College of Arts, Humanities and Social Sciences
Electronic submission and return of feedback project
Student Instructions

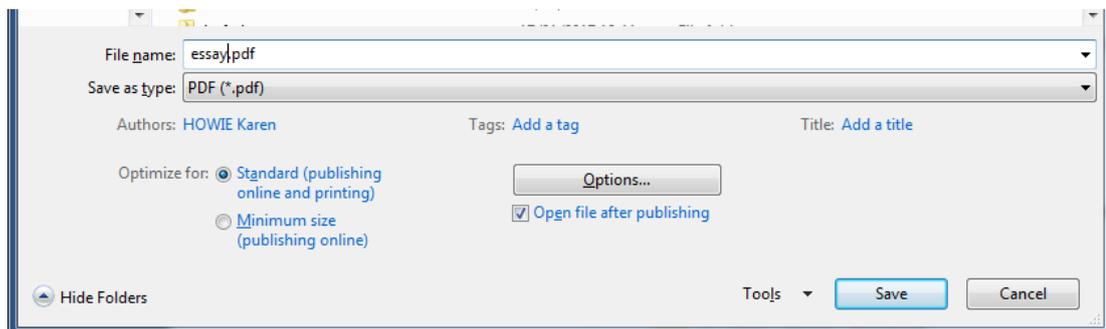What to do if your file is too big to upload to a dropbox

Compressing your file

Your assignment file needs to be less than 40MBs in size otherwise you won't be able to upload it to the dropboxes in Learn. If your file is bigger than this, you should compress a copy of it and submit that compressed copy. Please do not compress the original file – if you want to print it at a later stage, you will need the uncompressed original to give you the best print quality.

Two suggested ways of compressing your file:
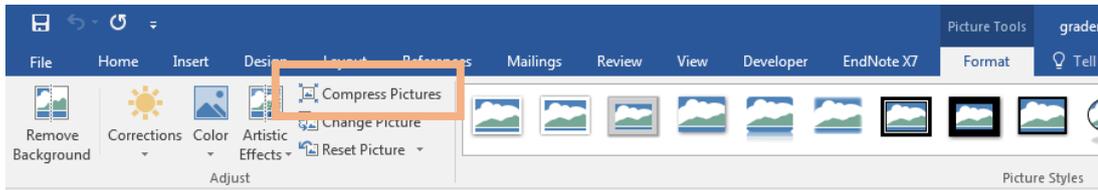
1) **Turn it into a PDF:**
   - In Office 2016, you can save files as PDFs. When you choose to save as a PDF, you'll get an option to save as **Standard (publishing online and printing)** or **Minimum size (publishing online)**. We'd suggest trying it first as **Standard** and if it still hasn't compressed down enough, try **Minimum**.
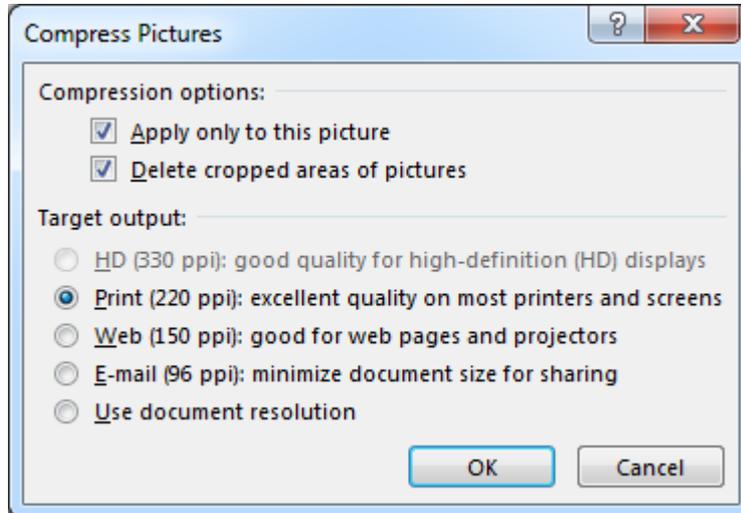

   - If you have another PDF creator installed, such as Adobe Acrobat Pro, you'll be able to print the document as a PDF. You may even be able to right-click on the document and **Convert to PDF**. You should find Adobe Acrobat Pro installed on many School/University computers. If you can't find it, please email hca-it@ed.ac.uk and we can help.

2) **Compressing the file directly:**
   - Office 2016 (and previous versions) allows you to perform compression on images within your file (which is probably why your document is larger than 40MBs). Please make sure you perform this compression on a copy of your original file and don't compress the original!
     i. In Word 2016, to compress, find an image in your document and double click on it. The **Picture Tools** toolbar will be shown, and it includes an option called **Compress Pictures**. Click on it.

ii. A pop up box will appear. Keep the **Compression options** as they are and only change the ppi (quality) if the file doesn't shrink enough when you save it.

iii. Click **OK** and then save your file and check the size.

There are many other ways to compress your files, but these are the easiest. Get in touch if you continue to have problems having tried the methods suggested (hca-it@ed.ac.uk).