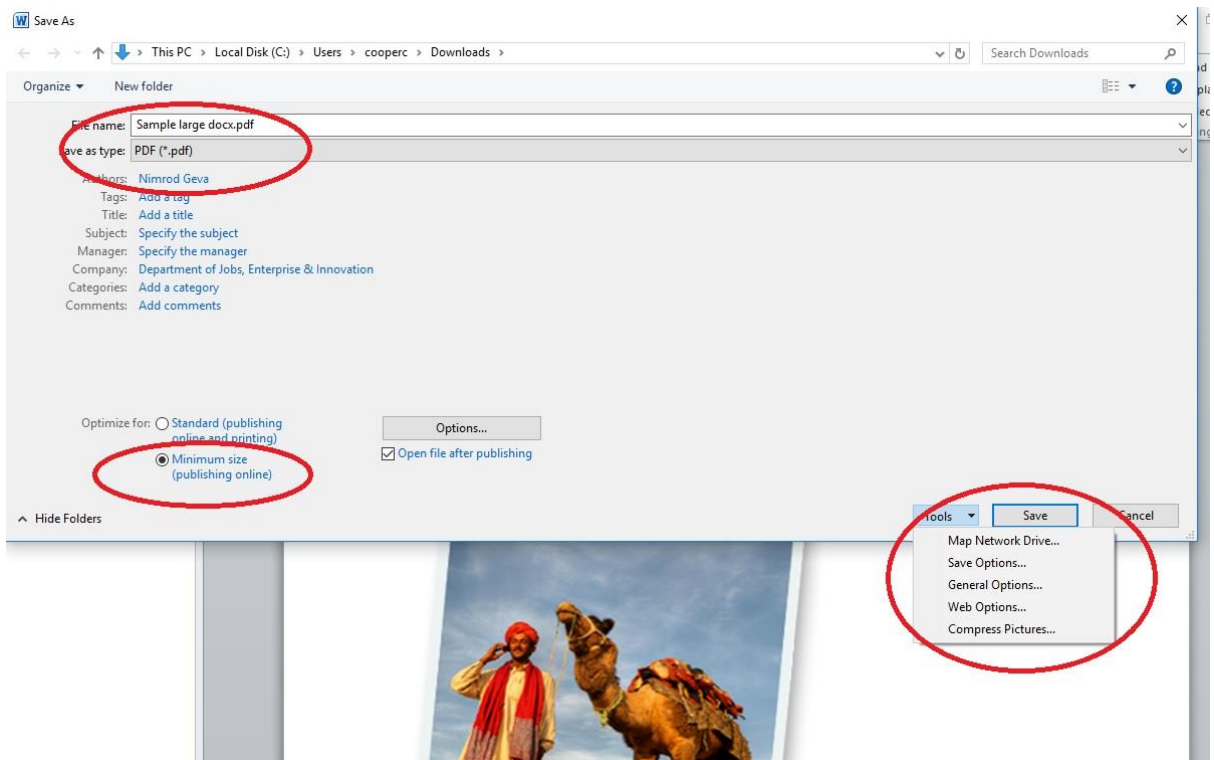




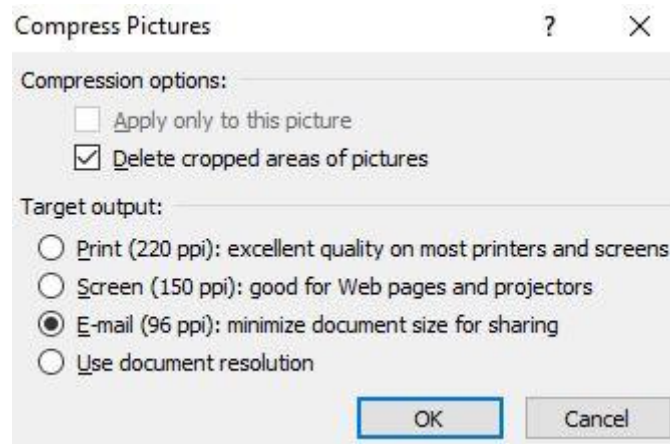
Upload PDF Accounts in CRO < 5mb Issue

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 CUTEFTP (<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.



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 5mb limit required to upload PDF accounts.