Attachment Limit

Keeping attachment file sizes to a minimum is important to preserve 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 150dpi
- 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 Acrobats 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, please contact SGA support for more assistance.