IMAGE AND DOCUMENTS COMPRESS

Welcome!
In this tutorial, you will learn why it is important to optimize images and PDF files before uploading them to the platform.
This step is essential for a fast and efficient experience.

 WHY OPTIMIZATION IS IMPORTANT
Large images and files can:
– slow down the platform
– increase page loading time
– use unnecessary storage space
– affect the user experience
That is why it is important to reduce file size before uploading.

 IMAGE OPTIMIZATION
For images:
Recommended:
– maximum size: around 100 KB
– web-optimized resolution
Images do not need to be very large.

HOW TO COMPRESS IMAGES
You can use a free online tool:
https://squoosh.app/

STEP BY STEP:
Open the website
Upload your image
Adjust the quality
Reduce the file size
Download the optimized image

TIP
Keep a balance between:
– good quality
– small file size

PDF OPTIMIZATION
PDF files can also be too large.
They should be compressed before uploading.

HOW TO COMPRESS PDF FILES
Use:
https://www.ilovepdf.com/

STEP BY STEP:
Open the website
Choose “Compress PDF”
Upload your file

Select the compression level
Download the optimized file

RECOMMENDATION

Try to keep:
– PDF files as small as possible
– without major quality loss

BEFORE UPLOAD

Before uploading a file:
✔ check the file size
✔ optimize the image or PDF
✔ make sure it loads quickly

File optimization is a small step, but very important.
It helps create a faster, cleaner, and more efficient platform.