

Attachment Limit

Last Modified on 01/02/2025 12:36 pm EST

Attachment Limit

Keeping attachment file sizes to a minimum is essential 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 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, please contact SGA support for more assistance.
