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Attachment Limit

Keeping attachment file sizes to a minimum is crucial for preserving system performance and speed.

Some general guidelines that will help reduce the size of attachments include the following:

- When scanning documents, scan them in black and white and at 150 dpi.
- Save scans and photo attachments as PDF documents.
- JPG files can be saved as PDF documents using the **Print to PDF** function in Windows.
- PDF files can be reduced in size using Adobe Acrobat's free online tool, which can be found here.
- Large multipage files that are not easily reduced in size can be broken into smaller files containing fewer pages using the **Print to PDF** function in Windows.

Additional Link to Adobe PDF compression tool:

https://www.adobe.com/acrobat/online/compress-pdf.html?promoid=C12Y2YQN&mv=other

If you have a file that is still too large to upload to SGA, don't hesitate to get in touch with SGA support for more assistance.