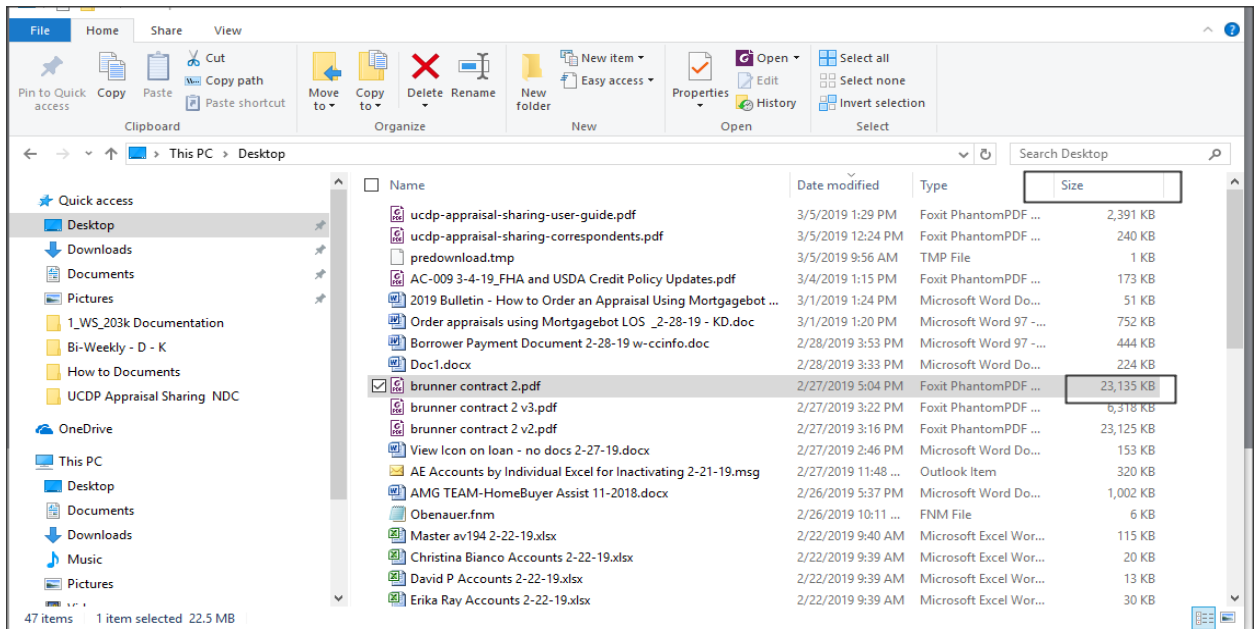
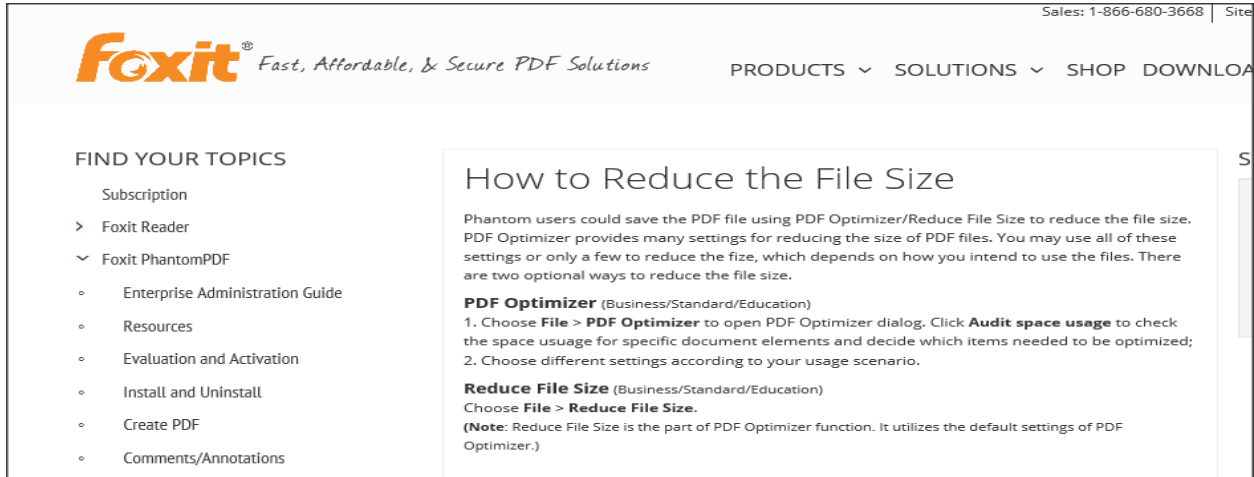


Depending on how the pdf document(s) are saved can sometimes be too large to upload to certain websites. Ask the user whom they utilize for their pdf (i.e. Adobe or Foxit, etc.). You can search for the process via google.

FCB utilizes Foxit for our pdf process. I've listed below "How to Reduce the File Size"



Save the document to your desk top and utilize the scroll bar at the bottom to scroll to the right. The size is listed to the far right. For example: When uploading to Mortgagebot Appraisal Screen the max is 14 MB. Therefore, this document is 23MB. So, the document will need to be reduced

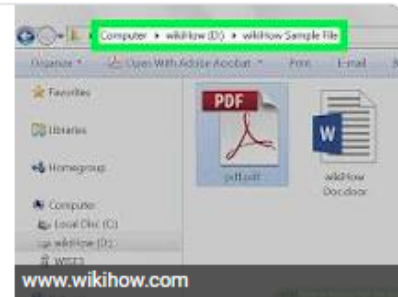
Listed below are the steps once you open the pdf that is too large:

Choose File > Reduce File Size > Pop up window of PDF Version Compatibility > Click on drop down > Choose PDF Version 1.6 > Save the modified file name. You can check the file size again once you reduce the size.

“How to Reduce File Size” for Acrobat Adobe:

In this section, you'll use the **Reduce File Size** command to dramatically reduce or compress the size of a PDF file.

1. In **Acrobat**, open a **PDF file**.
2. Choose Document > **Reduce File Size**.
3. Select **Acrobat 8.0 And Later** for **file** compatibility, and click **OK**.
4. Name the modified **file**. ...
5. **Minimize** the **Acrobat** window.



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