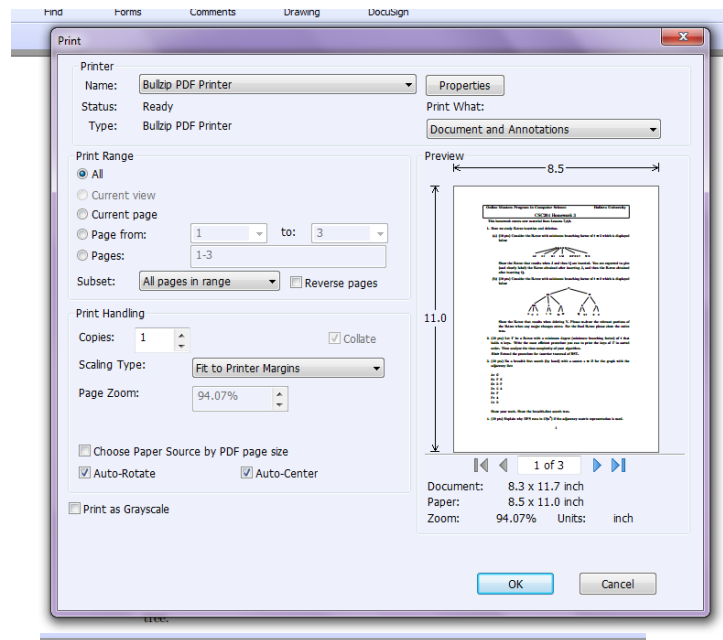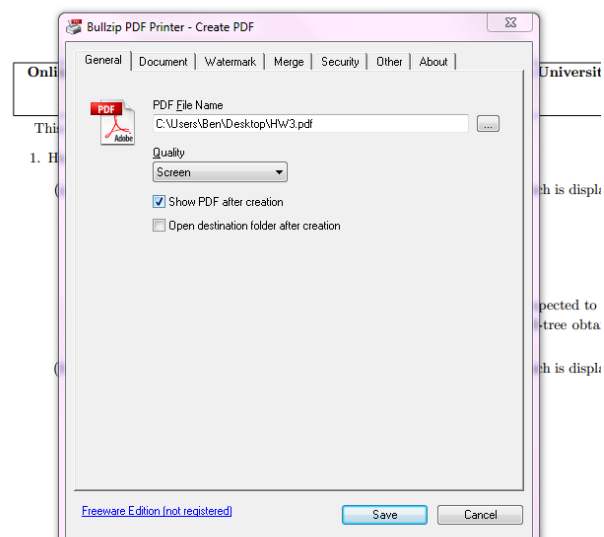# Guide to Reducing File Size

PDF Files

Unfortunately, reducing the file size of PDF files is only simple if you have Adobe Acrobat; regular Adobe Reader does not include the advanced functionality necessary to shrink pdf files down.

To shrink down PDFs for free, you can use a program like Bullzip (available at http://download.cnet.com/BullZip-PDF-Printer/3000-18497_4-85827.html). The instructions on how to scale down a PDF in Bullzip are shown below.

1) After installing Bullzip, it will appear as a printer when you go to print a PDF document, make sure to select it and hit OK to print.

2) Bullzip will pop up and you are given the option to save the document. Make sure to select "Screen" quality on this menu, it ensures the document is legible and dramatically reduces file size. Save and upload this new document, and you should be all set!
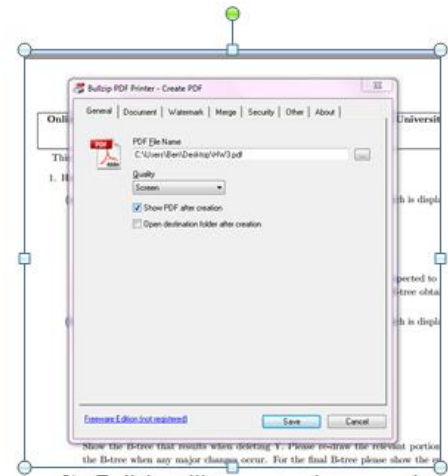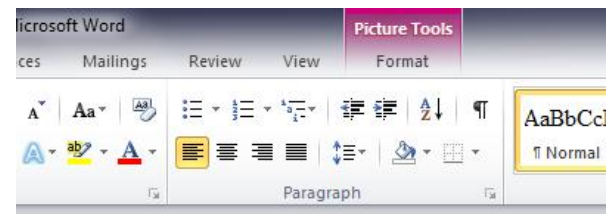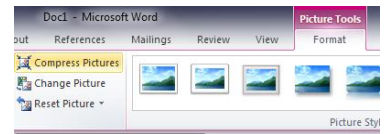
Word Documents

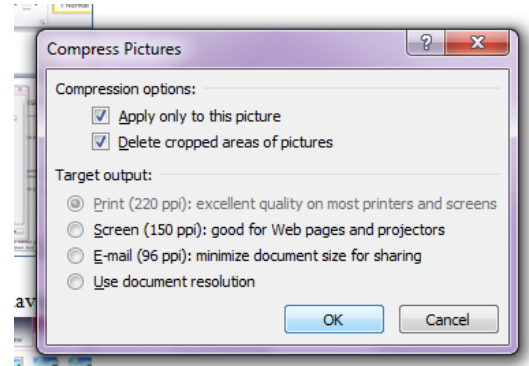Reducing image quality in a word document is fairly simple.

1) When you select an image in Word 2007 or later, as shown below, a new menu option should pop up near the top of the screen that says "Picture Tools" in red. Click on "Format" right below this.

2) In this new menu, navigate to the "Compress Pictures" option towards the upper left corner of the screen.

3) In Word 2007 select the options menu, to get to a similar screen to the right, but in Word 2010 the correct menu will pop up by default. Change your pictures to either the Screen or Email quality to cut down on file size, though make sure to verify that they are still legible.

4) Just save that file and submit it!