

REDUCING FILE SIZE

COLLEGE FOR CREATIVE STUDIES
www.collegeforcreativestudies.edu

Resume

You may upload a resume at any time after you are registered in Student or Alumni Central using one of three formats: Microsoft Word (.doc), Adobe Acrobat (.pdf) or Rich Text Format (.rtf). There is a maximum resume file size of 100 KB.

To reduce file size, if using Adobe software such as Adobe Acrobat, Photoshop, Illustrator or InDesign:

Option #1

- Save your file as an .eps (Encapsulated PostScript) in your folder
- Open Adobe Distiller (found on all campus computers)
- Choose from the drop down menu on default settings:
 - smallest file size or
 - standard (slightly bigger file than smallest file size)
- Drag and drop the .eps file into the distiller window
 - Or File>Open and browse for the file
- The file will automatically shrink, convert to a PDF and save in the folder with the .eps file

If using InDesign:

Option # 2

- Go to File -> Export
 - It will ask you where you'd like to save the file. Then the "Export Adobe PDF" window will pop up, and on the default General tab, go all the way to the top to the drop-down bar and select [Smallest File Size] from the menu.
- Also see if clicking on "Optimize for Fast Web View" under options will help
- Click Export and your exported PDF should be about 62 KB and no pixalization should be seen

Portfolio

Students can upload a PDF up to 3 MB on Job Book. Students should create portfolios in InDesign rather than Photoshop because their file size will be more manageable.

For compressing a multiple page **portfolio**:

- Save each page of your portfolio as an individual file in a folder. To keep files organized, label each file by portfolio page number: page 1, page 2, page 3, etc.
- Export each file as an .eps (Encapsulated PostScript) file and put them in one folder
 - Open Adobe Distiller (found on all campus computers)
 - Choose from the drop down menu on default settings:
 - smallest file size or
 - standard (slightly bigger file than smallest file size)
 - Drag and drop each .eps file into the distiller window
 - Or File>Open and browse for each file
 - Distiller will convert each file into a .pdf - they will be separate files
 - The final step is to use Adobe Acrobat to combine all the .pdf files into one .pdf file

CAREER SERVICES
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There is also a program called PDF Shrink created by the software company Apago, Inc. that can reduce most PDF files— including those created by Mac OS X iLife and iWork applications, Adobe Creative Suite, Microsoft Word & PowerPoint—by as much as 90% of their original size. The program can be purchased online for \$35 at www.apagoinc.com.