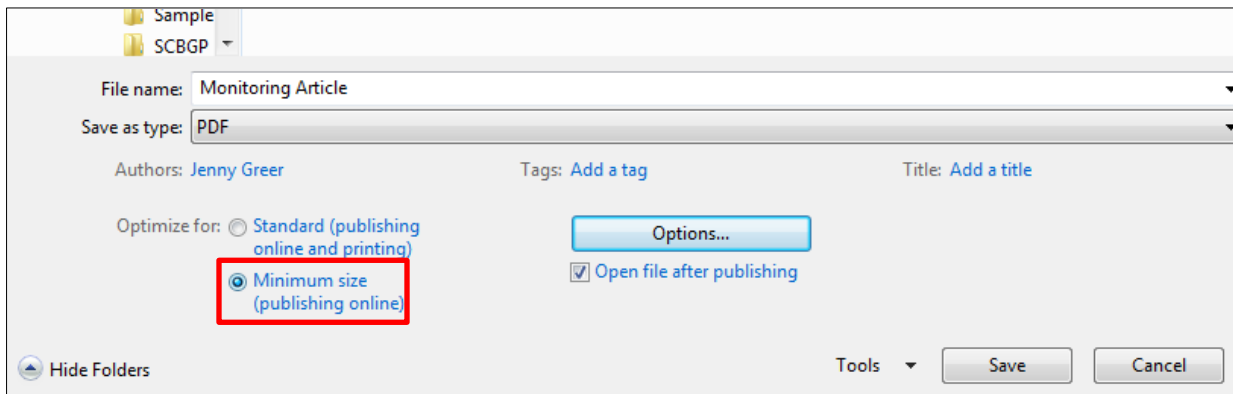
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Convert to .PDF Format

1. Click "Save As."
2. Under "Save As Type," select PDF



3. Make sure that "Minimum Size" is selected.



4. Name the file and Save.

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Microsoft 2003

Compress Images

1. Click the image you wish to compress. This opens the Picture Toolbar.
2. Use the Compress command on the Picture Toolbar to:
 - a. Reduce resolution (to 96 dots per inch (dpi) for Web and 200 dpi for print), and unnecessary information is discarded.
 - b. Discard extra information. For example, when a picture has been cropped or resized, the "hidden" parts of the picture are stored in the file.
 - c. Compress the picture, if possible.

Compress Files

1. Compress pictures - Compressing pictures can discard extra information — such as cropped areas — from the file, reduce image resolution, and where possible, make the graphics file format more efficient.
2. Turn off fast saves - Using fast saves to save a document requires more disk space while your document is open than using a full save. You may be able to save disk space by clearing the Allow fast saves option.
3. Embed only the TrueType font styles used in your document - Embedding TrueType fonts in a document increases its size. If you embed TrueType fonts, you may be able to reduce document size by selecting the Embed characters in use only option. This option embeds only the font styles used in your document. Also, if you used 32 or fewer characters of a font — for example, a few symbols or a headline — Microsoft Word embeds only those characters.
4. Delete one or more versions of a document - Creating multiple versions of a document using the Versioning feature may increase file size. To check whether a document contains other versions, click Versions on the File menu. If other versions exist, you may be able to reduce the file size by deleting the oldest versions.
5. Convert embedded objects into graphics - Adding embedded objects to a document can increase its size. If you don't need to update an embedded object contained in a document, you may be able to reduce the file size of that document by converting the embedded object to a graphic. After converting the object, you can edit it just as you would edit any other Word graphic. After an embedded object is converted to a graphic, it can't be changed back to an embedded object.
6. Link graphics instead of inserting them - Use a linked object instead of an embedded object. With a linked object, you can easily update information in your Word document when the information is changed in the source file. Linked data is stored in the source file. The destination file stores only the location of the source file but still displays the linked data.

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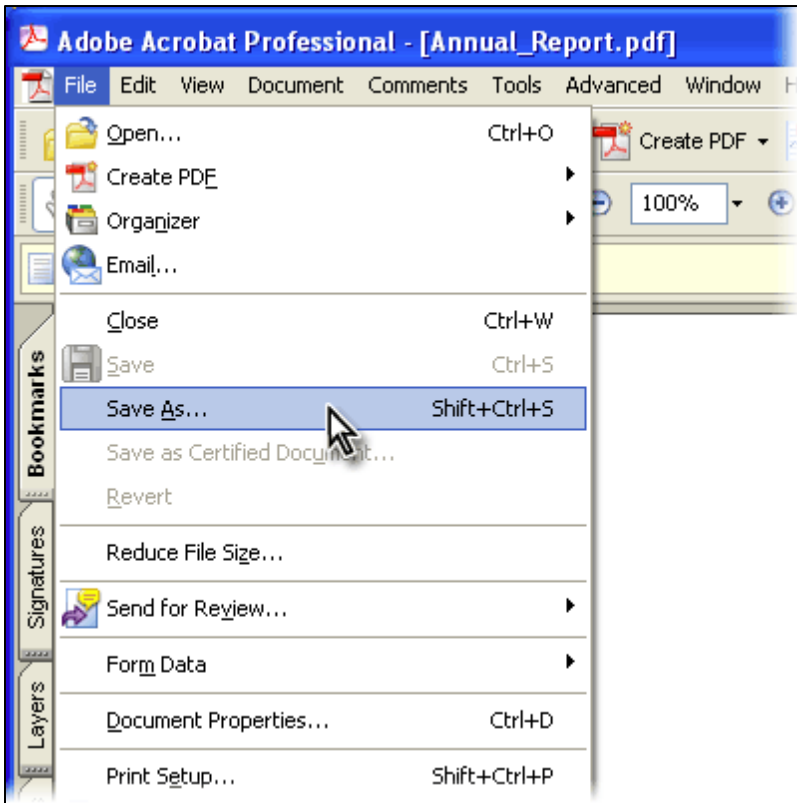
Reduce PDF File Size

1. Use the Save As command.

After you make any final changes to the Adobe PDF document, choose File > Save As. Save the document with the same name to overwrite the original with your changes.

When you choose Save As, Acrobat rewrites the entire PDF document as efficiently as possible. When you choose Save, changes are appended to the file, meaning the file size might be increased. By default, Acrobat also optimizes a PDF

document for faster web viewing when you choose Save As. Documents optimized in this way can be downloaded one page at a time from a web server or network, reducing the time it takes to access and view them.



2. Audit the use of space in the file. Choose Advanced > PDF Optimizer. Click the Audit Space Usage button. The audit results list the bytes used by each element and its percentage of the document's total size.

The audit results can help you identify the most effective ways to reduce the file's size by showing which elements are significantly large. The audit reports the total number of bytes used by fonts, images, bookmarks, forms, and comments, as well as the total file size.

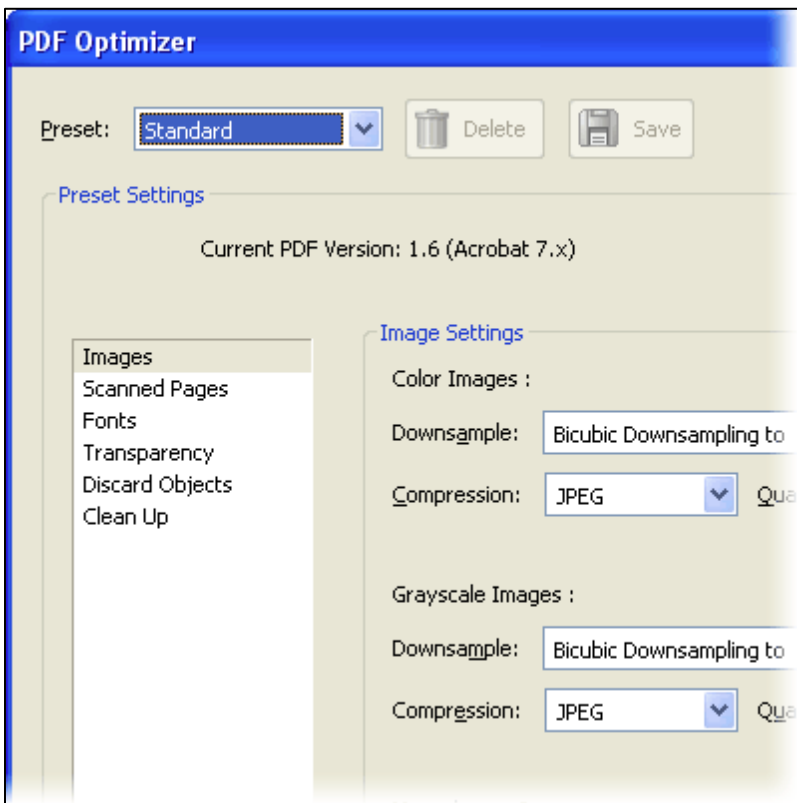
A screenshot of the "Audit Space Usage" dialog box. The dialog has a blue title bar with the text "Audit Space Usage" and a close button. Below the title bar, there is a section labeled "Results" containing a table with three columns: "Description", "Bytes", and "Percentage". The table lists various document elements and their corresponding byte counts and percentages of the total document size.

Description	Bytes	Percentage
Thumbnails	9,083	0.39 %
Images	2,093,415	89.40 %
Bookmarks	1,777	0.08 %
Content Streams	62,855	2.68 %
Fonts	23,394	1.00 %
Structure Info	37,771	1.61 %
Acrobat Forms	515	0.02 %
Link Annotations	3,211	0.14 %
Comments	18,434	0.79 %
Named Destinations	736	0.03 %
Document Overhead	54,406	2.32 %
Color Spaces	416	0.02 %
X Object Forms	14,411	0.62 %

3. Optimize images, scanned pages, and transparency. If you created your PDF document with a scanner, use the adaptive compression slider in the Scanned Pages panel to balance file size and quality based on the color values in the document. For all other documents, use the Images panel to select compression options for color, grayscale, and monochrome images. (Selecting adaptive compression disables options in the Images panel.)

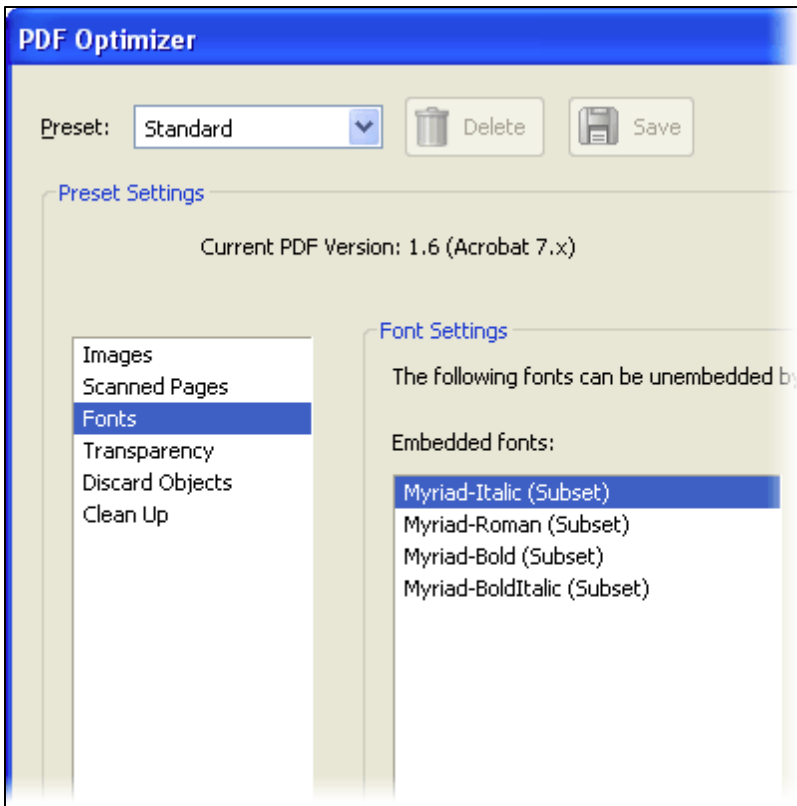
Downsampling lowers the resolution of images. Compression eliminates unnecessary pixel data. In general, you should use JPEG for photographs and other images in which color changes gradually. ZIP is good for illustrations with large areas of solid, flat color. JBIG2 works well for monochrome images. If you choose JPEG compression, select a quality level to determine how much pixel data is removed.

If your file contains artwork with transparency, you can further reduce file size by flattening transparency in the Transparency panel. Transparent areas are divided into rasterized or vector regions.



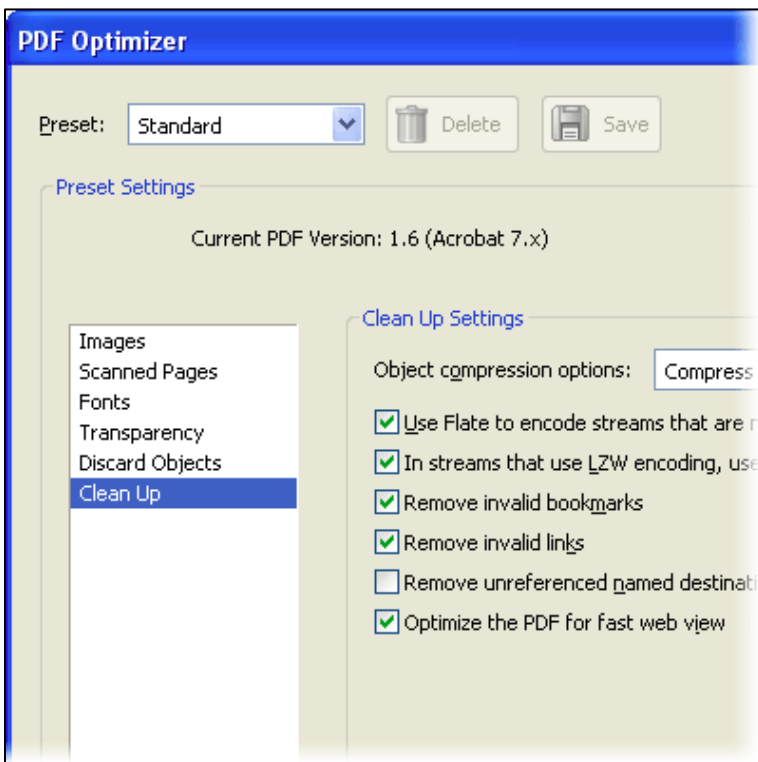
4. Unembed fonts, when appropriate. On the Fonts panel, select the fonts you want to unembed. Ctrl-click (Windows) or Shift-click (Mac OS) to select multiple fonts. Then click the Unembed button. To remove a font from the list of those to be unembedded, select it and click the Retain button.

Fonts often account for a large percentage of a PDF document's file size. You can safely unembed fonts if you know that they are already installed on the computers of the people who will read your PDF document. If you unembed a font that isn't available to someone reading your PDF document, Acrobat will display a substitute font when the document is opened on their computer.



5. Remove unused elements and clean up the document. On the Discard Objects panel, select the version of Acrobat that you want to make the document compatible with, and then remove any additional items that you don't use.

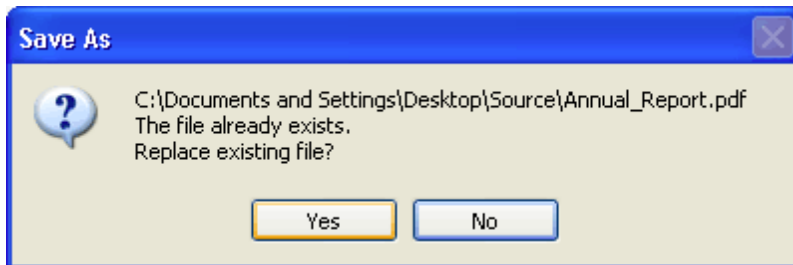
On the Clean Up panel, choose a compression option and then select which items to remove or discard from the file. The Clean Up panel lets you remove elements from the PDF document that you don't need. The options that are selected by default don't affect functionality, but other options may. Use caution when selecting unfamiliar options. If you choose to experiment, save the optimized PDF file with a new name so that you leave the original PDF document unchanged.



6. Save the optimized file.

After you select the options you want, click OK. Then save the optimized PDF document with the same name to overwrite the original—or, if you want to compare the optimized document with the original, save it with a new name or to a new location.

Acrobat retains the settings in the PDF Optimizer dialog box. They appear as default settings the next time you use PDF Optimizer.



7. Optimize files in batches.

If you want to optimize multiple documents at once, consider using a batch processing sequence. For more information, see "Processing Adobe PDF documents in batches" in Acrobat Help for information.

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