

File Compressor

Reduce file sizes and check the quality of the result.

Set a realistic target

Results depend on the source content. An already compressed file may shrink very little. Smaller output can require reduced quality or loss of document features. A target MB value is not guaranteed. Keep the original and work with separate outputs.

Step by step

1. Use Select files, or folder selection if provided by the installed Windows version, to add supported files.
2. Check options for the PDF, image or Word/Excel/PowerPoint file. Begin with one sample.
3. Start with Balanced. Use High Quality for lighter changes or Strong Compression for a smaller output with potentially greater detail loss.
4. Set a per-file MB target if needed. For email, also consider the service's total attachment limit.
5. Check the output folder. Save locations can differ between the Windows app and a browser preview.
6. Start the compression operation. Review original/output size and any errors after completion.
7. Open the output in its actual application: a PDF reader for PDFs and the corresponding Office app for Office documents.

Example: Work toward a 20 MB limit

Add a copy of a large PDF. Choose Balanced and a 20 MB target, then inspect the output's readability and page count. If the target is not met, try a stronger profile on a new copy. If quality becomes unacceptable, use a larger limit or split the document appropriately.

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Quality and troubleshooting

Understand the profiles

1. High Quality: Aims to preserve more detail; size reduction may be limited.
2. Balanced: A starting point between file size and quality.
3. Strong Compression: Aims for smaller output; image detail loss can become more visible.

Convert PDF pages to images only when appropriate

This option can change or remove text selection/search, links, form fields, accessibility and other document features. Preserve signed originals. A new output should not be treated as retaining an original digital signature.

Check Office documents carefully

Resizing embedded images or removing cropped areas can reduce size. Removed cropped content may not be recoverable later. Check Word layout, Excel sheets/charts and PowerPoint slides. Opening successfully does not prove the whole document is unchanged.

When to use a second pass

If the first result is still too large and quality remains acceptable, a second pass may help. Repeated compression can accumulate quality loss. When choosing better settings, restart from the original file whenever possible.

Problem and solution

1. Output is larger or barely smaller: The source may already be well compressed. Keep the original if it is more suitable.
2. Processing fails: Check file type, password protection, damaged content, size, free disk space and folder write access.
3. Output will not open: Keep the original. Try a lighter profile on another copy and contact support with the error details.
4. Cannot find the result: Check its path in Results/History or the Windows Downloads folder.

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Reference: supplied Studio v0.3.25 source bundle and module interfaces. Some labels/options may differ in your installed version. Check Microsoft Store for current prices and license terms.