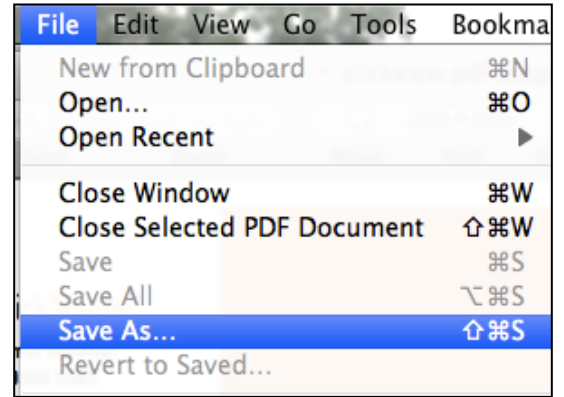


SAVE A PDF TO A REDUCED FILE SIZE

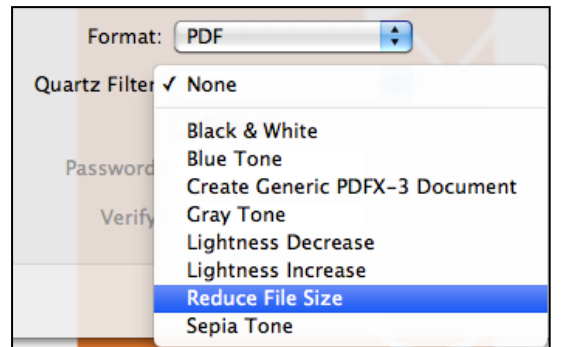
Files containing lots of graphics usually add up to a large file size, which can be a problem for emailing, uploading, storing and printing. There is an option to save a pdf to a reduced file size. The quality will be reduced, but may still be quite acceptable.

(Students may find this particularly useful for ComicLife files. Please note that in ComicLife, completed work should be EXPORTED (not saved) as a pdf. Then open the pdf and choose the save as reduced file size option. Remember to use this option on completed work as you cannot edit the file once it has been saved as a pdf.)

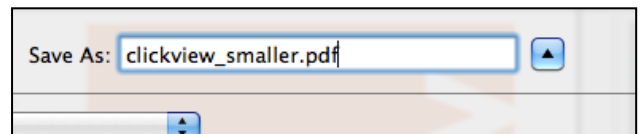
Using the Preview app, open the large size pdf and choose Save As...



In the Quartz Filter drop down menu, choose Reduced File Size



Save as a different file name to the original and save to your preferred location.



You can then click once on the file to highlight and then click the Command(Apple) and i keys together to get info on the file. You can then compare the file sizes.