

## Changing Scan Document File Size

Compressing a PDF is the easiest way to reduce the sizes of images and optimize the PDF to be uploaded into ASYCUDA World. Compressed PDF will have a 30% - 40% reduction in size automatically. There can be multiple ways that the size of a PDF can be reduced.

1. You need to have a PDF compression software to shrink the file size of the PDF **or**
2. Visit a reliable PDF compressor website such as <http://pdfcompressor.com/>, <http://www.pdfaid.com/compress-pdf-file.aspx> or <http://www.compress-pdf.co.uk/> and upload the file that need to be compress.

**N.B. Maximum file size for ASYCUDA scan documents to upload will be 500kb**

Another option is using a personal scanner:

1. You need to first get to your scanner profile and set a default profile preferably for scanning **ASYCUDA Documents**.
2. If you have a shortcut to your scanner on your desktop, then right click on it and go to scan profiles. You can set up the profile as in the image below.
3. You can also go to **“Start”** on your machine, then go to **“Control Panel”**, then select **“Devices and Printers”**. Right click on your scanner and **select “Scan Profiles”** and adjust your profile as in the example below.
4. Please ensure that you use **“Grayscale”** as your color format, **and use 150 dpi for your “Resolution”**.

