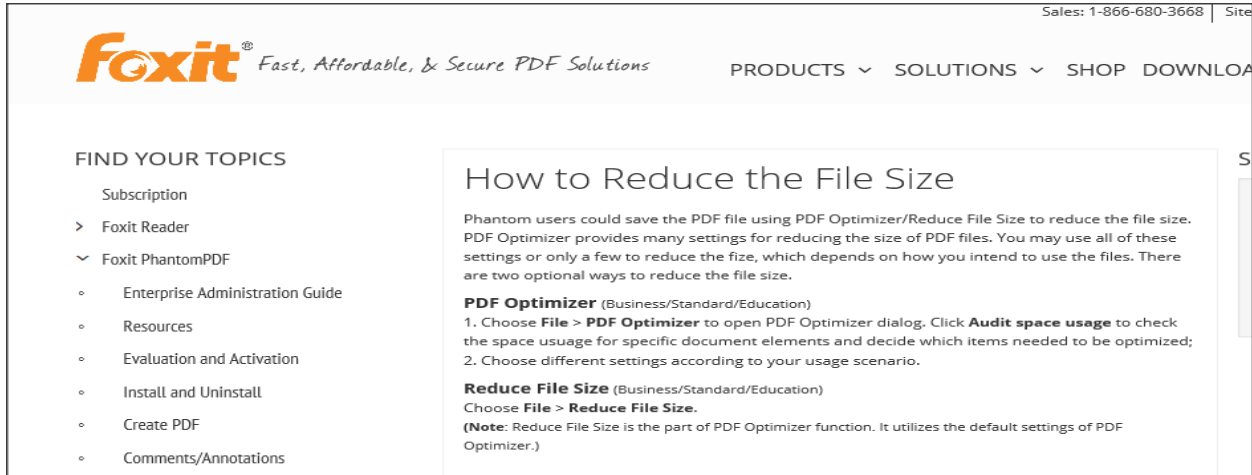


Depending on how the pdf document(s) are saved can sometimes be too large to upload to certain websites. Ask the user whom they utilize for their pdf (i.e. Adobe or Foxit, etc.). You can search for the process via google.

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



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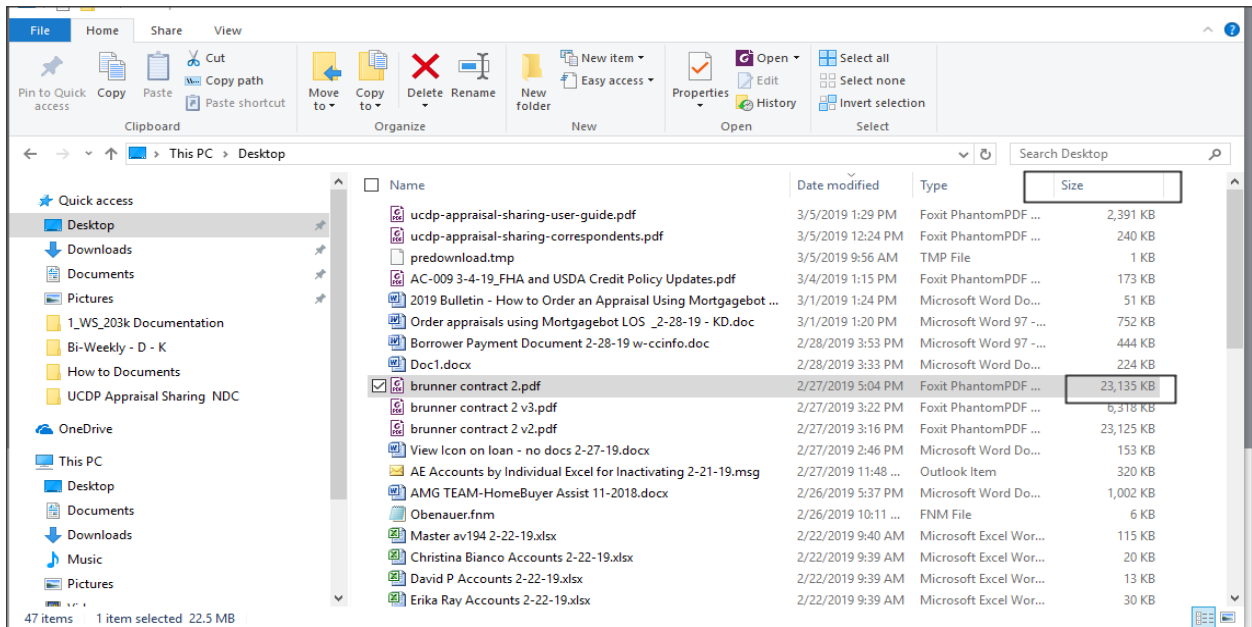
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Phantom users could save the PDF file using PDF Optimizer/Reduce File Size to reduce the file size. PDF Optimizer provides many settings for reducing the size of PDF files. You may use all of these settings or only a few to reduce the size, which depends on how you intend to use the files. There are two optional ways to reduce the file size.

PDF Optimizer (Business/Standard/Education)
1. Choose **File > PDF Optimizer** to open PDF Optimizer dialog. Click **Audit space usage** to check the space usage for specific document elements and decide which items needed to be optimized;
2. Choose different settings according to your usage scenario.

Reduce File Size (Business/Standard/Education)
Choose **File > Reduce File Size**.
(Note: Reduce File Size is the part of PDF Optimizer function. It utilizes the default settings of PDF Optimizer.)



Name	Date modified	Type	Size
ucdp-appraisal-sharing-user-guide.pdf	3/5/2019 1:29 PM	Foxit PhantomPDF ...	2,391 KB
ucdp-appraisal-sharing-correspondents.pdf	3/5/2019 12:24 PM	Foxit PhantomPDF ...	240 KB
predownload.tmp	3/5/2019 9:56 AM	TMP File	1 KB
AC-009 3-4-19_FHA and USDA Credit Policy Updates.pdf	3/4/2019 1:15 PM	Foxit PhantomPDF ...	173 KB
2019 Bulletin - How to Order an Appraisal Using Mortgagebot ...	3/1/2019 1:24 PM	Microsoft Word Do...	51 KB
Order appraisals using Mortgagebot LOS _2-28-19 - KD.doc	3/1/2019 1:20 PM	Microsoft Word 97 -...	752 KB
Borrower Payment Document 2-28-19 w-ccinfo.doc	2/28/2019 3:53 PM	Microsoft Word 97 -...	444 KB
Doc1.docx	2/28/2019 3:33 PM	Microsoft Word Do...	224 KB
brunner contract 2.pdf	2/27/2019 5:04 PM	Foxit PhantomPDF ...	23,135 KB
brunner contract 2 v3.pdf	2/27/2019 3:22 PM	Foxit PhantomPDF ...	6,318 KB
brunner contract 2 v2.pdf	2/27/2019 3:16 PM	Foxit PhantomPDF ...	23,125 KB
View Icon on loan - no docs 2-27-19.docx	2/27/2019 2:46 PM	Microsoft Word Do...	153 KB
AE Accounts by Individual Excel for Inactivating 2-21-19.msg	2/27/2019 11:48 ...	Outlook Item	320 KB
AMG TEAM-HomeBuyer Assist 11-2018.docx	2/26/2019 5:37 PM	Microsoft Word Do...	1,002 KB
Obenauer.fnm	2/26/2019 10:11 ...	FNW File	6 KB
Master av194 2-22-19.xlsx	2/22/2019 9:40 AM	Microsoft Excel Wor...	115 KB
Christina Bianco Accounts 2-22-19.xlsx	2/22/2019 9:39 AM	Microsoft Excel Wor...	20 KB
David P Accounts 2-22-19.xlsx	2/22/2019 9:39 AM	Microsoft Excel Wor...	13 KB
Erika Ray Accounts 2-22-19.xlsx	2/22/2019 9:39 AM	Microsoft Excel Wor...	30 KB

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

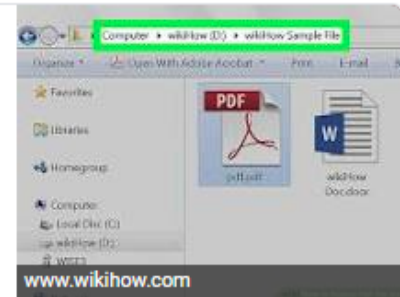
Listed below are the steps once you open the pdf that is too large:

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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