The Commonwealth of Kentucky

kynect

Quick Reference Guide

Resize a Document for Upload

kynect

This Quick Reference Guide is designed to help users learn how to resize a document to fit the requirements for document upload in kynect.

Table of Contents

> **Please Note**: Residents who still need help after referencing this Quick Reference Guide can call **(855) 459-6328** for additional assistance.

Document Upload Overview

The updated Document Upload process provides simple and guided instructions for uploading documents to meet Requests for Information (RFIs). Now, Residents, kynectors, and other kynect users can upload documents from a computer or any mobile device.

Users must log into kynect and access the Document Center to upload documents for their applications.

Below are general guidelines to follow when uploading documents into kynect.

Guidelines for Document Upload

1. Make sure the image is clear and it captures all information on the document when taking a picture for a mobile upload.

2. Files must not be password protected.

3. Image Files must not exceed 6MB and document files must not exceed 4MB. The accepted file types include: *.PDF, *.TIF, *.TIFF, *.JPEG, *.JPG, and *.PNG files. Other file types are not accepted. In case the file exceeds the limit, the following options can be considered:

    a. Use the "crop" tool to remove any remaining background or empty space around the image. This will reduce the size of the image.

    b. Use a smaller image format. Different image formats have varying file sizes; PNG files are typically the largest and JPG files are the smallest.

    c. To keep the size of PDF files as small as possible for faster uploading and to keep within the required size limit: After saving the completed PDF, click on File > Save As Other > Reduced Size PDF.

    d. While scanning a paper document, choose the scanner setting of black and white (not gray scale or color) and set the resolution to 300 dpi.

> **Please Note**: See the **Document Upload Quick Reference Guide** for step by step instructions on how to upload documents into kynect.

![kynect]

Resize a Mobile Image for Document Upload

Below are the steps to change settings on a mobile device to help reduce the size of photo captures for document upload.

Steps to Change the Photo Resolution Settings on an Android Device

Most Android devices allow users to adjust their photo resolution in the Camera application to help reduce the size of the photos when they are captured.

1. Open the Camera on the mobile device and click the settings icon.
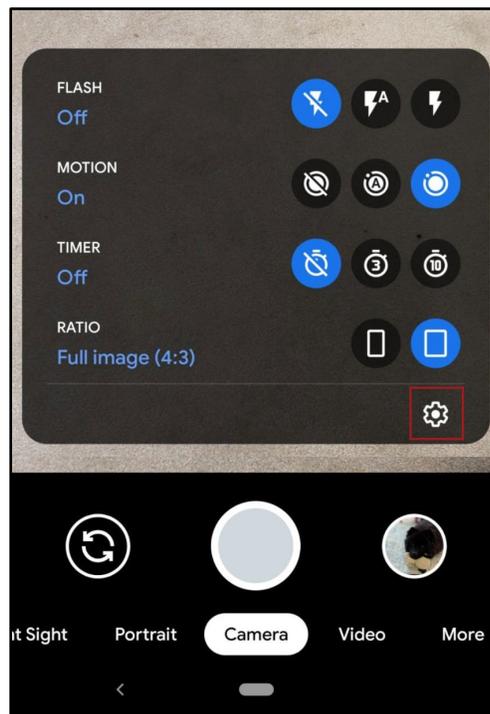
2. Click "Camera photo resolution".
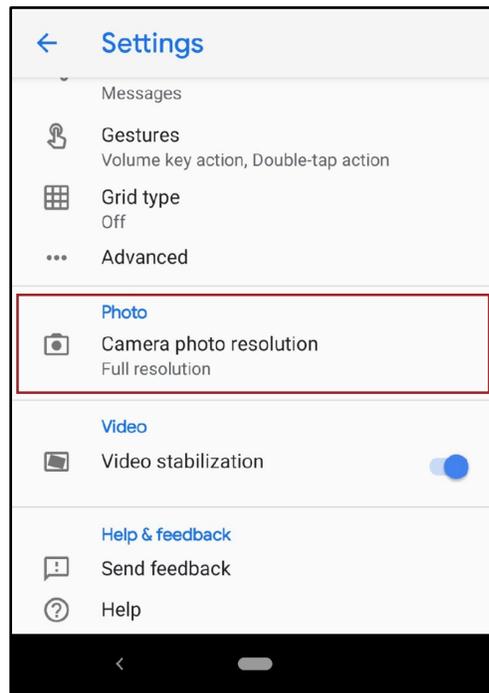
3. Select "Medium Resolution (Uses less storage)". Now, photos taken with the mobile device are captured at a lower resolution.
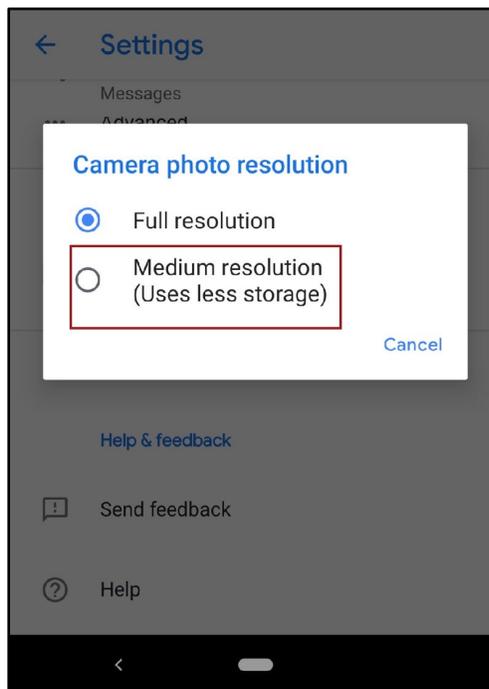
Steps to Change the Photo Resolution Settings on an Apple Device

Most Apple devices allow users to adjust their photo resolution in the Camera application to help reduce the size of the photos when they are captured.

1. Select the Settings application on the Apple device.

2. Select the Camera app.
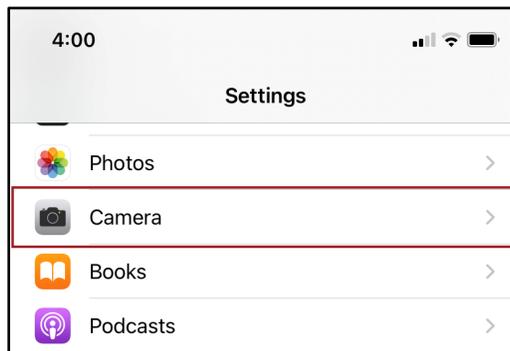
3. Click "Formats".
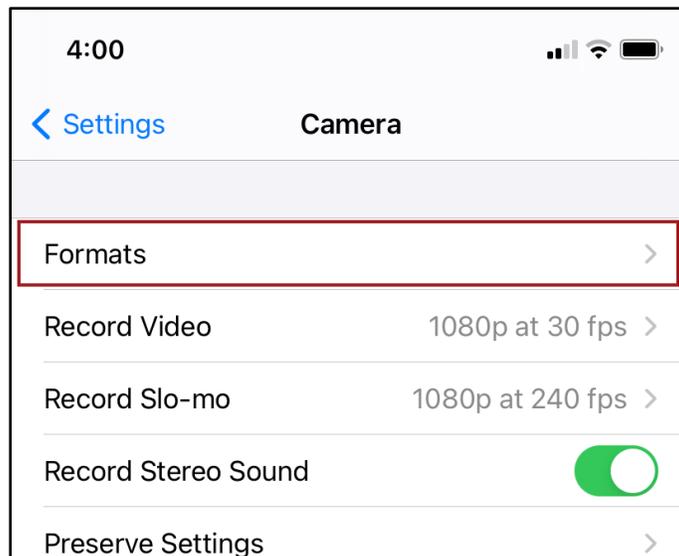
4. Select "High Efficiency" or any lower Format settings. Now, photos will be captured in a reduced file size.
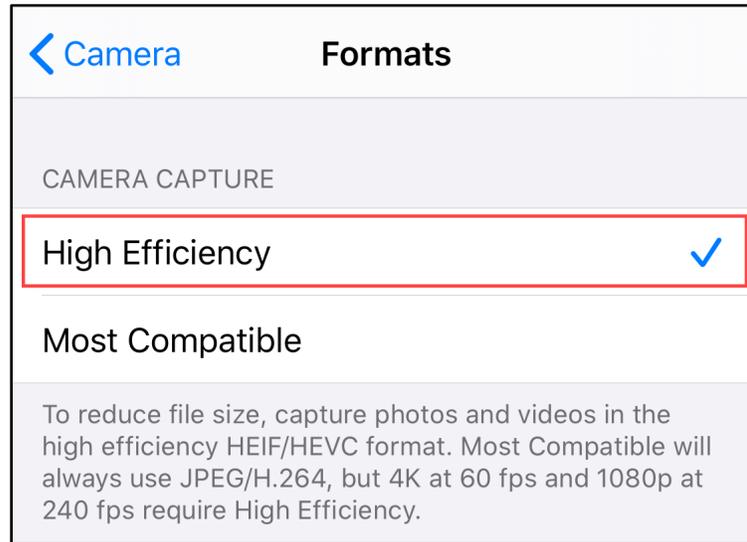
Additional Tips for Reducing File Sizes via Mobile Upload

Most mobile uploads meet the file size requirement. Below are general ways to reduce the size of a mobile document upload.

1. Turn off any Live-Action and High-Definition capture settings before taking the picture.

2. Crop or Resize the picture to remove unnecessary space. Make sure the image is clear and it captures all information on the document.

Resize a Computer Document for Document Upload

Below are ways to resize and compress computer documents that are too large for document upload.

Resize Images Using a Paint Window

Applications like Paint for Windows and Paintbrush for macOS allow users to reduce the dimensions of their image, which may help reduce the file size.

1. Navigate to and click "Resize" in the toolbar.

2. Enter a reduced value in the Horizontal and Vertical fields in the Resize section.

3. Click "OK" to resize the image with smaller dimensions.
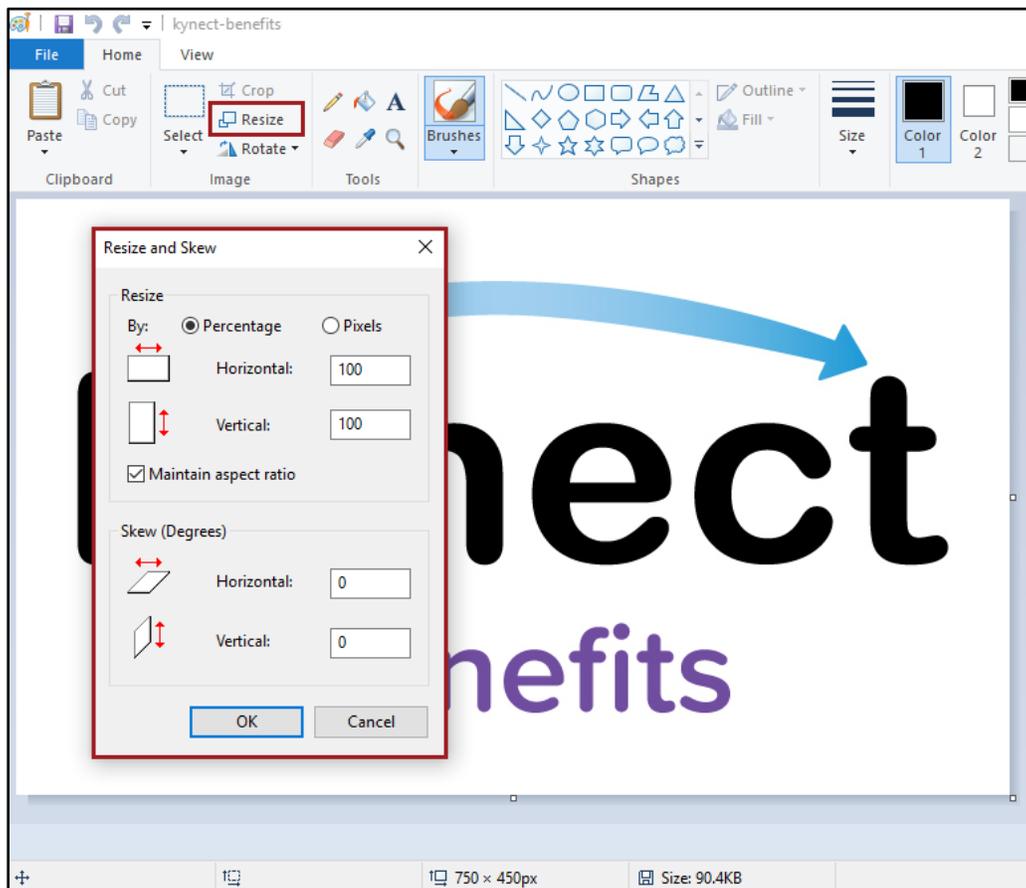
> ⚙💡 **Please Note**: Click "Save As" in the File menu to save the document as PNG or JPEG image.

Reducing File Size Using Adobe Acrobat

Users that have access to Adobe Acrobat can use the PDF Optimizer to reduce the size of computer files.

1. Launch Adobe Acrobat on the computer.

2. Click "File" on the toolbar and then click "Open" to select the image from the computer.
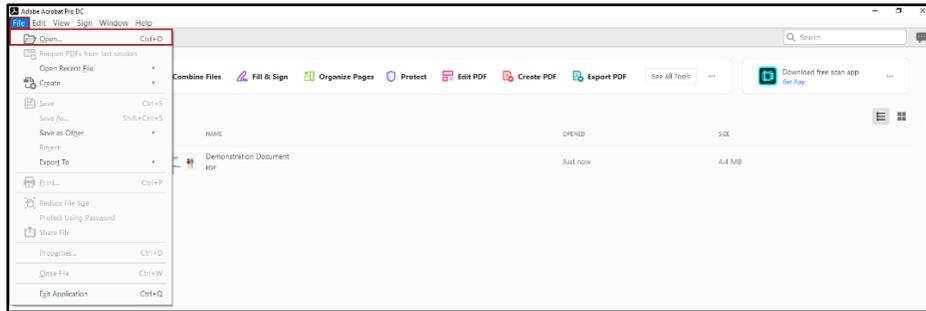
3. From the File menu, select "Save as Other."

4. Select "Reduced Size PDF…". Adobe automatically compresses the document structure to reduce the file size without compromising the file.
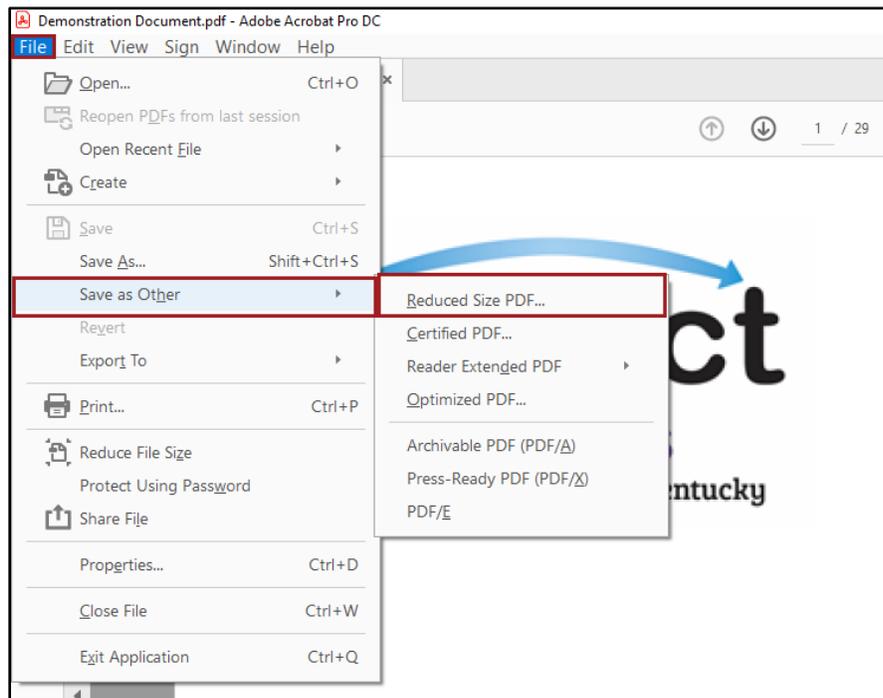
Exporting PDFs as an Image with Adobe Acrobat

To reduce file size, users can export an image heavy PDF file as an image file with Adobe Acrobat. This method significantly reduces the file size but may influence the quality.

1. Launch Adobe Acrobat on the computer.

2. Click "File" on the toolbar and then click "Open" to select the image from the computer.

3. From the File menu, select "Export To".

4. Hover over "Image" and select "JPEG" or "PNG".
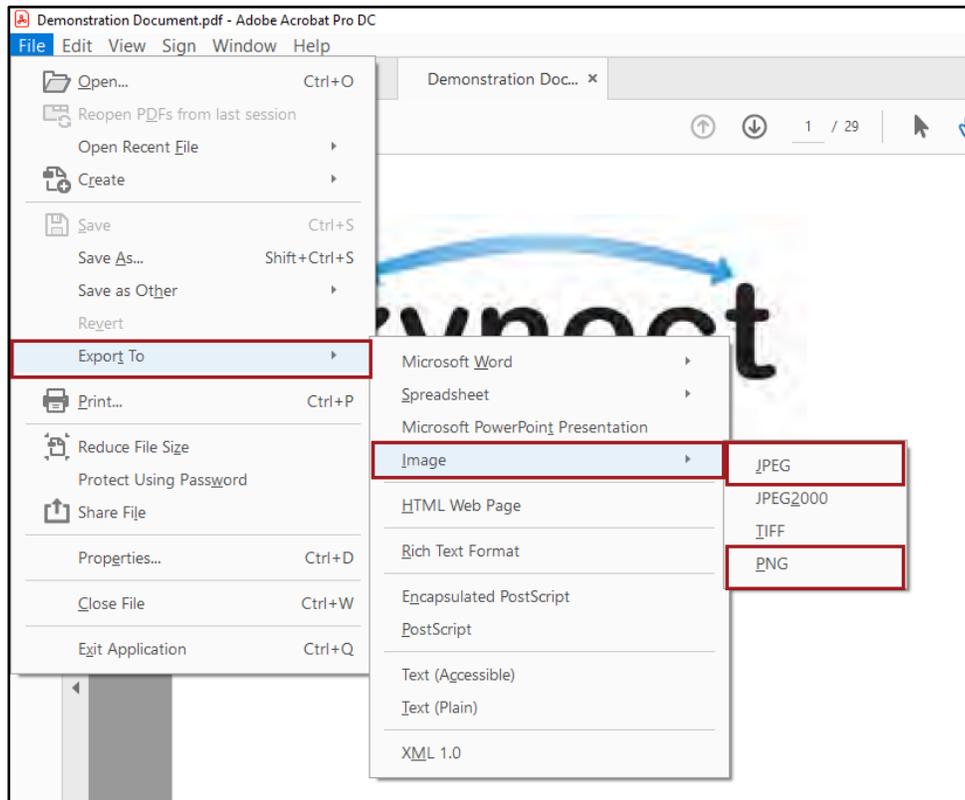
Reducing File Size with MAC Preview

The macOS Preview app is an application used viewing a wide range of file formats. Users can also edit PDF files with this application.

1. Launch the Preview app.

2. Click "File" on the toolbar and select "Open" to select the computer file to reduce.

3. Click "File" on the toolbar and select "Export".

4. Click the Quartz Filter menu and select "Reduce File Size".

5. Select the file in the desired location, then click "Save". The file is saved in a much reduced size.

Exporting PDFs as an Image with MAC Preview

To reduce file size, users can export an image heavy PDF file an image file with the macOS Preview app. This method significantly reduces the file size but may influence the quality.

1. Launch the Preview app.

2. Click "File" on the toolbar and select "Open" to select the computer file to reduce.

3. Click "File" on the toolbar and select "Export".

4. Select "JPEG" and save the file.