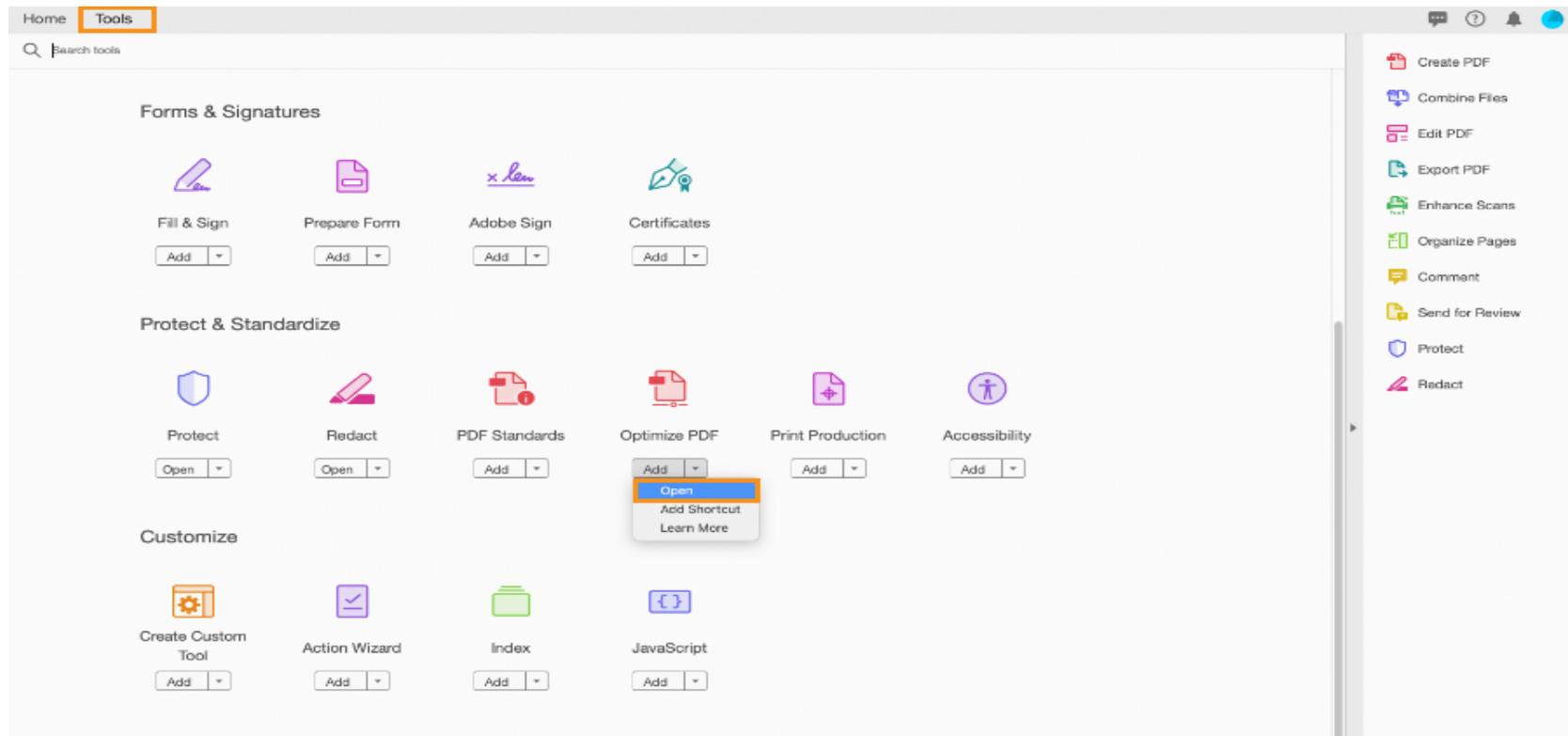


MEMO REGARDING REDUCING PDF SIZE

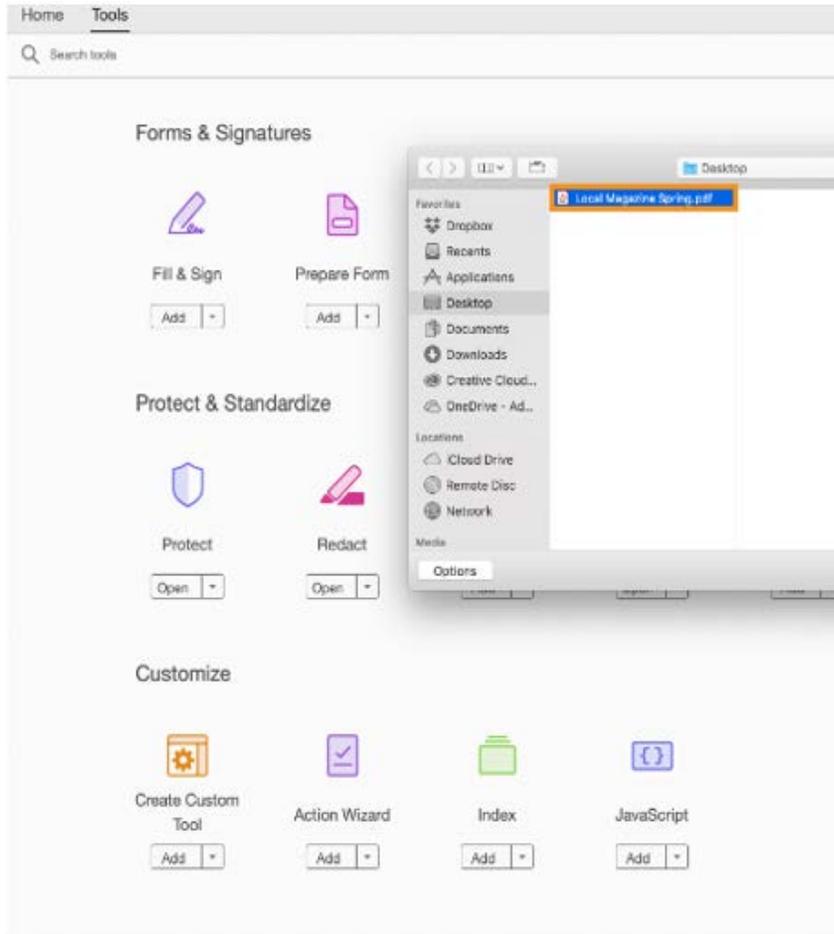
Listed below are step by step instructions for reducing the file size of PDF's as well as the internet link containing a video of step by step instructions.

<https://helpx.adobe.com/acrobat/how-to/compress-pdf.html>

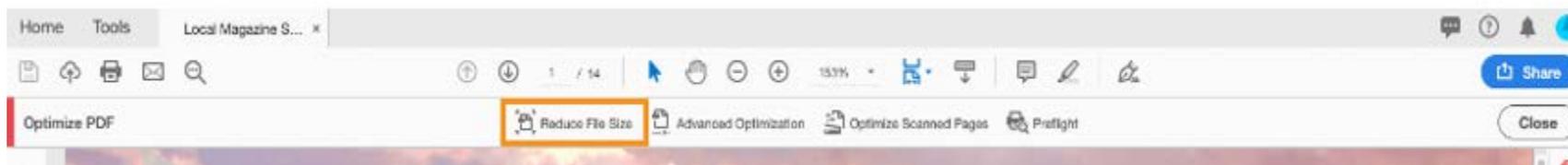
1. **Open the Optimize PDF tool.** To reduce the size of your PDF file, open the “Optimize PDF” tool. You can access this tool from the Tools center. Click the Tools tab at the top left, scroll don until you see the Optimize PDF tool, then select **Open** from the drop-down menu.



2. **Select a file to compress.** In the Open dialog box, select the document you would like to reduce and click **Open**.

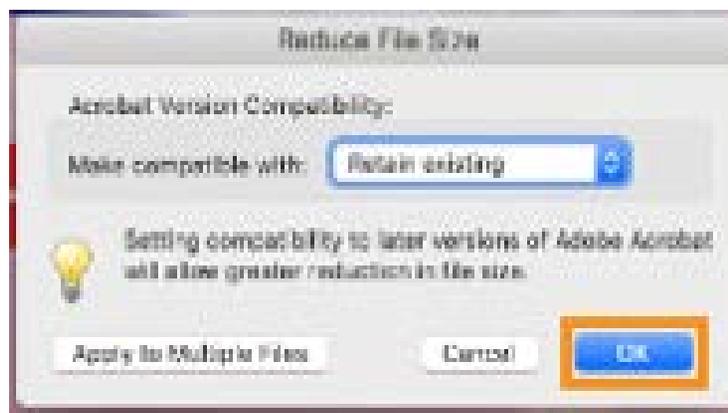


3. **Select Reduce File Size in the top menu.**



4. **Set compatibility and click OK.** In the Reduce File Size dialog box that opens, choose file version compatibility form the drop-down menu options. Keep the default setting of **Retain Existing**. Then click OK.

5.



6. **Rename and save your file.** In the Save As dialog box, keep the same file name to overwrite the original PDF with the optimized/compressed PDF, or select a new name or location of your compressed file. Then click **Save**.

