

# Loading documents into ARIES- How to reduce your file size

When uploading documents into ARIES users need to be aware that larger sized documents may fail to load. As an approximate guideline, documents larger than around 11 megabytes are likely to fail to load. Try these tricks to reduce the size of the file.

Note that if you do receive an *error message* then the document to be loaded must be given an *amended name* before you try again.

## Trick # 1: Use Adobe Acrobat

For an existing pdf file or Word file: This answer is based on Windows applications but should be the same on Apple computers (THIS USUALLY REDUCES THE FILE SIZE BY 50%):

- a. Open an existing pdf in Adobe Acrobat (Standard or Professional), or open a Word document in Microsoft Word
- b. Go to the File menu, select Print
- c. Instead of choosing your normal printer select the option “Adobe PDF”, then select “Properties”
- d. Under the tab “Adobe PDF Settings” note the “Default Settings” option
- e. Choose the drop down option next to “Standard”
- f. Choose “Smallest file size”
- g. Click o.k., then click o.k. again
- h. When the option “Save PDF File As” appears give the file a new name (*preferably two words from title and one ANU researcher surname*)
- i. Save.

Once the file has been saved you can check its size by right clicking and choosing “Properties”

## Trick # 2: Split a file into multiple documents:

- a. Word documents: Create a copy, rename it, delete the first half of the document in one file and the second half of the document in the other file
- b. PDF documents: use the Documents tab in Adobe Acrobat to extract or copy pages to a new document
- c. Reminder – *use the naming convention above.*

## Trick # 3: Scanning from hardcopy

- a. If you have two scanners check if one makes much smaller pdfs – we have one scanner which may produce a file of 9 megabytes, the other scanner (with the same dpi settings) will produce a file size of less than 4 megabytes
- b. Check the default settings and choose:
  - (i) DPI 300 (for Konica Minolta scanners choosing 200 dpi makes no difference)
  - (ii) Colour Grayscale
  - (iii) Standard pdf setting (the Compact pdf setting is worse than the standard setting)
  - (iv) REMEMBER – you can adjust all the relevant settings for individual jobs if you need colour/better quality.