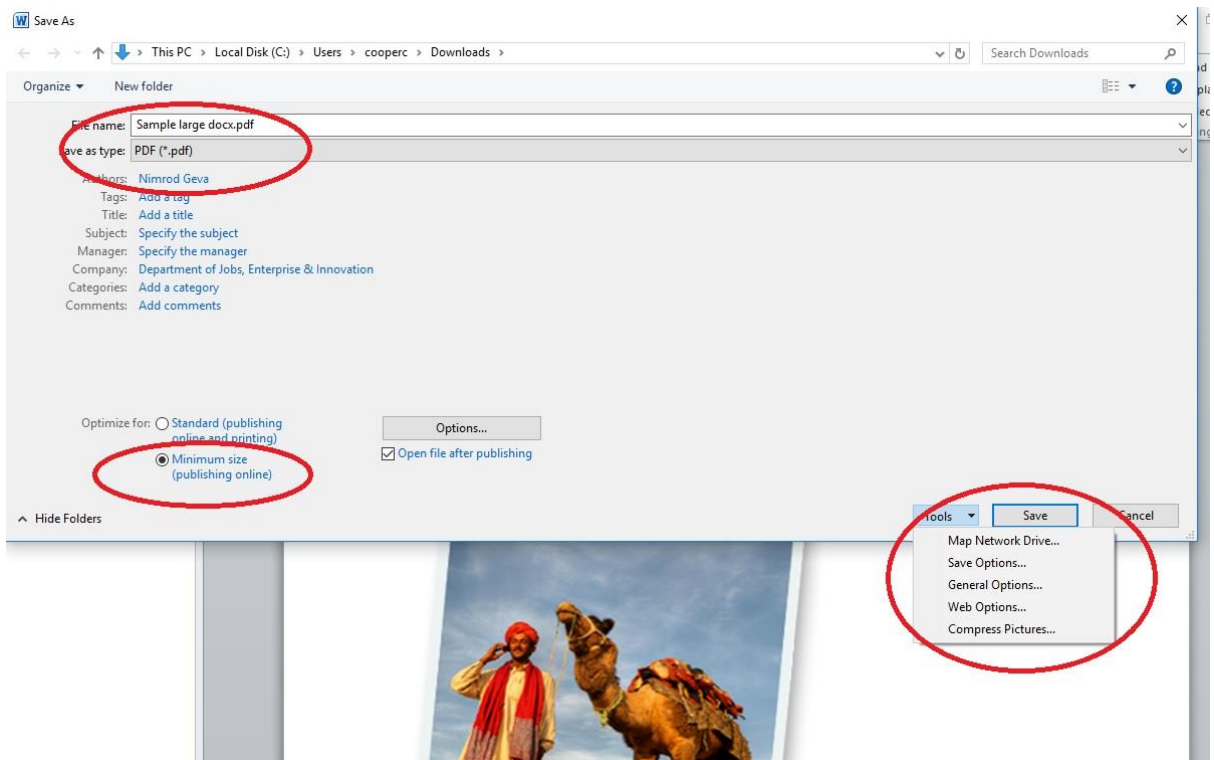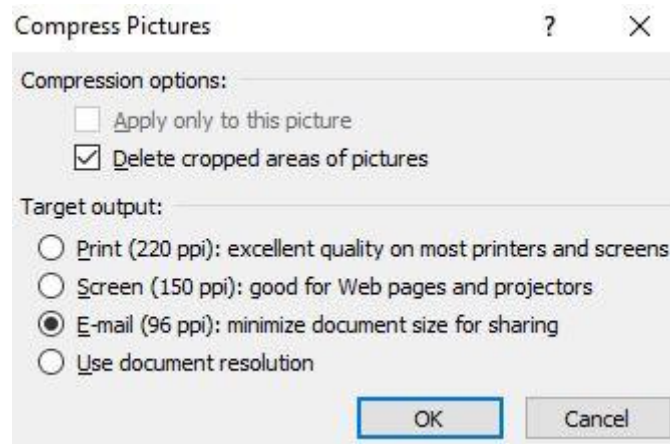# Upload PDF Accounts in CRO < 8MB Issue

Suggested Method to Save Large Documents for Purposes of Uploading PDF Documents

1. Copy the required text to a new word processing document. As per example document "Sample large docx.docx" us MS Word – current document size is 14MB.
   There are other alternatives if using other Word Processors like CUTEPDF (http://www.cutepdf.com/)

2. Click File, Save As PDF

3. Click the Radio Button "Minimise Size" and "Compress Pictures" as depicted below

4. Compress Pictures will offer options as depicted below. The Lower the resolution you chose will reduce the document size even further.

Compress Pictures   ?   ✕

Compression options:
☐ Apply only to this picture
☑ Delete cropped areas of pictures

Target output:
◯ Print (220 ppi): excellent quality on most printers and screens
◯ Screen (150 ppi): good for Web pages and projectors
◉ E-mail (96 ppi): minimize document size for sharing
◯ Use document resolution

OK   Cancel

5. Click Ok and Save the Document as PDF.

6. In this example, a 14MB document is now compressed to less than 2MB, well within the 8MB limit required to upload PDF accounts.