Reducing the file size in Word & PowerPoint (converting to PDF)

If your work has 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's maximum file size limit is 20mb.

The easiest way to reduce your file's size is to save the file as a compressed PDF.

Open your Word or PowerPoint file.

Select - **Save <u>A</u>s > PDF**
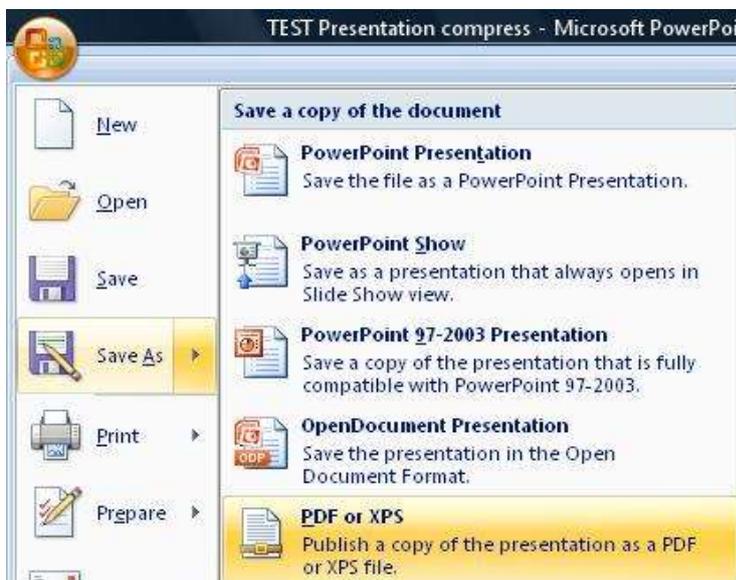
Select the '**Minimum size**' option. Click **'Publish'**.
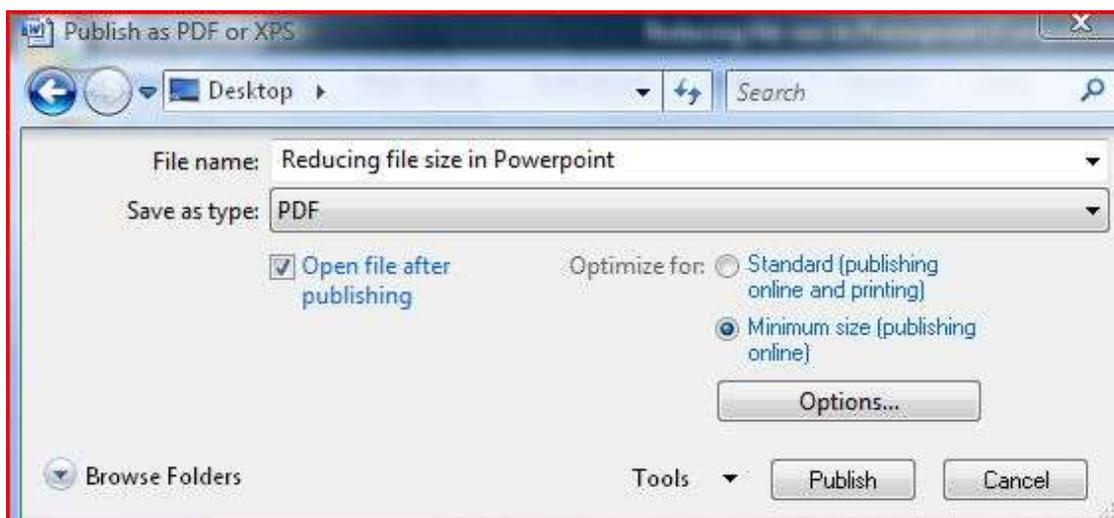
Your file will be converted to a compressed PDF. The file will now be over <u>5 times smaller</u> than your original and will be compatible will both Turnitin and Blackboard.