

Reducing Word and PDF File Size for Online Submission

Student Guide

This guide describes how to **reduce** the size of a file for electronic submission, especially if you are submitting a Turnitin assignment. *NOTE: Images in Word are automatically compressed for printing at 220 ppi. This guide is for reducing file size so will not detail specifically how to preserve high quality image resolution; there are links at the end of this document that give further information.*

- Turnitin has a maximum file size limit of **40MB**.
- If you are producing a long assignment that includes images and diagrams, it may be necessary to reduce the file size.
- It is good practice to submit smaller files sizes online, as these will upload more reliably and quickly over the Internet.

This guide describes how to reduce file size using *Microsoft Office Word 2016*, for both a Windows PC or Mac OS computer.

Recommendations

- ✓ Always use a **copy of your original file** when making changes to your assignment's file size.
- ✓ **Check the quality** of the images and diagrams in your file **after you have reduced the file size**, to ensure they still have the required clarity.

Word file size reduction

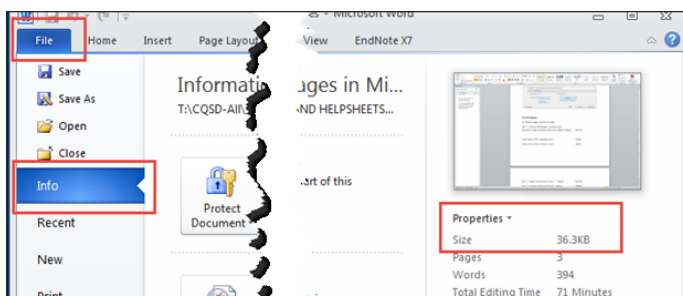
The file size of a document can be reduced by compressing the images it contains. Images embedded in documents may have a higher resolution than is necessary for viewing on screen or for standard printing on A4 paper. High resolution images will result in larger overall file sizes. The file size of these images can be reduced without affecting the quality of the image you see.

How to determine the size of your Word file

You will see the file size shown in either KB (Kilobytes) or MB (Megabytes): **1024 KB = 1 MB**

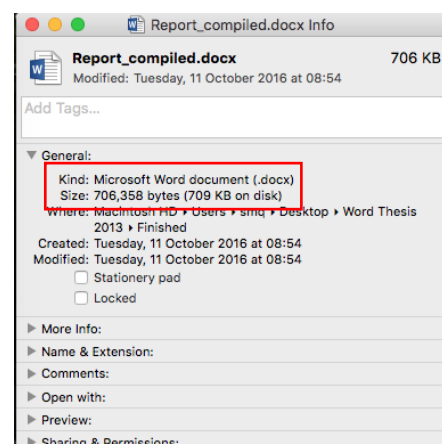
Windows PC

- If the file is open, click on **File tab > Info**; the file **Size** is listed under **Properties**.
- If the file is closed, right-click on the file icon, select **Properties > General tab > Size**



Mac OS

- If the file is open, click on **File tab > Properties**
- If the file is closed, select the file > key **CMD+ I (Get Info)** or *right-click > Get Info*



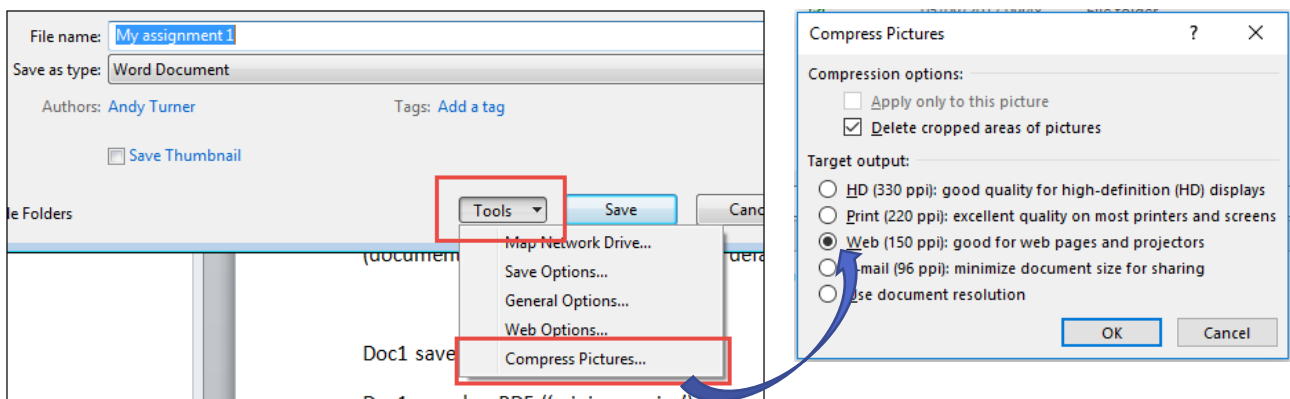
Word for Windows 2016

Reducing the size of a Word file

Option 1: Reduce the size of all of the images in your Word file. NOTE: the reduction achieved will depend on the original resolution of your images (eg if your images are already low resolution, reduction may be minimal).

1. In your Word document, click **File > Save As**
2. In the *File name* field, give the file a new name to indicate this is the compressed file.
3. Click the **Tools** menu beside the *Save* button. From the drop down menu, select **Compress Pictures...**
4. In the pop-up box that appears, choose a **Target output**.
 - **HD (330ppi)** for good quality printing.
 - **Print (220ppi)** is suitable for on-screen viewing and printing.
 - **Web (150ppi)** is suitable for viewing on a computer and make a smaller file size.

NOTE: if you or your tutor need to print the file that is in this resolution, the quality/clarity of the images may have diminished so as not to be suitable for printing—check this before submitting.
5. The **Apply only to this picture** option will be greyed-out as this will compress all images.
6. Click **OK** and **OK** again to close.



Option 2: Compress only selected image sizes from within a document.

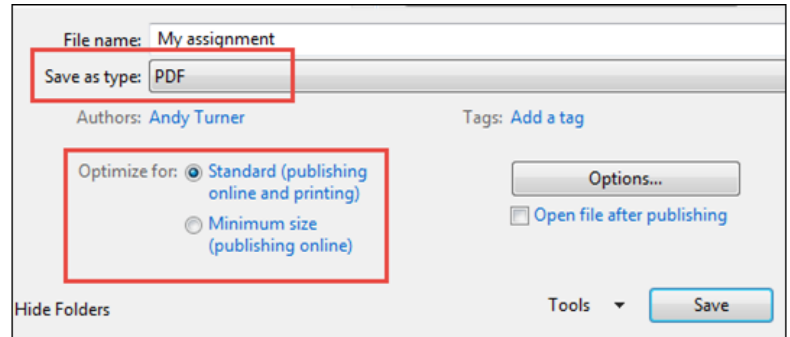
Used this process to reduce the size of individual images; it can be useful if some images need to be kept at a high resolution to maintain sharp detail.

1. In your *Word* document, select the specific image to be compressed.
2. In the **Picture Tools Format** context tab > **Adjust** > select **Compress Pictures**
3. The same *Compress Pictures* dialogue box as shown above will appear and allow you to select the appropriate **Target output**.
 - Ensure the option **Apply only to this picture** remains ticked for compressing only the selected image.

Reduce file size when saving a Word file as a PDF

When saving your Word file in PDF format, you have the option to reduce the size of the file if it contains images. These will be automatically resized.

1. Click **File > Save As**
2. In the Save as dialogue box, under **Save as type**, select **PDF** from the drop down menu.
3. Under **Optimize for**, choose either:
 - **Standard** (publishing online and printing) – Default option; this will reduce the size of your file.
 - **Minimum size** (publishing online) Produces the smallest file size. NOTE: This option is only suitable for viewing the file on a computer. If you or your tutor need to print the file then the quality of the images may not be suitable for printing.

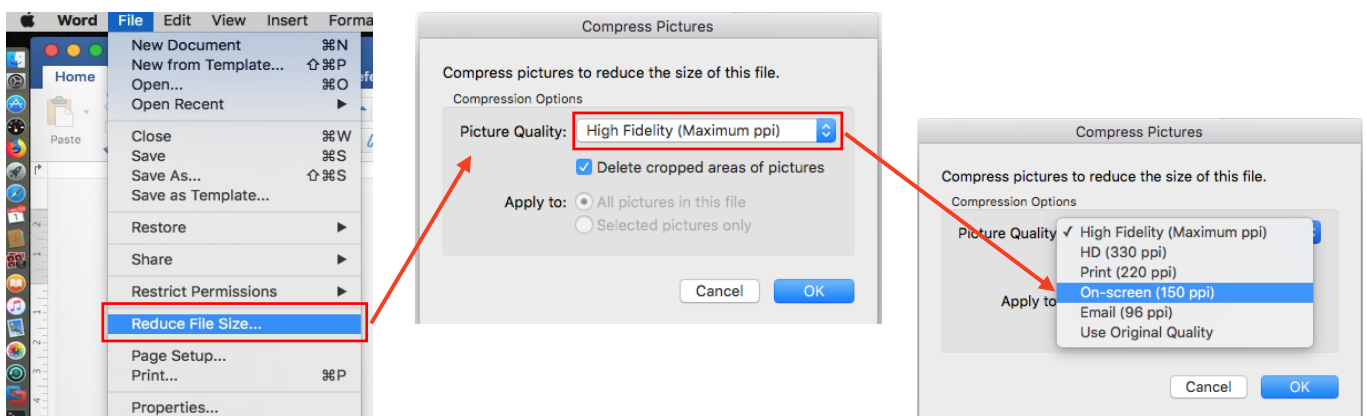


Mac OS Word 2016

Reduce the size of a Word file

Option 1: Reduce the size of all of the images in your Word file.

1. In Word, click on **File menu > Reduce File Size...**
2. In the **Compress Pictures** dialogue box, in the **Picture Quality** drop down menu, select the required option.
 - **High Fidelity** for maximum definition (NOTE: selecting the high quality options will not reduce file size)
 - **HD (330 ppi)** for high quality printing
 - **Print (220ppi)** is suitable for onscreen viewing and printing.
 - **On screen (150ppi)** is suitable for viewing on a computer and make a smaller file size. Note If you or your tutor need to print the file then the quality of the images may not be suitable for printing.



3. Keep the box ticked for **Delete cropped areas of pictures**, click **OK**.

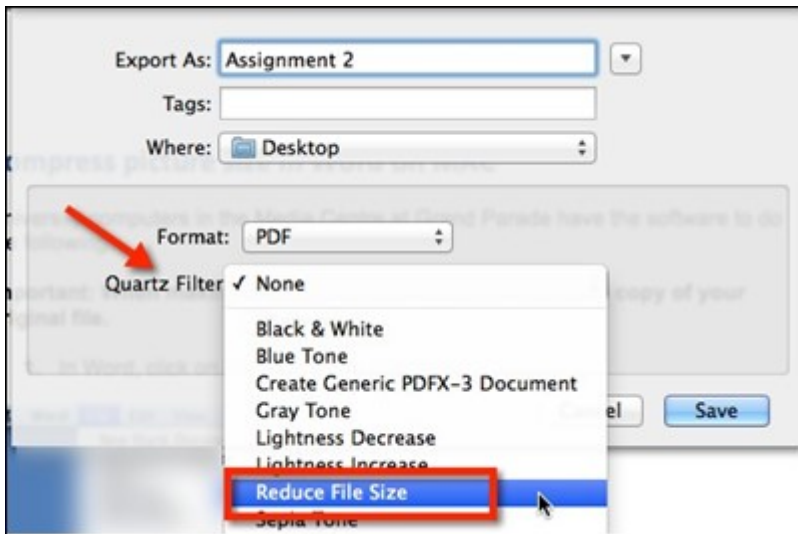
Option 2: Compress only selected image sizes within a document.

The instructions for this option are the same as for Word for Windows **Option 2** on page 2.

Reduce the size of a PDF using Preview

Preview is the native MacOS application that can be used to view and modify PDF files.

1. Open the PDF file in **Preview**.
2. Click **File menu > Export...**
3. In the dialogue box that opens, from the **Quartz Filter** drop-down menu, select **Reduce File Size**
4. In the field next to **Export As**, change the file name to make sure you don't overwrite your original file.
5. Click **Save**.



See the following links for the online Microsoft Support site instructions on:

How to reduce the file size of a picture (all Office versions)

<https://support.office.com/en-ie/article/reduce-the-file-size-of-a-picture-in-microsoft-office-8db7211c-d958-457c-babd-194109eb9535>

Change the default resolution for inserting pictures in Office 2016

<https://support.office.com/en-ie/article/change-the-default-resolution-for-inserting-pictures-in-office-2016-f4aca5b4-6332-48c6-9488-bf5e0094a7d2>

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