

How to Reduce a PDF or JPG File to Under 10 MB

1. Easiest online methods

- 1 iLovePDF — PDF compression
- 2 Smallpdf — compression and optimization
- 3 CompressJPEG — JPG compression

(Note: for sensitive documents, it's better to use an offline method — see below.)

2. Offline methods (safer, faster)

- PDF (Adobe Acrobat Pro) → File → “Save as Other” → “Reduced Size PDF”.
- JPG (Paint — Windows) → Open image → “Resize” → choose percentage/pixels → “Save as” → JPEG.
- JPG (IrfanView — free) → File → Save As → set Quality to 75–85; you can also reduce resolution via Image → Resize.

3. Best practices

- Set image resolution to 150–200 DPI (sufficient for viewing/archiving).
- For JPG, a width of about 1200–1600 px and quality 70–85% is usually enough.
- After saving, always check the file size — if it's still over 10 MB, repeat the compression.