

How to Reduce PDF Document File Size for the UConn Scholar Employee Portal

On your copier/scanner/printer

Before scanning your document, go to the home screen on the copy machine. Click on Advanced Settings. Click on Resolution. Change the dpi to a lower number like 200 dpi. This will create a lower quality image but a much smaller file size that can be uploaded to the ISSS portal.

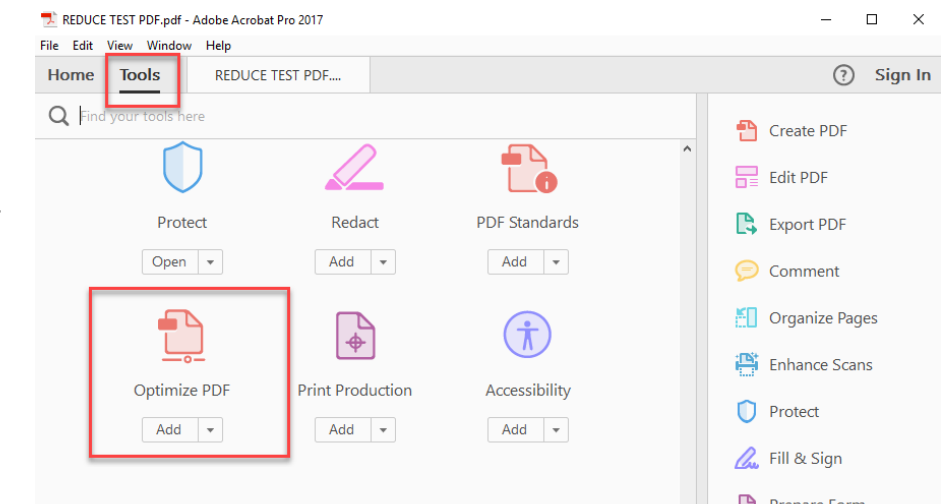
In Adobe Acrobat Pro 2017 (Not the Adobe DC Reader)

Open the pdf you need to reduce in Adobe Acrobat Pro 2017.

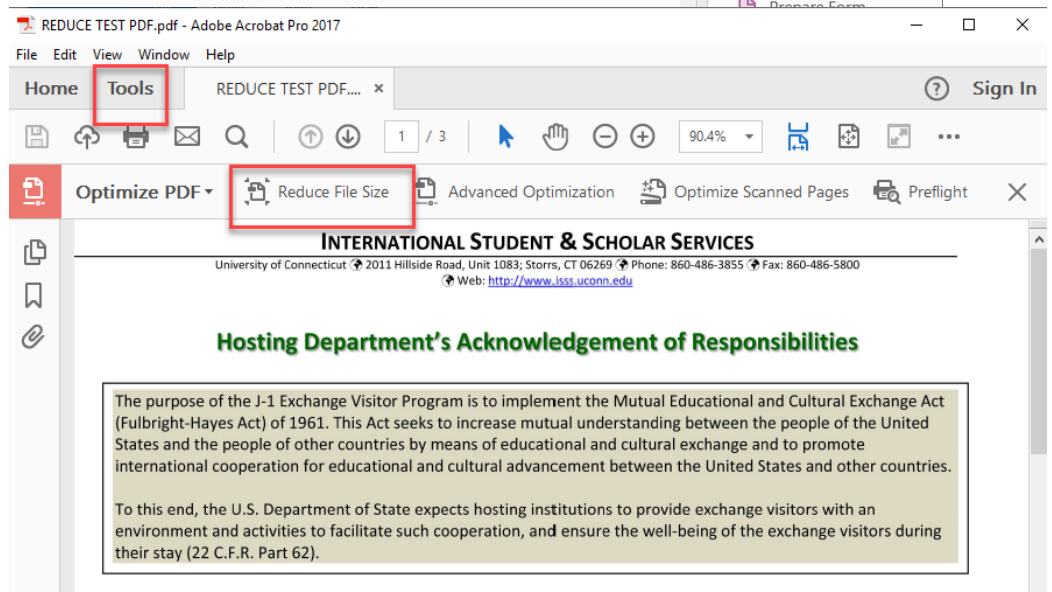
Click on the TOOLS menu.

Scroll down to Optimize PDF.

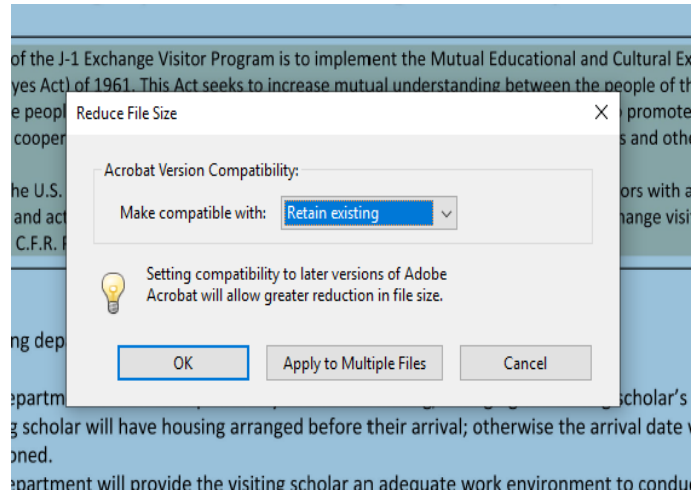
Click Add and then click Open.



In the Optimize PDF menu Click Reduce File Size.



Select OK in the Reduce File Size pop up window.



Other Options

Work with UConn ITS to learn how to reduce the size of your pdf viewer if not using Adobe Acrobat Pro 2017.

Contact CBS or Copy/Scanner vendor to learn how to adjust the resolution on your copier to make the file size smaller.