



# Managing Report File Size

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# Introduction

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Did you ever ask yourself, how did my report file get so large; it's only a 2055 or 1007 or "insert-form-type-here"? Looking at the size of the photos and scanned images in the report is a good place to start. Optimizing the size of the images in the report can help to make the file size more manageable.

Sometimes, a report file is just a large file. Selecting the file type, .ACI or .ZOO, that best accommodates report storage can help.

## Working with Images

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Photos and scanned images can quickly inflate total file size. Using a high resolution setting on a camera is good for portraits but is too much of a good thing for property photos. Most digital cameras take good quality pictures at the lowest setting.

For images that have already been captured, use the image editor in Report to resize photos and keep file size manageable. Total image size should be less than 200 KB. Width x Height of 800 x 600 (medium resolution) is a good default photo size. However, a lower resolution further reduces file size.

The Auto Resize options help manage image size automatically. Set the default image size for photos, maps and sketches. Defaults may be manually overridden.

## Resizing Images

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1. Right-click the image and click **Edit Image**.
2. Click **Resize** to edit image size.

**NOTE:** The recommended total image size is 200 KB or less.

3. Adjust the *Resize %* or the *Width x Height*. Click **Apply** and then click **OK**.

**TIP:** If *Auto Resize* is enabled, click **OK** to resize the image using the default options. No manual adjustments are required. Click **OK** on the *Image Edit* window and the image is resized.

4. Review the image in the *Image Edit* window and make additional adjustments, if necessary. Click **OK** to accept the changes and close the editor, or click **Reset** to cancel changes.

**CAUTION:** Changes made to images are permanent. To undo the changes, reinsert the original image into the report.

## Auto Resize

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1. Click **Options > Environment**. Click the + (plus sign) next to *Image* and click **Auto Resize**.
2. Select the *Auto Resize* options and click **OK**.

**NOTE:** All selections are selected by default. The default size is Medium (800 x 600).

### ***Ask Before Inserting...***

Selecting this option triggers an image resize confirmation prompt when inserting images larger than the default size. If this option is unchecked, the images resize automatically.

### ***Default Photo Size***

Select the default photo size.

*Do not resize.*

*Small (fits in 640 x 480 pixel area)*

*Medium (fits in 800 x 600 pixel area)*

*Large (fits in 1024 x 768 pixel area)*

### ***Default Map Size***

Select the default map size.

*Do not resize*

*Small (fits in 800 x 600 pixel area)*

*Medium (fits in 768 x 1024 pixel area)*

*Large (fits in 1200 x 1600 pixel area)*

### ***Default Sketch Size***

Select the default sketch size.

*Do not resize*

*Small (fits in 800 x 600 pixel area)*

*Medium (fits in 768 x 1024 pixel area)*

*Large (fits in 1200 x 1600 pixel area)*

**NOTE:** The Auto Resize feature works when inserting images using the **View > Gallery** method.

## What's a .ZOO file?

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When opening a file that approaches or exceeds 10 MB in file size, a warning prompt displays before the file opens. *The report file C:\program files\laci32\reports\123\_Main\_Street.aci is approaching the maximum size permitted by the .ACI format. Do you want to convert the report to a .ZOO formatted report file?*

.ZOO files, like .ACI files, facilitate the storage of reports including photos, maps, sketches, signatures and any related pages such as the Invoice or Letter of Transmittal in a single file. The .ZOO format accommodates larger file sizes (greater than 10 MB) than the .ACI file format. .ZOO files are fully integrated in Report and are created and used the same as .ACI files.

## Setting the Default File Extension

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1. Click **Options > Environment > Advanced**.
2. Select *Save reports using .ACI format* to save reports as .ACI files, or deselect this option to save reports as .ZOO files.
3. Click **OK** to save the changes.

**NOTE:** Due to their file structure, navigation and processing in .ZOO files is slower than in .ACI files.

## Converting ACI Files to ZOO Format

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When opening a file that approaches or exceeds 10 MB in file size, a warning prompt displays before the file opens. Click **Yes** to convert the report to a .ZOO file or click **No** to cancel.

1. Click **Options > Environment > Advanced**.
2. Select *Convert large .ACI files to .ZOO format* to enable the prompt upon file open, or deselect this option to disable the prompt.
3. Click **OK** to save changes.