



Charities Registration – Compress a PDF

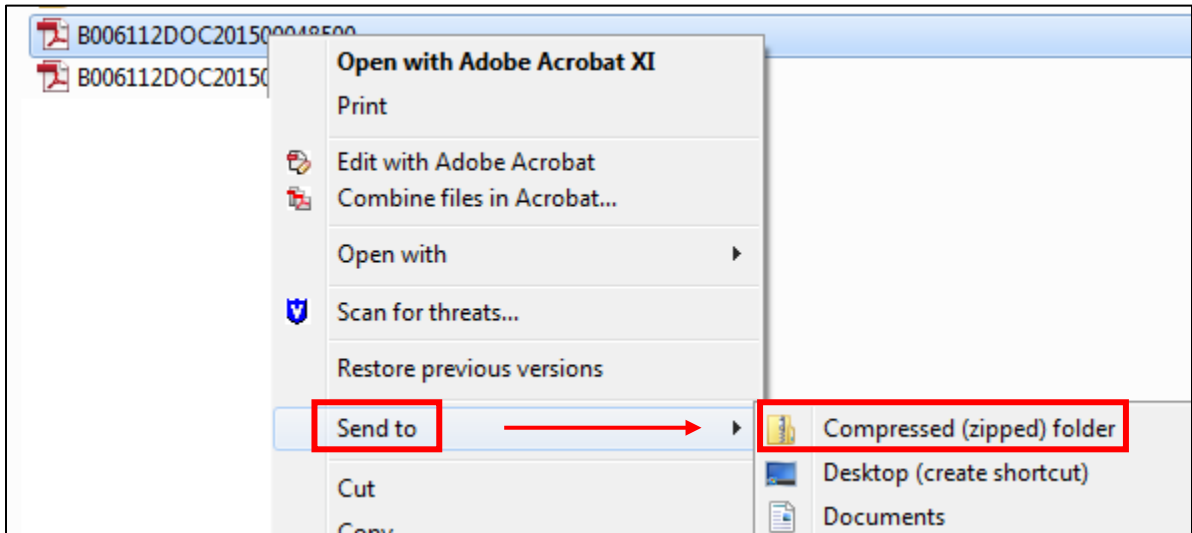
User Guide

How to compress a PDF document?

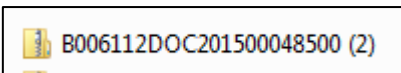
The Charities Bureau’s online registration portal will not accept any pdfs larger than 4 MB. If you have files that are more than 4 MB, please compress them into a lesser size before trying to upload. Use one of the 2 methods below to compress a pdf.

Method-1:

1. To compress a pdf, right click on the document name, select Send to and click on Compressed (Zipped) folder.



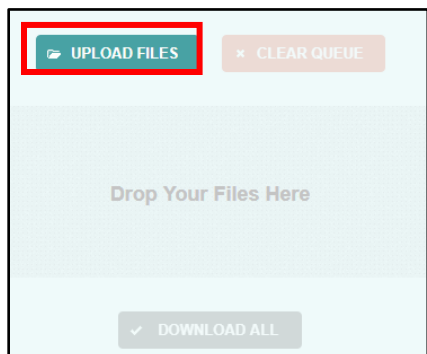
2. Once you compress the document, a new folder will be created. Open the folder and copy the pdf document inside the folder and paste it in the desired location.



If this method did not work, then use the second method to compress the document online.

Method-2:

1. Go to <http://pdfcompressor.com/> and click on “Upload Files” button (it will open up your file explorer).

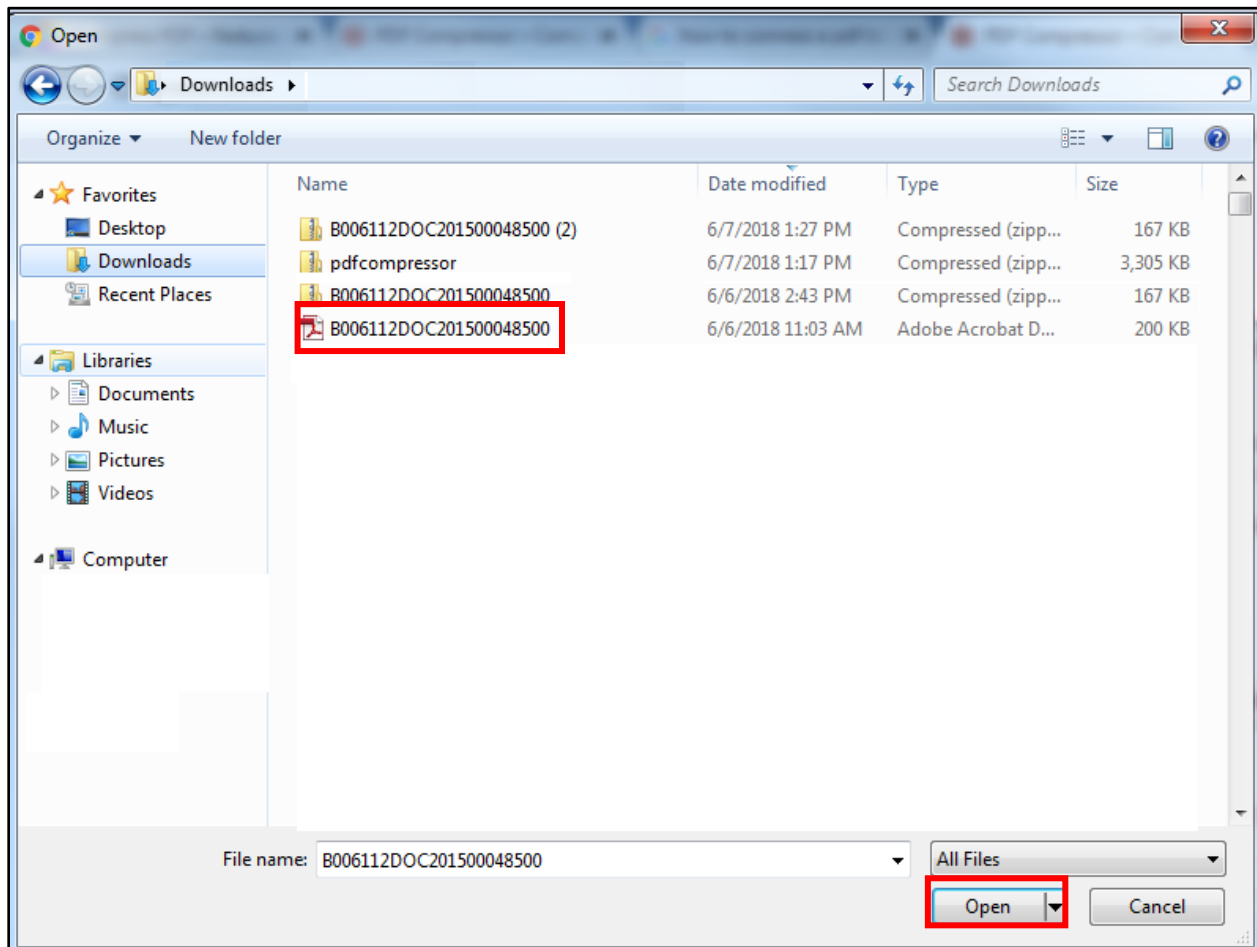




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2. Select the document that you want to compress and click “Open”.



3. Once the compressing process is done, click on the download button.





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4. The downloaded document is the compressed version. Upload this version in the Charities Bureau's online registration system.

Note: If even after compressing the document, you continue to see the error saying that file size is too large, then try to compress the compressed version again and upload. If the issue still is not resolved, contact the Charities Bureau at [212-416-8401](tel:212-416-8401) or email char410help@ag.ny.gov.