



1. If your PDF is slow to open or edit or save, check if it is made up of layers (typical of layouts/blueprints created using CAD)

2. Even with large, multi-page PDFs, filesize should be relatively small.

1 item selected 162 MB | ❌

1 item selected 188 KB | ✅

3. If you can, re-export or save the PDF again but reduce the file size

OR

Reach out to the creator and ask if they can reduce or 'Flatten' the layers before exporting the PDF

4. Other solutions to reduce PDF Size:

Adobe's official Guide: adobe.com/acrobat/hub/how-to-flatten-a-pdf.html

Adobe PDF Compress Tool (online) adobe.com/acrobat/online/compress-pdf.html

5. Print to PDF (file-> Print)

This method may or may not retain the original aspect ratio/image size

6. If after trying these steps you still have concerns or questions, feel free to reach out to the Service Desk at x1429!