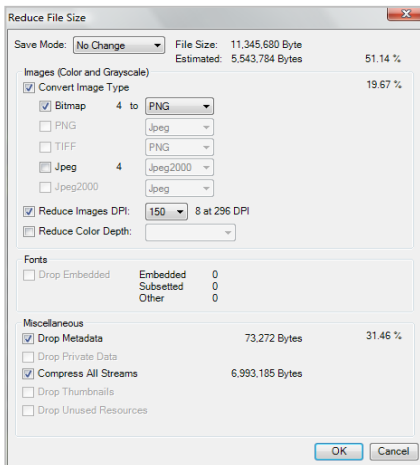


Revu Tutorial: Reduce File Size

The size of PDF files greatly depends on how the PDF was created and what kind of data is embedded in the PDF file. High resolution images that are embedded in a PDF, for example, can cause a PDF file to be quite large. Settings such as resolution and color can be adjusted when creating a PDF file to control the file size. However, sometimes the recipient of a PDF file would like to reduce the file size in order to work with it more efficiently.

The Reduce File Size feature in Revu gives you more control when reducing the file size. Instead of just reducing the file size without your input, Revu lets you choose the options available to reduce the file size.

Begin by opening the PDF in Revu. From the Document menu, select **Reduce File Size**.



The window displays the current File Size. In this example, the file is over 11 MB. Revu also pre-selects the options that will result in the greatest reduction in file size and gives you an estimate of how much the file will be reduced. Here the estimate of the reduced file is 51% of the original.

Save Mode – This allows you to choose a different version of PDF to save the file, which can affect the file size.

Images – Revu will suggest converting embedded images to more lightweight formats. Here you can also select a lower DPI (dots per inch) setting to reduce the overall size. *Note: A lower dpi setting can result in a lower-quality image.*

Fonts – If fonts are embedded in the PDF file, they can increase the overall size. Revu gives you the option of dropping the embedded font and relying on the fonts stored on the user's computer to read the PDF file.

Miscellaneous – Other items such as metadata, thumbnails and other content streams can be compressed or dropped to reduce the overall size.

Once you have chosen your options, click **OK**. A Save As window will appear that allows you to select the location to save the new file. It is recommended that you save a new version of the file rather than overwriting the original.

