



Optimizing Adobe PDF files

Since PDF documents are considered best practice for posting on the Web, the following is a simple procedure to ensure the file is compressed and optimized (smallest file size).

A full version of Adobe Acrobat is required for this process. All members of the Finance Web Team either have a full version (or know who does) for converting files for posting on the Web site.

Paper document

If your document has been compiled from various electronic documents that you do not have access to:

1. Scan the document to one of the multi-purpose printer/scanner/copier machines.
 - a. Select Scanner
 - b. Select Scan Settings
 - c. Select Resolution: 300 dpi
 - d. Select Scan type: Text/Print for black and white and Text/Photo for color scans.
2. Open the newly created PDF file in a *full version* copy of Adobe Acrobat and select Document | Optimize Scanned PDF. The optimization takes a few minutes but will take the file size down from 12,000 to 15,000 KB to around 2,000 KB with acceptable loss of quality.

Electronic document

If your document is already in electronic form (i.e., Microsoft Word document):

1. Open the document in the appropriate application (i.e., Microsoft Word) and select the "Convert to Adobe PDF" button or menu item.
2. This will create a PDF file with the same name and at the same location as your original document unless you instruct otherwise.
3. With your newly created PDF document open in Adobe Acrobat, select Document | Optimize Scanned PDF. The optimization takes a few minutes but will take the file size down from 12,000 to 15,000 KB to around 2,000 KB with acceptable loss of quality.

All Web Team members are encouraged to try creating and optimizing a PDF file and to continue evaluating each document prior to posting it on the Web. If it does not need to be edited by users on the Web site, then convert it to PDF prior to posting.