

## Hints, Tips & Guidance

### OPTIMISING FILE SIZES FOR EMAIL OR INTERNET USE



The Highland Council (THC) find it difficult to deal with electronic attachments with file sizes greater than 5Mb. The majority of these are PDF drawing files or documents (design and access statements, environmental impact assessments etc) that include high resolution images (JPEG, BMP etc). Attachment file sizes regularly exceed this limit because the agent/applicant hasn't reduced the document size for online submission.

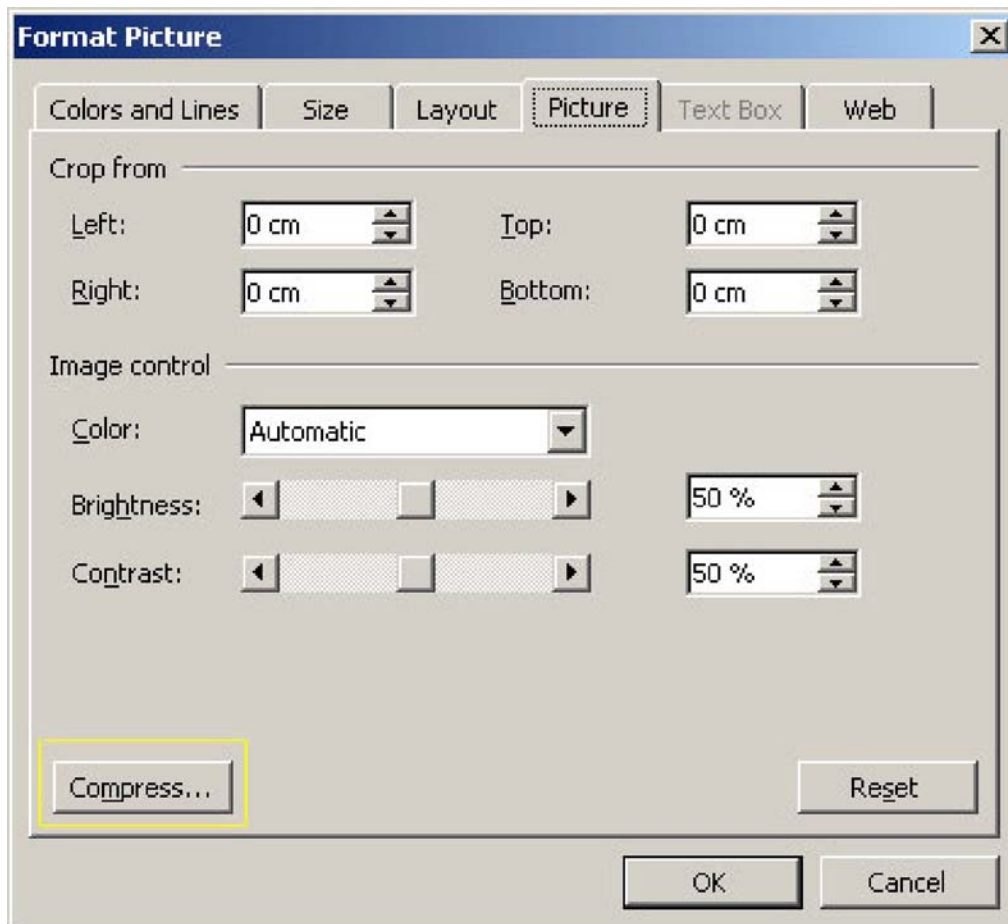
When printing documents users often choose the highest resolution (pixels/dots per inch) possible to ensure the quality of the resulting hard copy. However, the resolution of documents submitted online, to support planning applications, need not be so high. Documents with resolution less than 100 pixels per inch are sufficient for THC needs and show no detectable reduction in quality when displayed on the THC's website. There are numerous means of compressing documents, which in addition to reducing the resolution of documents to an appropriate level, also greatly reduce document file size.

The guidance below explains how you can optimise your file sizes in Microsoft Word and when submitting files in PDF.

#### Microsoft Office (MS – Word)

If you use Word to edit photos, or frequently include images in Word documents, please consider using the “**Compress Pictures**” button on the Pictures toolbar\*. This helps limit the file size of documents that contain images. In the majority of cases pictures can be compressed without noticeable difference and file size is often reduced to less than 10 per cent of the original size (depends on image number/resolution).

1. Right-click the picture in your document.
2. Select **Format Picture** from the shortcut menu.
3. Select the **Picture** tab.
4. Click the **Compress** button in lower left (Fig. 1).
5. Select your options
  - a. Selected picture for a single image, or
  - b. All pictures in document for multiple images (recommended),
  - c. Choose Web/Screen for resolution settings,
  - d. Ensure boxes for 'Compress pictures' and 'Delete cropped picture areas' are ticked.
6. Click **OK**.



**Fig. 1**

\* Microsoft Word 2002 and later

## Reducing File Sizes in PDF

CutePDF Writer ([www.cutepdf.com](http://www.cutepdf.com)) is one of many free programs used for creating Portable Document Format (PDF) files. Once the writer has been downloaded from its website you can create PDFs from the print option of any Windows application in minutes.

The PDFs created with this freeware are high quality and can be emailed, printed, uploaded to a website or saved to any compact disc or flash drive. You don't need any additional software, just CutePDF Writer and the document you would like to convert to a PDF.

Open any document you would like to convert into a PDF file.

1. Click File > **Print**. Select "**CutePDF Writer**" from Name List in printer box.
2. Choose the required paper size from the drop down list in the Zoom box (Fig. 2).
3. Click "**Properties.**" Choose your "**Layout**" and decide how to print (Fig. 3).
4. Click "**Paper / Quality and Colour**".

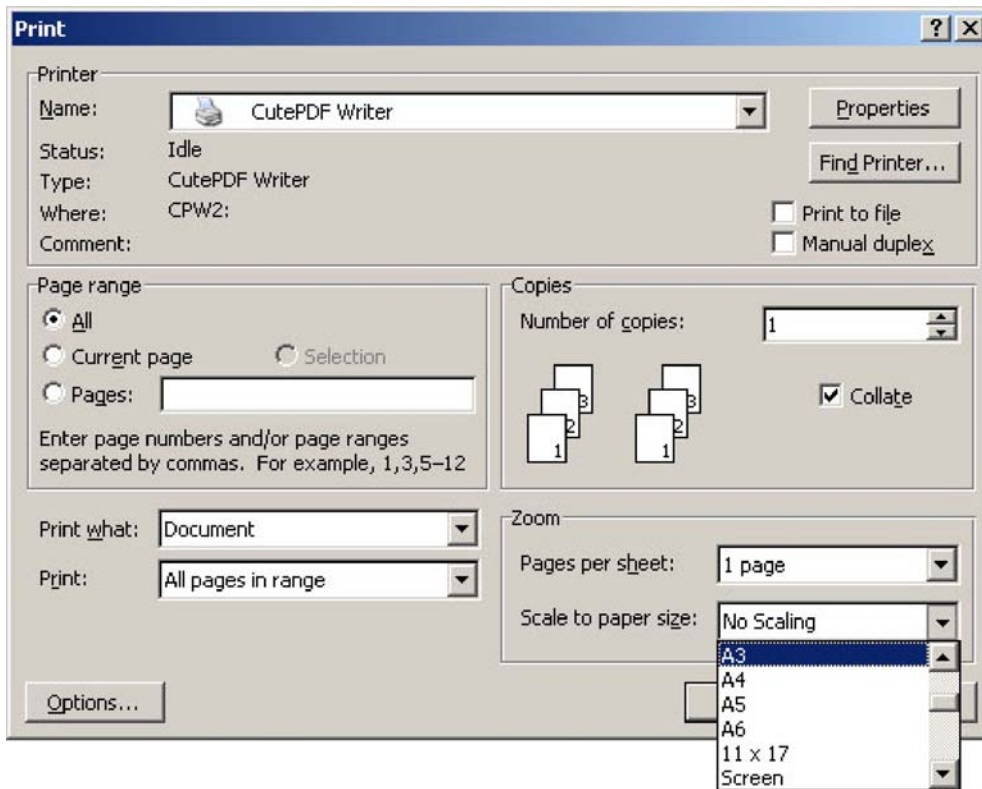


Fig. 2

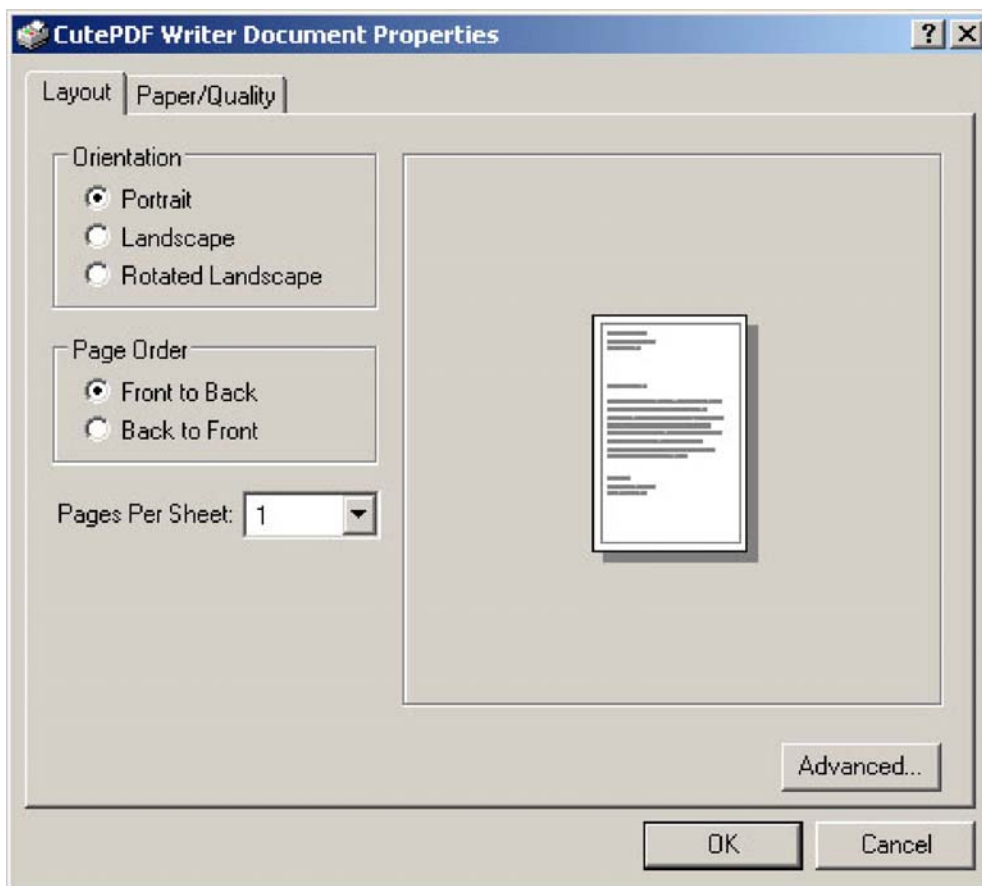
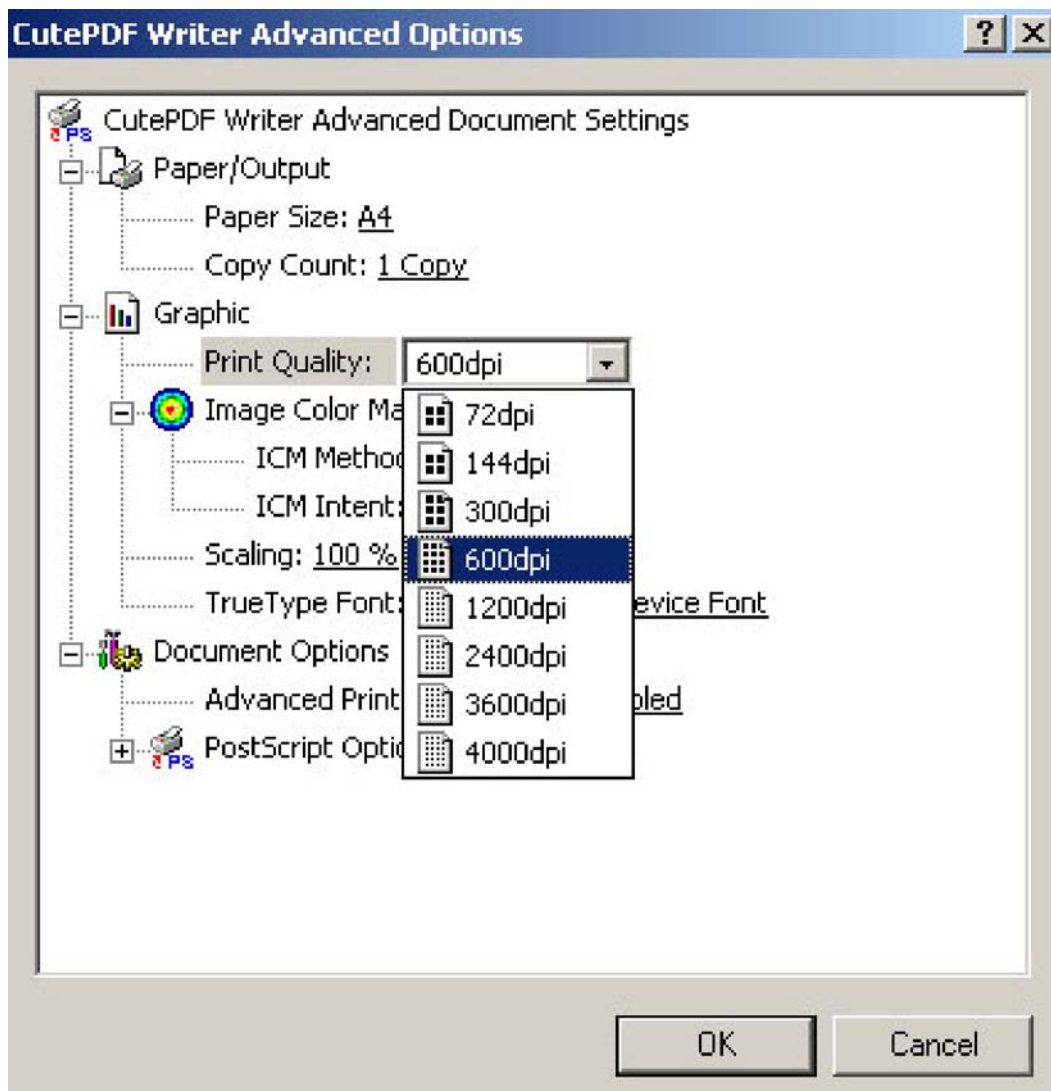


Fig. 3

Click **Advanced** > (Fig. 4) **Page Size**. Click "**Print Quality**" and change the DPI. The bigger the DPI, the larger the file size of the PDF will be.

### Recommendation

If you are creating a PDF to be emailed, choose 72 DPI or 144 DPI\* (Fig. 4). When printing this PDF, choose 300 or 600 DPI. If sending this file to a commercial printer, choose 600 or 1,200 DPI. For most applications, just adjust the DPI setting and leave the other settings alone.



**Fig 4**

\* PARSOL standards require that scanned documents should be a minimum of 200 DPI.

Most PDF creation applications and Image manipulation software will have the default DPI settings set artificially high, therefore it is always wise to check the DPI settings (which can usually be found in either '**Advanced Settings**', '**Options**' or '**Properties**' before creating the PDF.