

# How to Optimize PDFs for Printing

## → Step 1:

Check your original file size by right clicking on your file and selecting properties. The number next to “Size:” will be your current file size.

## → Step 2:

Open the file in Adobe Acrobat

## → Step 3:

File > Save As Other > Optimized PDF

## → Step 4:

Under Image Settings, ensure that all ppi settings are below 300 ppi.

## → Step 5:

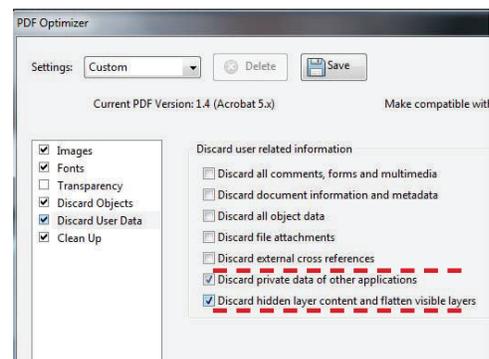
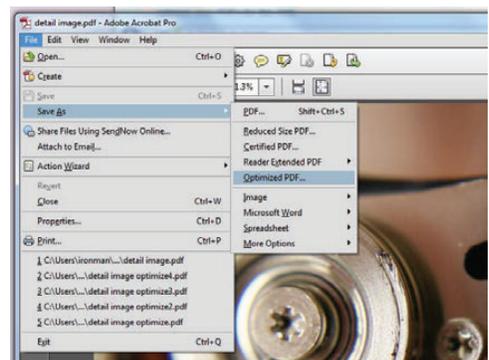
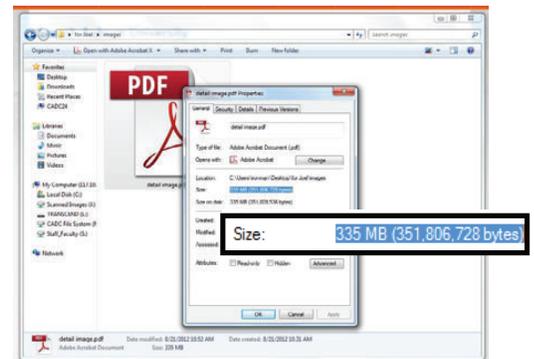
Check Discard User Data in the left pane. Under Discard User Data, check Discard private data... and Discard hidden layer content...

## → Step 6:

Click OK

## → Step 7:

Save as a new file



### PLEASE NOTE

When printing, the file will decompress to a larger size. Try to make your file as small as possible in order to stay under the 100 MB size limit.

### NEED ADDITIONAL HELP?

Dudley Hall 215 wallstk@auburn.edu 334.844.8808

SCHOOL OF ARCHITECTURE, PLANNING AND LANDSCAPE ARCHITECTURE

AUBURN UNIVERSITY