

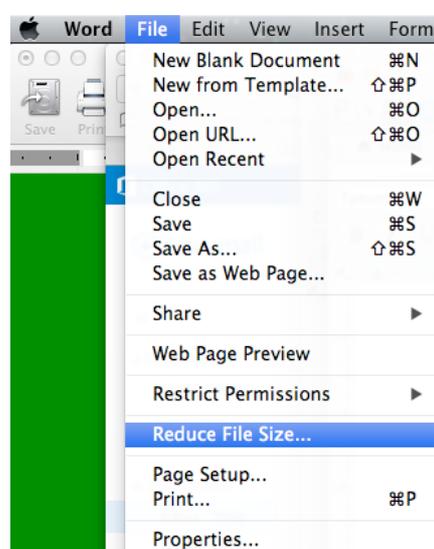
Reducing file size in Word

If your files have a lot of uncompressed (large) images, they can greatly increase your file's size.

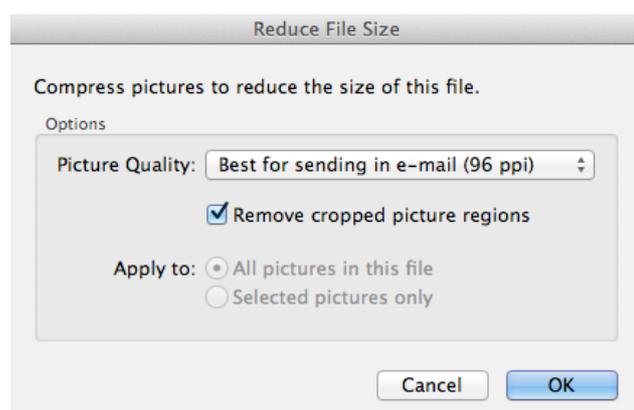
Reducing your file's size is important when transferring your files to Blackboard or through the Turnitin system. For example, Turnitin has a maximum file size limit of 20mb.

The simplest way to reduce/compress your file size in Word is to use the '**Reduce File Size...**' option.

Save a copy of your original work, then select - **File > Reduce File Size...**



From the drop down menu select '**Best for Sending in email (96 ppi)**', then click **OK**.



Check your work looks ok, then save it as a copy or clearly rename it as the file you will be submitting to Turnitin or Blackboard.

Note: A reduced/compressed file is roughly 5 times smaller than original uncompressed file.