

The 7-Step PDF Compression Checklist

1. Check Initial Size: Right-click > 'Get Info' (Mac) or 'Properties' (Windows) to see the baseline size.
2. Identify Heavy Elements: Are there high-res images, embedded videos, or massive fonts?
3. Remove Unnecessary Pages: Delete blank or duplicate pages before compressing.
4. Choose Compression Tool: Upload your file to PDFZora.com's compressor.
5. Select Quality Level: Use 'Medium' for general documents or 'Extreme' for image-heavy brochures.
6. Verify Output Size: Ensure the final output is below your 1MB or 2MB target limit.
7. Quality Check: Open the compressed file to ensure text is crisp and images are legible.

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