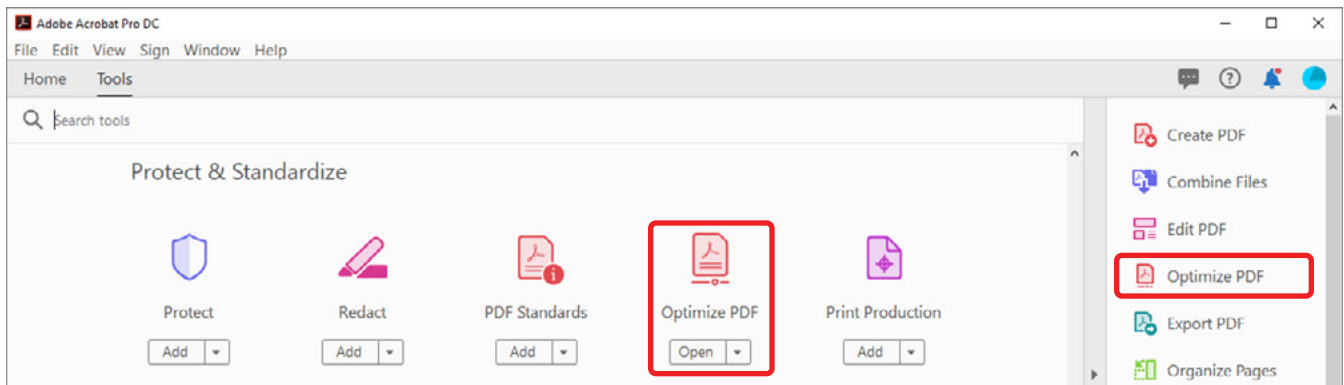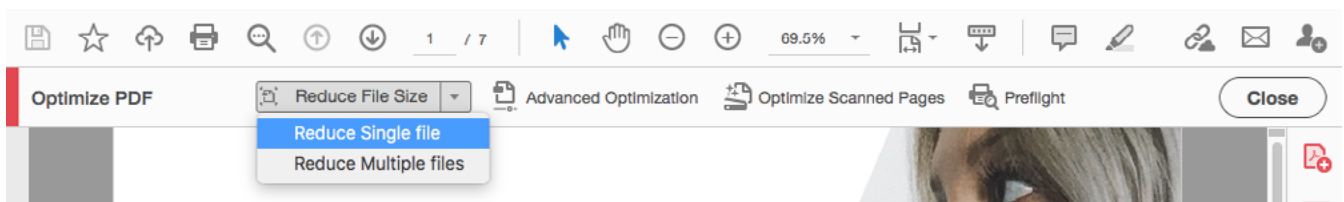# Adobe Acrobat DC
Reduce file size & optimize

Available in Adobe Acrobat Pro DC only

Reduce large files and optimize your PDFs without compromising quality for sharing, posting, or archiving.

1. Select **Optimize PDF** from the Tools center or right-hand pane.
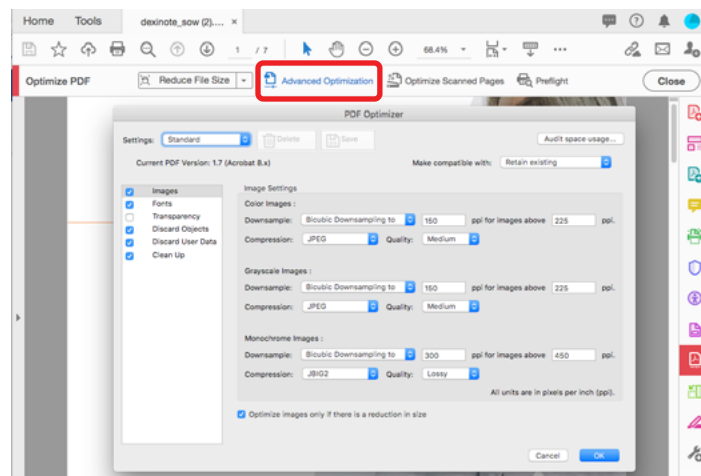

2. Select **Reduce File Size** and choose whether you want to reduce a single file or multiple files.

The file is reduced to the smallest size possible while retaining the document's quality.

3. Select **Advance Optimization**, then choose from the options in the PDF Optimizer.
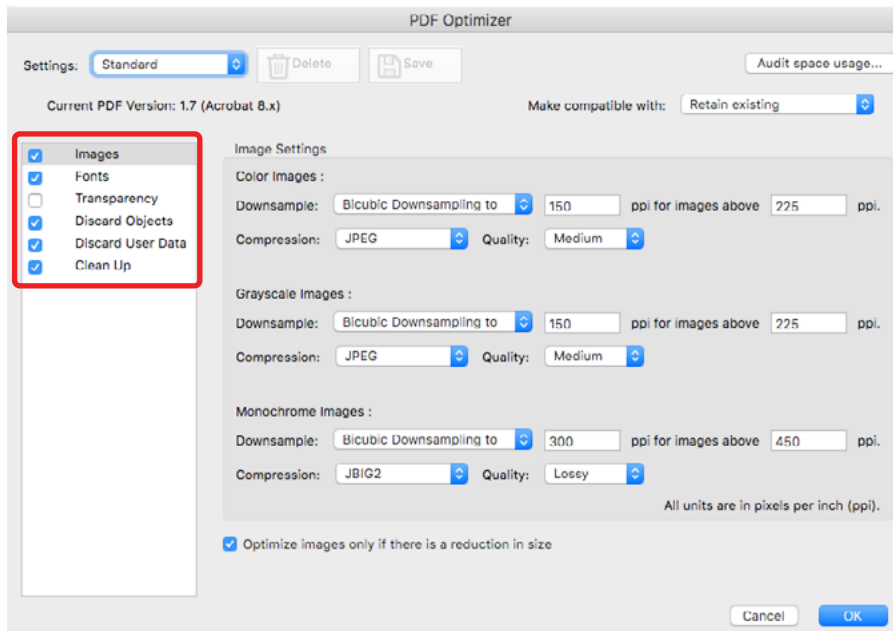
4. Select **Standard** from the **Settings** menu to use the default settings.

If you change any settings in the **PDF Optimizer** dialog box, the **Settings** menu automatically switches to **Custom**.
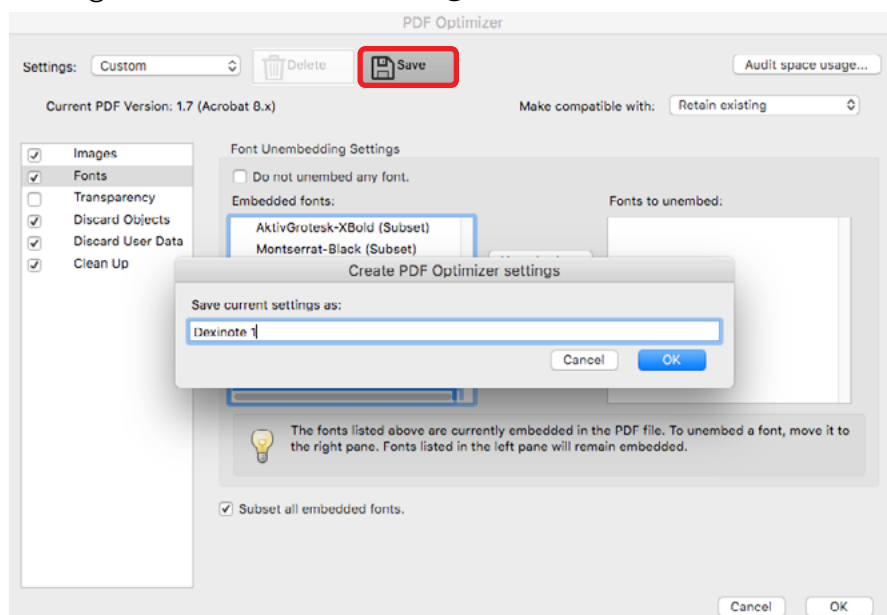
5. Select **Retain existing** from the **Make compatible with** menu to keep the current PDF version or choose a specific Acrobat version.

6. Select the check box next to a panel (for example, Images, Fonts, Transparency), and then choose options in that panel.

To prevent all of the options in a panel from executing during optimization, deselect the check box for that panel.

7. (**Optional**) Select **Save** and name the setting to create a custom selection. To delete a saved setting, choose it in the **Settings** menu and select **Delete**.

Learn More

Optimizing PDFs