Reducing File Sizes of PDFs on Mac and PC

Using Acrobat Pro

Note that all USF owned computers can have Adobe Acrobat Pro installed. If it is not already installed, you can request the software free of charge from the ITS Help Desk (itshelp@usfca.edu).

Open the file in question with Acrobat Pro on either Mac or PC. In the Document menu, select Reduce File Size.

The next dialog box asks about version compatibility; you can leave the settings with the default setting Same as Original. Click OK to continue.

Finally, select a location to save the compressed PDF. You may want to change the name of the compressed file to identify the new PDF. File size reduction can vary but the compression can be up to 70%.
**Compressing PDFs without Acrobat Pro**

If you do not have access to Acrobat Pro, you can still compress PDF files using alternate methods on Mac and PC.

**On the Mac**

You can reduce the size of PDFs through the Print command in Preview. First open the PDF with Preview and then select Print from the File menu.

If you are using Mac OS X 10.4, click on Save as PDF in lower part of the print dialog box. In the Save As dialog, click on the dropdown menu for Quartz Filter and select Reduce File Size. You may want to change the name of the file to identify the compressed file. Choose the location for the new file and click Save.
If you are using Mac OS X 10.5-10.6, you will need to first download a workflow to add this feature to the print dialog box. The workflow can be downloaded at: http://tinyurl.com/2cdn8ee
Note the separate version links for 10.5 and 10.6. Install the workflow and then open the PDF with Preview. Again Select Print from the File menu. In the print dialog box there will be a dropdown menu PDF in the lower left side of the dialog. Click on the menu and select Compress PDF.

Preview will begin processing the compression and then bring up dialog box to save the compressed file. Enter a name for the new file and click Save to finish.
On the PC
For the PC there is an open source free application called PrimoPDF; the download can be found at:
http://tinyurl.com/yauehxp
After installing the application, you can then convert any document to a PDF or reduce the size of any existing PDF (Note that during the installation, it will ask whether you want to autoupdate or “streamline” the update process. Go ahead and select Streamline to allow PrimoPDF to autoupdate when your PC is connected to the internet).

Open the file and then select Print from the File menu.

In the Print dialog box select PrimoPDF from the dropdown menu for printers. Click OK to continue. You will see a progress window come up and depending on the original size of the file or existing PDF, this may take a while.
The PrimoPDF dialog will then come up. Select **eBook** as the compression setting for best results balancing quality and file size. Click on **Create PDF** to continue.

Finally, you will see a **Save As** window to name your PDF and choose a location to save the reduced file. Click **Save** to finish. Depending on the size of the file, again the process may take a little time to finalize.

*Remember that the amount of compression will depend on the type of PDF and how it was created. The results may vary from file to file but in most cases like scanned or converted PDFs, the files are compressed pretty well.*