

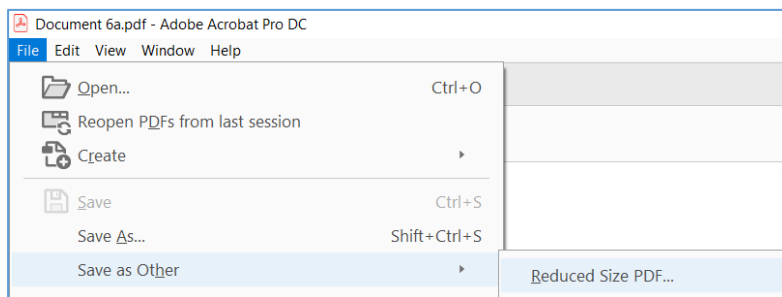
If you have scanned documents in .pdf, .jpg, .jpeg, .png, or .tif formats, and the file is larger than 4.8 MB, you will have to resize the file before uploading it to your online application.

[How to resize PDF files](#)

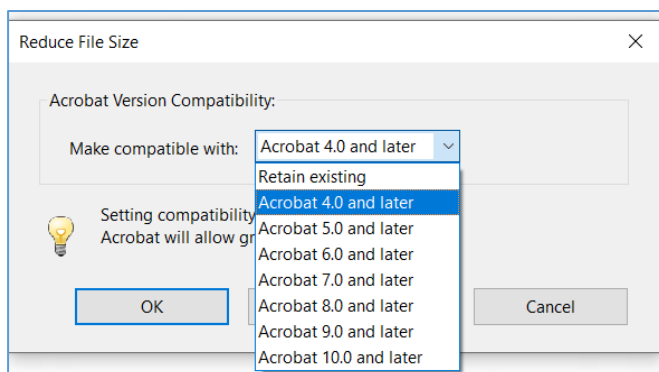
Option 1 - If you have access to a flatbed scanner, you can rescan the document (in colour and from the original document) and set the scan settings to a lower resolution.

Option 2 - If you have access to the paid version of Adobe Acrobat Pro DC, you can complete the following steps.

- Open the original PDF file in Adobe Acrobat Pro DC and click **FILE > Save as Other > Reduce Size PDF**



- Then select '**Acrobat 4.0 and later**' and click **OK** and specify a file name for your document.



For example, you could resize a 15 MB file down to 4 MB using the program and following the steps above. **Important:** Please note that the free version Adobe Reader does not have this function.

[How to resize JPG, JPEG, PNG or TIF \(picture file formats\) files](#)

Option 1 - If you have access to a flatbed scanner, you can rescan the document (in colour and from the original document) and set the scan settings to a lower resolution.

Option 2 - If you have access to the paid version of Adobe Acrobat Pro DC, you can right click on the file and convert it to PDF. Once converted, you can follow the steps in [How to resize PDF files](#) (Option 2) to resize the file. The same can be done with Microsoft Office files too.

If you need further assistance or have any questions, please contact eapplications@curtin.edu.au