Reduce the Size of a PDF File

Step 1 - Reduce File Size

1. Open the PDF file with Adobe Acrobat Professional. Under File menu, choose “Save As”
2. Choose “Reduced Size PDF”

Step 2 - Compatibility

1. A new window will open. Click “OK”
Step 3 - Name the File

1. In the “Save As” box, give your newly resized PDF a new filename.
2. Choose the location where you want to save your file (e.g., Desktop in this example)
3. Click “Save”