

## File Size : Compression & Checking

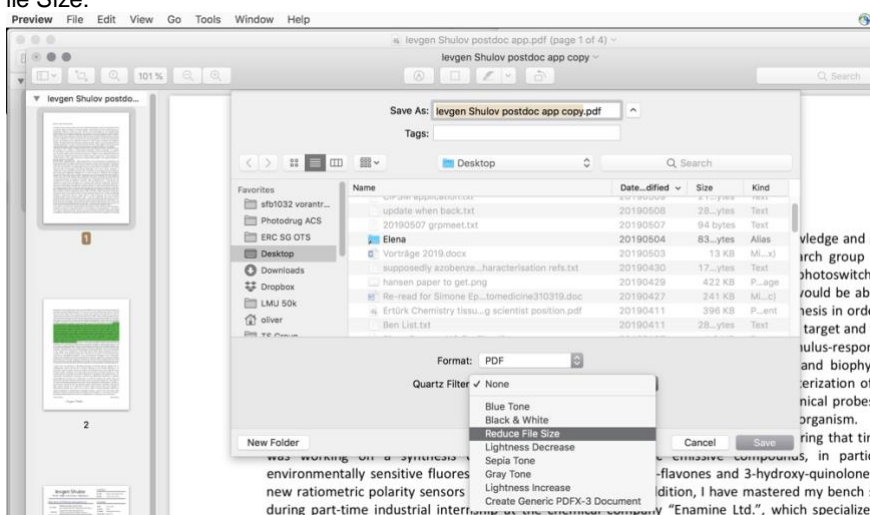
Both DropBox and LRZ sync to most people's hard drives. Dropbox folders (sum of all folders must be less than 2GB!) are reserved for preparing papers / grants, not for storing primary data. Only put small filesize exports / processed data there, the minimum that your coauthors need to have, to work on manuscripts. If any paper folder is much larger than 100 MB there better be a really good reason - final manuscripts + Supp Info should not weigh much more than 20 MB. Use LRZ for larger, project specific files that you need to share / make available to everyone (sum of all folders less than 50 GB). If you don't need everyone to access it, then don't put it in our share folders.

When making documents to share around (also email) it's easiest to reduce image file sizes directly, before you put them in an AI / PDF / Prism. If you are struggling to compress something, talk to your colleagues.

If it's too late and you already have monster sized AI or PDF files because of the huge images they contain:

1. Save the monster AI as a monster PDF with Acrobat; you can also try to Reduce Size or Optimize PDF at this stage but depending how you constructed the file it won't always help you ("some images were not downsampled" means it failed).

2. Open monster PDF in Preview, click File/Duplicate, then File/Save the copy that springs up using Quartz Filter set to Reduce File Size:



My experience: reduced a 800MB AI/PDF to 1MB and still it looks the same (ie colleagues get the same info out of it).

Those using work Macs: please match your Finder configuration [to this](#). It will display all file and folder sizes so you see what you're working with. Windows will have similar options.

