Preparing PDFs for upload:

A. Remove hyperlinks. PDFs with hyperlinks cannot be uploaded into the HusebyConnect portal.

B. Optimize your PDFs to reduce file size. Saving as a "reduced size PDF" will only do so much. To maintain the clarity and integrity of graphics and text while significantly reducing file size (and, in turn, upload and open times), do the following:

   1) With your PDF open, Choose **File/Save as Other/Optimized PDF**.
   2) In the box that opens, first choose **Custom** under "Settings."
   3) Set optimization for "**Images**."
   4) Set *color images* to **bicubic downsampling** of 150 ppi for images above 225 ppi (Compression **JPEG** / to Quality: **High**)
   5) Set *grayscale images* to **bicubic downsampling** of 150 ppi for images above 225 ppi (Compression **JPEG** / to Quality: **High**)
   6) Set *monochrome images* to **bicubic downsampling** of 300 ppi for images above 450 ppi (Compression **JBIG2** / to Quality: **Lossless**)
   7) Under "Make compatible with:" choose **Acrobat 6.0 and later**.
   8) Click "OK."