


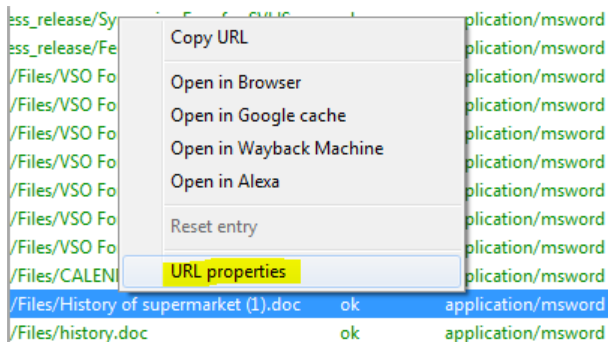
# How to Read Your File Audit Sheets

## Review the Excel spreadsheet:

- Images that are highlighted yellow have a larger file size than is preferable - you need to locate them on your website, and resize them.
- Files that are highlighted green should be replaced with a PDF or converted to web content whenever possible.

## To find where those files are located on your site:

1. Open the .XEN file in Xenu Link Smith  
(Visit <http://xenus-link-sleuth.en.softonic.com/> to download and install Xenu's Link Sleuth.)
2. Use the Find icon  to find the file name for each item.
3. Right-click the name of the file you are inspecting, and choose URL Properties



4. In the gray box that appears, any page that links to your file or image will be listed in the bottom box. You can copy and paste any URLs listed here into a web browser to load the page you need in order to make your changes.

