

Welcome to “ITS Technology Tips,” where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Reducing Large File Sizes

If you’ve ever scanned documents to create PDFs or included images in Microsoft Word or PowerPoint files then you probably know that these files can get pretty huge. Before you try to email your documents or post them to the Web, it’s worth checking to see if you should make your files smaller. Reducing file size helps alleviate complications later such as your colleague not being able to open your email attachment or lengthy download times. Large files on Blackboard can cause problems for instructors trying to post them and for students trying to view or download them. Here are a few suggestions for ways to compress PDFs, text files, PowerPoint presentations, and images.

Recommended File Size

Email

Here at Loyola we limit both inbound and outbound e-mail attachments to 10 megabytes (10mb). The limit is for all attachments, so if you send an e-mail with five documents attached, the limit is 10mb total for all five attachments together, not 10mb each. Yahoo and Hotmail limit your attachments to 10mb as well. With Gmail, the maximum attachment size has increased to 20mb; however many webmail services won’t accept the larger attachment size and your email will get bounced back.

Blackboard

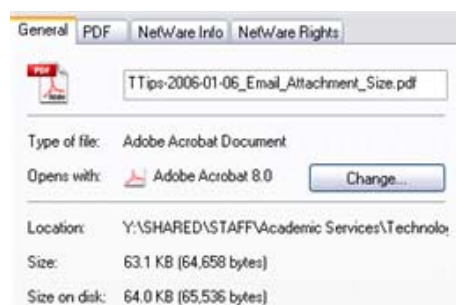
Loyola does not have any official restrictions on file size for posting to Blackboard. However, huge files (for example 200mb PowerPoint files) have caused problems for students trying to download them in the past. Please contact blackboard@luc.edu for assistance with compressing files for Blackboard.

Checking File Size

If your file is measured in kilobytes (KB), then it is small and won’t need to be compressed. If your file is larger than 10 megabytes (MB), you should try to compress it before sending via email or posting to the Web. Files measured in Gigabytes (GB) are much larger and will need to be transferred between computers using an external hard drive or flash drive.

PC Users

1. Right-click on the file you plan to use.
2. Click **Properties** from the pop-up menu.
3. Under the **General tab**, refer to **Size** to determine how large your file is.



Mac Users

1. **Control + Click** the file you plan to use.
2. Click **Get Info** from pop-up menu.
3. Under **General**, refer to **Size** to determine how large your file is.

Text Compression

Compress your PDFs

Saving as PDF (portable document format) can save documents with more advanced formatting, like tables, and preserve the document exactly as you created it, but these documents can still be large.

- Adobe Acrobat Professional – There is a **Reduce file size** option under the **Document** menu and a **PDF Optimizer** under the **Advanced** menu.
- PDF995 – This is a free download from <http://www.pdf995.com> that can reduce PDF size; note that the free version requires you to view a sponsor page every time you use the application.

Zip Your Word or RTF Files

You can zip text files to reduce the file size. Remember that zipping PDF, JPG, and MP3 files does not reduce the file size, since these file formats are already compressed. However, text files (Word, RTF) can be reduced with the zip function.

How to Create a Zip File:

PC Users

1. Select the file or files you wish to compress.
2. **Right-click** one of your selections.
3. From drop-down menu, click **Send To > Compressed (Zipped) folder**.
4. To access the zipped files, **double-click** the ZIP file then click on **Extract All Files**.

Mac Users

1. Select the file or files you wish to compress.
2. **Control + Click** one of the documents.
3. From the pop-up menu, click **Create Archive** then the zip file will appear in whichever folder you are working in (i.e. your desktop or documents folder).
4. To access the archived files, simply **double-click** the **Archive.zip** file.

PowerPoint Compression

It is important to keep the size of your PowerPoint presentations under control. See this previous Tech Tip on reducing the size of your PowerPoint presentations:

http://www.luc.edu/its/pdfs/Ttips-2007-06-15_Compress_PowerPoint.pdf

Image Compression

If your image files are too big, consider converting them to JPG. You can use any photo-editing program such as Paint or Photoshop. Go to **File > Save As** and select the File Format “JPG”. You can also use your photo-editing program to reduce the size of an image. If you do not have a program like Photoshop installed on your computer, see this previous Tech Tip on free photo-editing tools:

http://www.luc.edu/its/pdfs/Ttips-2007-07-27_Free_Photo_Editing_Tools.pdf

That’s our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu . If you’d like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.