

## Reduce file size

With the range and volume of material available online it is easy to get blasé about uploading documents and not checking to ensure that they are as lean and accessible as they can possibly be for students to download.

There are a few simple things you can do to help keep file sizes down:

- Use low resolution versions of your images where possible
- Compress images within Word or PowerPoint documents
- Save as PDF
- Use Save As...

And finally, ask yourself “Is a legitimate version of this file already available on the Internet”? If the answer is yes, you may want to link to it. Not only will this reduce unnecessary duplication of files, but also if the online version is updated, you will get access to it.

## Use a low resolution and/or smaller version of the image

Often personal images are taken and uploaded to the LMS without a thought of editing and/or downsizing; these images can be very large in dimension and file size! If having large, high resolution images is not important for your students then you should consider reducing files.

Free software is available that will enable you to take large, high resolution images and convert them to smaller, low resolution versions, ensuring files are accessible and that your students will be able to download the material much more quickly.

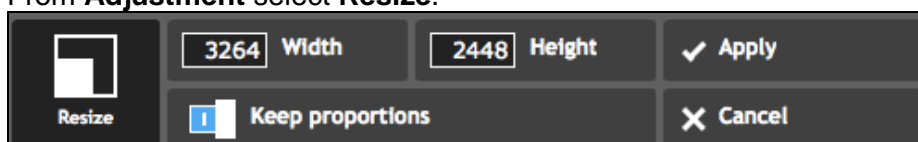
### Pixlr (or similar)

Pixlr is free, can be used online or a Firefox/Chrome add-on can be installed for quick editing.

For detailed information visit: <http://www.pixlr.com/>

#### Reduce physical dimensions of an image using Pixlr online

1. Go to <http://www.pixlr.com/>
2. Click **Open Pixlr express**.
3. Click **Browse**, locate your image and open.
4. From **Adjustment** select **Resize**.



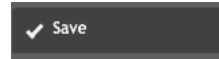
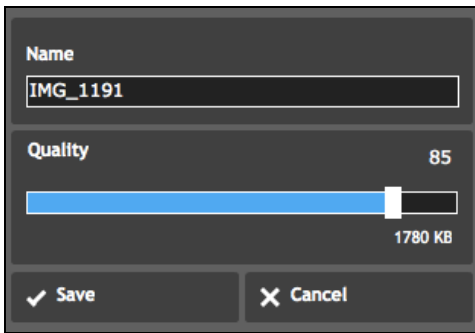
5. Ensure **Keep proportions** is selected.
6. Reduce width as needed by typing in a number.
7. Click **Apply**.

You will need to save your file to retain changes. The following instructions describe the process of selecting format and quality, then saving the file.

#### Reduce resolution of the image using Pixlr online

1. Go to <http://www.pixlr.com/>
2. Click **Open Pixlr express**.

3. Click **Browse**, locate your image and open.
4. Click **Save** (top left)




5. Change the name of the file (so as not to overwrite your original).
6. Drag the slide bar to decrease the quality and the file size will also decrease.
7. Click **Save**.
8. Confirm name, select a location then click **Save**.

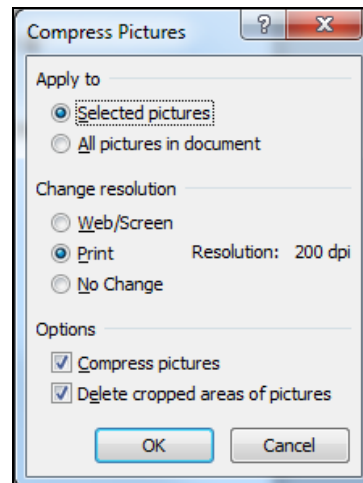
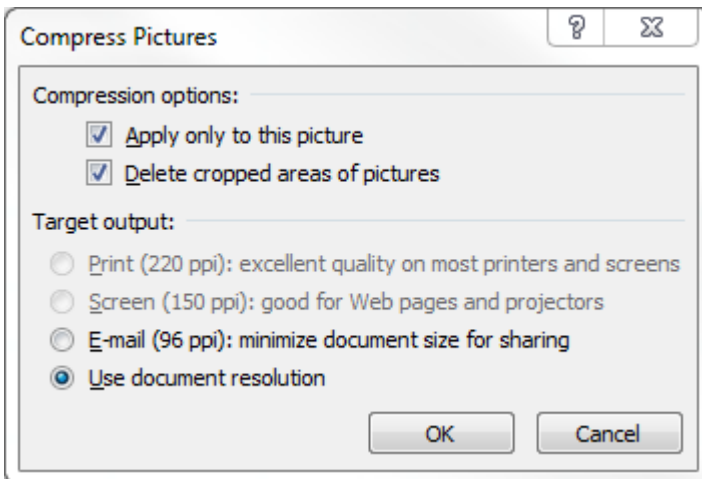
Note: Another free and easy to use online image editor is Pic Monkey: <http://www.picmonkey.com/>

## Compress images

Microsoft Word and PowerPoint have an option for compressing images. When an image in a document/presentation is selected, the compress option should become available.

1. Click any image in your document/presentation. The **Format Picture** menu should be visible, most likely highlighted.
2. Click **Compress Pictures**. 

Note: The dialog that is displayed will vary slightly depending on whether you are using Word or PowerPoint, Windows or Macintosh.



3. You want to select the option that will apply the changes to all images. In some cases this means turning off the option to **Apply only to this picture**. In other cases you may have to select the option for **All pictures in document**.
4. Select the desired output/resolution:  
Select *Web / Screen* if the item is only to be viewed on screen;  
Select *Print* if it is important to have a quality printed version.
5. If you have used the crop function, select *Delete cropped areas of pictures*.
6. Click **OK**.
7. From the *File* menu select **Save As...** and save your file with a new name.

## Save as PDF

Portable Document Format (PDF) files have the dual advantage of generally creating smaller file sizes of same quality and of being accessible even if the student does not have the software that created the file.

Adobe Acrobat Professional can create accessible PDF files (includes Microsoft Office plug-ins). More information: <http://www.adobe.com/products/acrobat.html>

Microsoft Office 2010 has a 'Save As >> PDF' option that enables you to create PDF files without the purchase of additional software. More information: <http://office.microsoft.com/en-us/infopath-help/save-as-pdf-HA010354239.aspx?CTT=1>

The Adobe Reader for reading PDF files is freely available for download from <http://get.adobe.com/reader/>

## Use Save As...

This is a surprisingly simple technique, but can often make a large difference, especially if you have just compressed your images in a document or have made many recent changes to the document.

Use the **File, Save As** option to save a copy of your file.

Please report any errors or omissions in this guide to  
[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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