Last updated: July 18, 2022

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.

Reduce File Size	×
Acrobat Version Compatibility:	
Make compatible with: Retain existing	
Setting compatibility to later versions of Adobe Acrobat will allow greater reduction in file size.	
OK Apply to Multiple Files Cancel	

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