



Reducing the size of PDF files in WordPerfect

- WordPerfect Office Suite

Reducing the size of PDF files in WordPerfect

WordPerfect? is renowned for providing outstanding flexibility to users who need to work with multiple file types. In addition to being able to open and save files in many widely used formats, you can publish files to PDF. This powerful WordPerfect feature is useful when you need to share files with others who do not have WordPerfect installed. PDF files sizes are sometimes large, but there are steps you can take to reduce file size.

One way of reducing the size of a PDF file is by compressing bitmaps. Bitmap compression is available for JPEG, LZW, or ZIP files. Bitmaps using JPEG compression have a quality scale ranging from 2 (high) to 255 (low). The higher the image quality, the larger the file size. You can also reduce the file size by downsampling color, grayscale, or monochrome bitmaps.

When you publish a file to PDF, you can export the file in either ASCII or binary format. The ASCII format creates files that are fully portable. The binary format creates smaller files that are less portable, but not all platforms support the file format.

When you publish to PDF, you can choose the color model to apply to a file. You can use grayscale (no color) or the RGB or CMYK color models. If your PDF file will be sent to prepress, you may want to maximize color processing by selecting CMYK. If you will be posting your PDF file to the Web, you may want to optimize the file size for the medium and choose RGB. Of the three methods, grayscale produces the smallest PDF file.

To compress bitmaps in a PDF file

1. Click File > Publish to PDF.
2. Click the Objects tab.
 - ◆ LZW
 - ◆ JPEG
 - ◆ ZIP

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To reduce PDF file size by using the binary encoding format

1. Click File > Publish to PDF.
2. Click the Objects tab.
3. In the Encoding area, enable the Binary option.

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To reduce PDF file sizes by using the grayscale color model

1. Click File > Publish to PDF.
 2. Click the Advanced tab.
 3. Choose Grayscale from the Output all objects as list box.
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