

Tips for Reducing File Size of Documents

To find out the size of your scan, right-click on the thumbnail of your scan in the Document Viewer and select "Properties." Look for the number beside "File Size." If your scan is too large (larger than 1MB), try one or more of the following to reduce the file size.

Scan each page of your transcripts separately

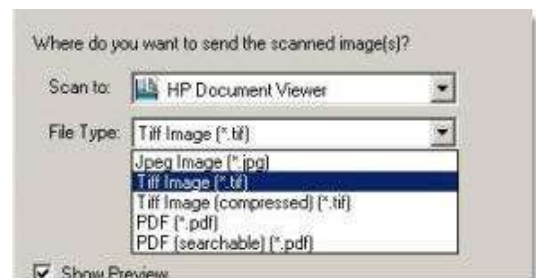
Scan each page of your transcripts separately to create a separate file for each page; Files containing multiple pages are larger in size.

Scan the document to a lower quality file type

1. Follow the instructions to scan a new document.

2. When the window "Scanning From The Scan Picture/Document/Film" opens, select your preferred **File Type**. (For more information on different file types see below.)

3. Proceed with the scanning instructions.



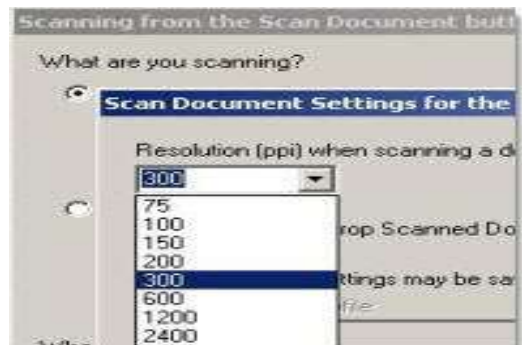
Scan the document at a lower resolution

1. Follow the instructions to scan a new document.

2. When the window "Scanning From the Scan Picture/Document/Film" opens, click "Scan Document Settings."

3. Adjust the number of the Resolution (dpi). We recommend a resolution of 300 dpi. Scanning in Line Art scan mode or Grayscale scan mode will also result in a lower resolution document.

4. Proceed with the scanning instructions.



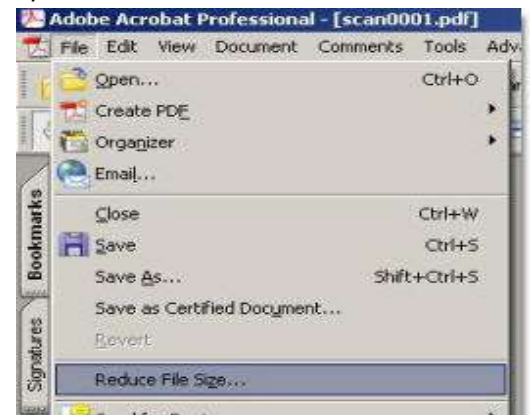
Save the file as a PDF and reduce the file size

1. Open your scan (pdf)
2. Choose "Advanced" > PDF Optimizer
3. Click on "OK" then name and save the file
4. The file size will automatically be reduced when saved

Save the file as a PDF and reduce the file size in Adobe Acrobat Professional.

Please note, if the file size is already as small as possible, this command has no effect.

1. Open your scan in Adobe Acrobat Professional.
5. Choose "File" > "Reduce File Size." (**Adobe Acrobat Professional 8.0** - Choose Document tab -> Reduce File Size)
2. Choose to save your file as an earlier version of Adobe.



Understanding File Types

File Type	Description
Bitmap (.bmp)	This is often a good choice because most Windows programs accept the BMP file type. However, bitmap files tend to be large.
GIF (.gif)	GIF is a compressed file format suitable for an image that will be used on the Web or on multiple platforms.
JPEG (.jpg)	JPEG is a compressed file format for images. The advantages of the JPEG file format are small file sizes and speed. JPEG is the default image supported by Web browsers. The trade-off for these advantages, however, is reduced image quality. Because an image loses a little of the image data each time it is compressed with JPEG, avoid compressing a file with JPEG more than once. JPEG is an appropriate file format for an image that will be used on the Web or on multiple platforms.
PDF (.pdf)	PDF is a format useful for text, photos, and drawings. Use Adobe Acrobat Reader to view PDF files. If no changes to the file are needed, this file type is useful for sharing (through an e-mail attachment) and filing because of its generally small file size.
Rich Text Format (.rtf)	The RTF format can be used with a page that contains text or text and pictures. The text formatting in an RTF file usually can be retained and then interpreted by other programs, such as a word-processing program.
Text (.txt)	Use the TXT file format to save only the text in the scanned item. Text is saved as editable, unformatted, ASCII text.