TigerRecruitingLink
your LINK to jobs, interviews and employers
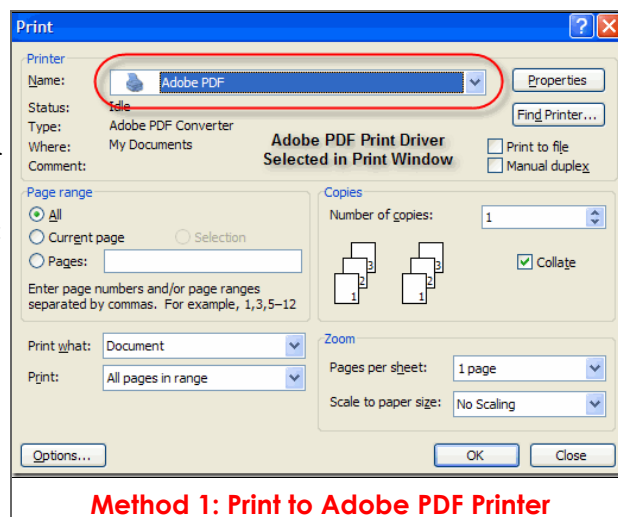
HOW TO REDUCE PDF DOCUMENT FILES

TIGER RECRUITING LINK (TRL) MAXIMUM FILE SIZE

TRL has a maximum file size of 200kb per document. Occasionally, you may have a PDF file that is larger than the maximum allowed.

METHOD 1—SMALLER REDUCTIONS IN SIZE

1. **PRINTING TO THE ADOBE PDF PRINTER**
   - Open the PDF file.
   - In the menu bar, go to File and Print. In the drop down list of printers, select Adobe PDF as your printer.
   - Click "OK" and rename the file in the "Save As" window that pops up. This will print your file as a new PDF file that is reduced in size.
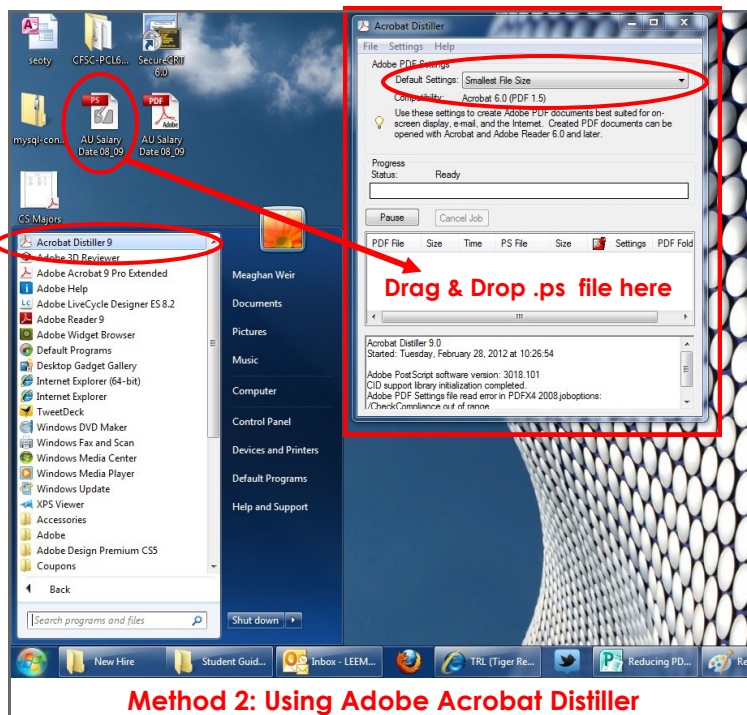
METHOD 2—LARGER REDUCTIONS IN SIZE

1. **PREPARING THE FILE TO SHRINK**
   - To make the file easy to locate, first save your PDF file to your computer's Desktop.
   - To shrink your PDF file, open the file in Adobe Acrobat.
   - In the menu bar, select File and Save As
   - A "Save As" window will pop up on your screen. You may keep the "File name" as is. Set the new file to be saved on your computer's Desktop.
   - In the "Save as type" drop down menu, select the PostScript (*.ps) option and click "Save."

2. **SHRINKING THE FILE**
   - Open Adobe Acrobat Distiller in your computer's Start menu. A new window will open up.
   - In the drop down menu next to "Default Settings" select the "Smallest File Size" option.
   - Find the PostScript file on your desktop. Click and drag the file into the white space of the Acrobat Distiller window.
   - Upon dropping the PostScript file into in the white box, you will see the Progress bar in the window going across the white bar.
   - Your PDF file (saved on your Desktop in step 2) will now be smaller in size. Hover over the file icon on your Desktop to see the new file size.

Method 1: Print to Adobe PDF Printer

Method 2: Using Adobe Acrobat Distiller

ADDITIONAL RESOURCES

There are more options for reducing PDF file size which can be found by searching in Google; Keywords: "Reducing PDF File Size."

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