

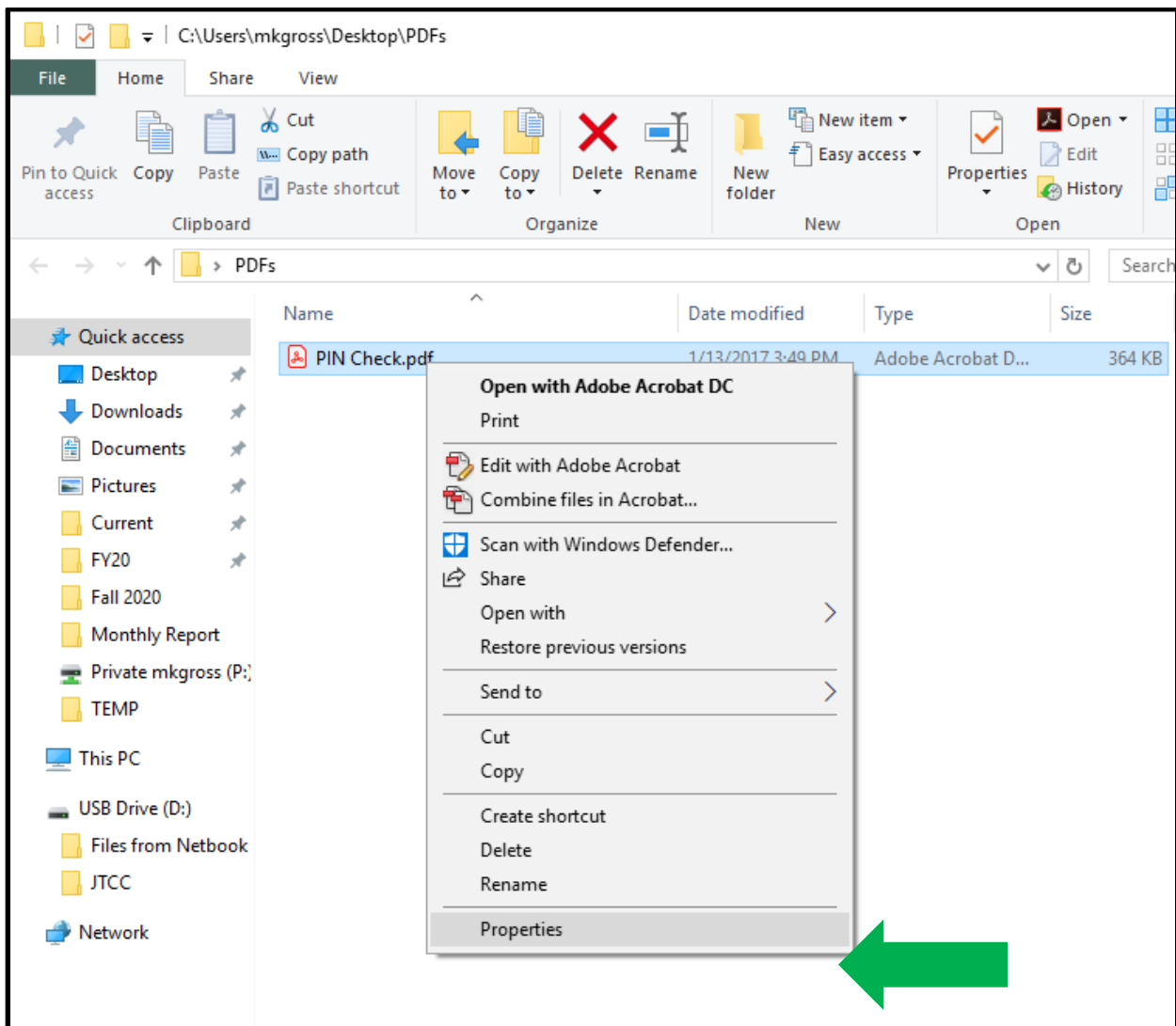
Creating a Reduced File Size PDF

Currently, Receipt Imaging has a 1mb limit for individually uploaded items. When the cardholder attempts to upload a file larger than the 1megabyte (MB) limit, an error will occur and the file will not attach.

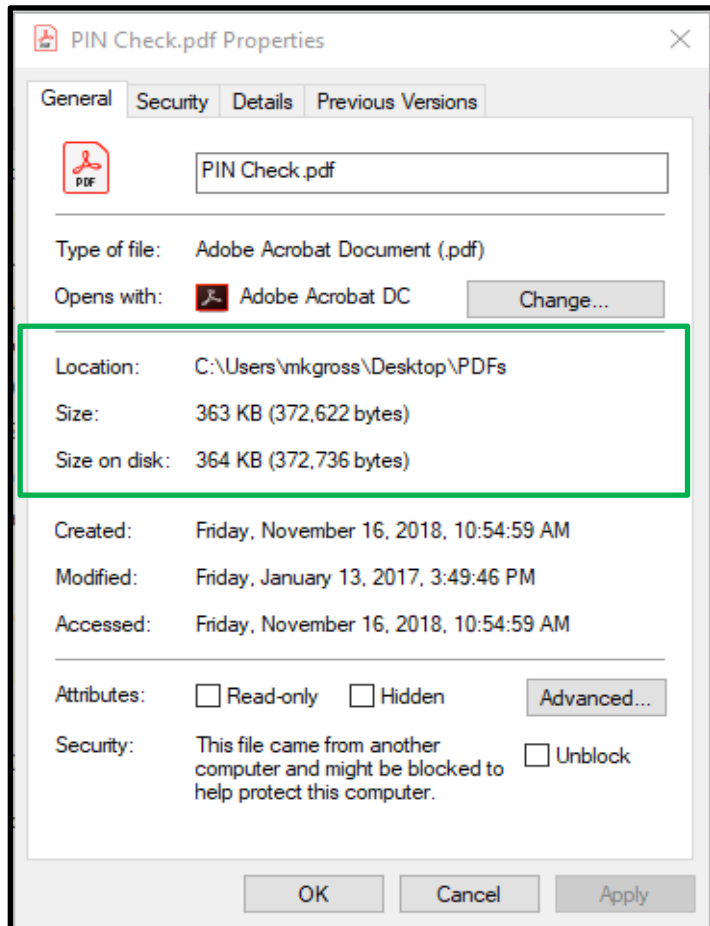
One way to get around this is to create a reduced sized PDF.

Creating a Reduced File PDF

First you can check the size of the document. Find the receipt's file location and right click the document. Select the option for Properties from the drop down menu.



A pop up window will appear allowing you to check the file size.

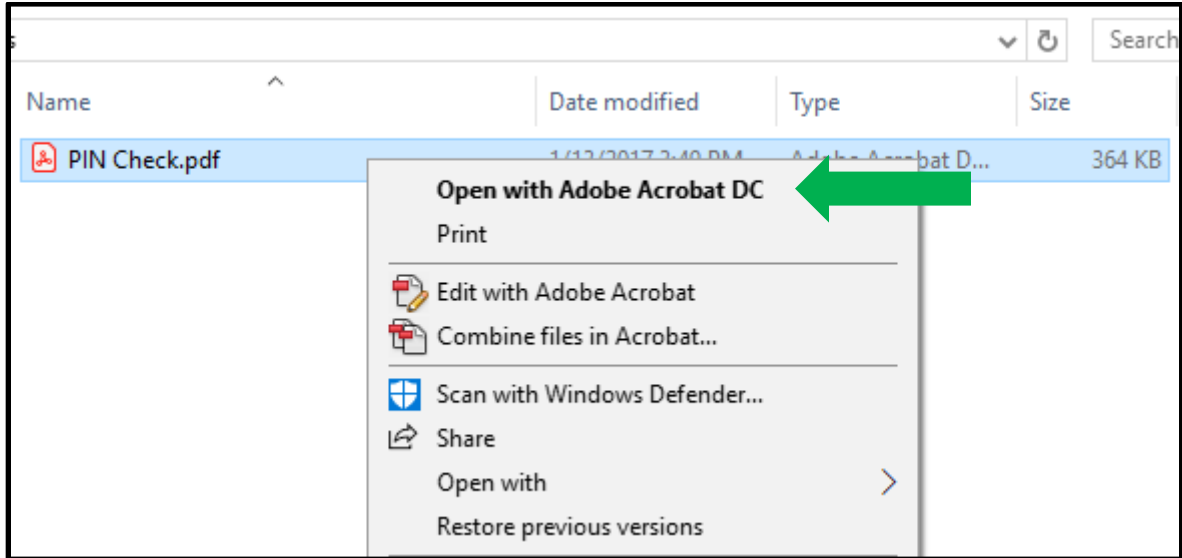


If the file size is greater than 1 MB you will have to reduce the file size in order for it to load properly into Works.

For reference: There are 1024 kilobytes (KB) in 1 megabyte (MB). If the file size of your document starts with an "MB" it must be reduced. If the document size is over 1024 KB it will have to be reduced.

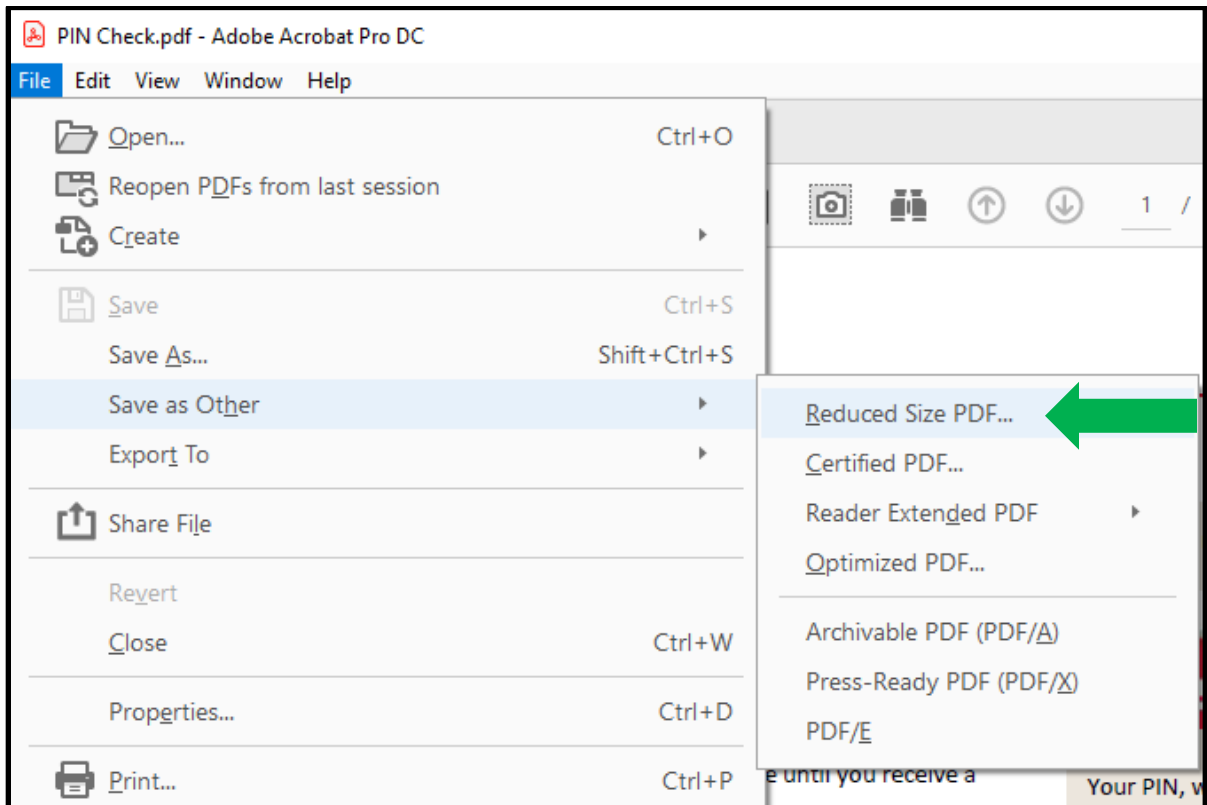
This link will take you to a Google Converter if you need help figuring out your documents file size: [KB to MB Converter](#)

If your PDF file size must be reduced, open the document with Adobe Acrobat.

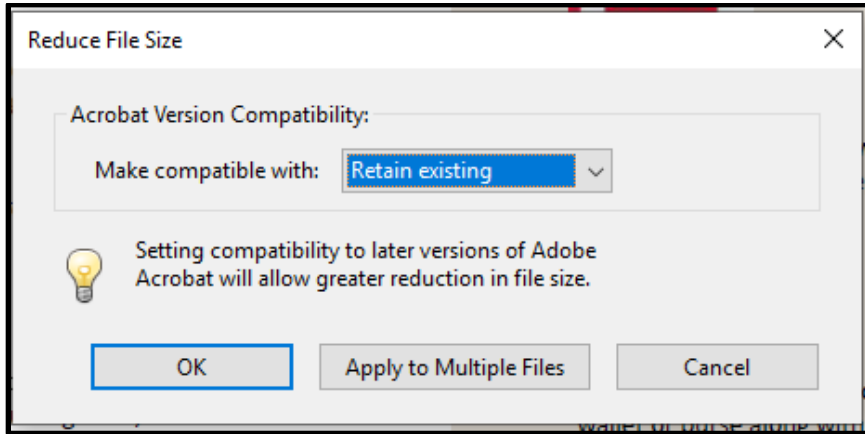


*Note: Acrobat DC is different than Adobe Reader. Adobe Reader **does not** allow you to adjust file size. If you do not have a copy of Adobe Acrobat contact your IT person or check the end of this training for other options for file upload.*

Once the document has loaded click file and choose Save As > Other > Reduced Size PDF



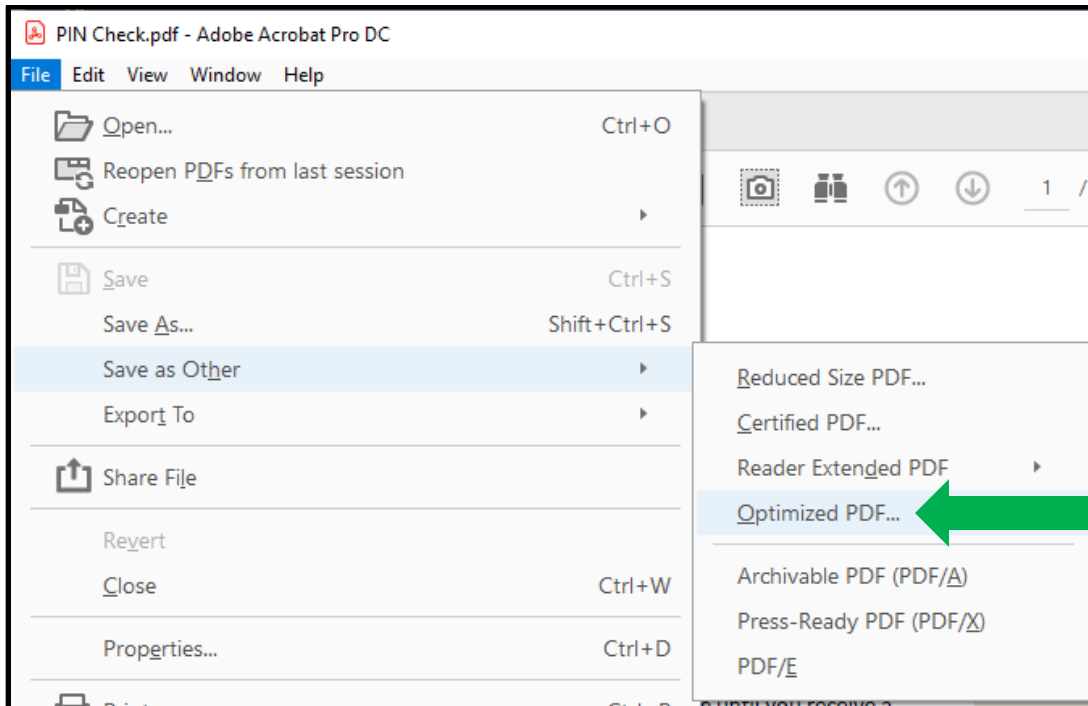
A box will open and you can choose the option "Retain Existing." Click OK.



This process should cut the file in about half.

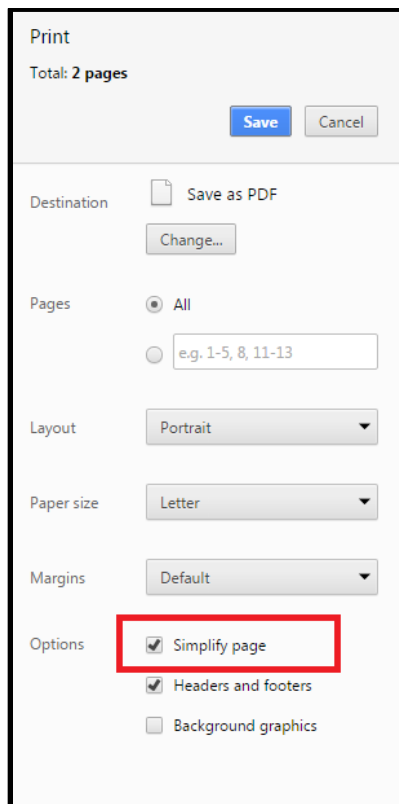
Creating an Optimized PDF

If creating a Reduced Size does not Work, you may want to try creating an "Optimized PDF."



Tips and Reminders:

- For Gmail Users: If you're saving an email as a document and you choose to print the email as a PDF, on the left side of the screen you should have a check box option to "Simplify Page." Clicking this box should reduce the file size by about half.



The image shows a 'Print' dialog box with the following settings:

- Print**: Total: 2 pages. Buttons: Save, Cancel.
- Destination**: Save as PDF. Button: Change...
- Pages**: All (selected). Input field: e.g. 1-5, 8, 11-13.
- Layout**: Portrait (dropdown).
- Paper size**: Letter (dropdown).
- Margins**: Default (dropdown).
- Options**:
 - Simplify page (highlighted with a red box)
 - Headers and footers
 - Background graphics

- If you have a PDF document that requires a file size reduction and you do not have a copy of Adobe Acrobat DC, you can save the file into a new format. Aside from PDF, The following file formats are supported for the upload process: .png, .jpg, .gif and .jpeg
- You can upload up to 20 documents onto a single transaction. The important thing is that each document must be under 1MB. If the file size is over a 1 megabyte (MB) then it will be too large regardless of how many pages are attached.