

Turnitin Submissions- Reducing File Sizes

The file size limit for submission into Turnitin is **20mb**. Files any larger than this will not be accepted by Turnitin. Most text based documents should be under this file size limit, however some submissions that contain a lot of images may increase this past the ceiling file size limit.

It is important that if you do have images in your document, that you try and reduce the file size as much as possible before submission.

If you have reduced the PDF file size as much as possible but are still over the size limit, you will need to split the PDF into 2 smaller files.

Please see below for the steps needed to reduce your document file size in MS Word.

How to check your file size:

1. Navigate to where your document is located
2. Right click on your document file icon
3. Select "properties"
4. The file size should be displayed

Compress pictures method 1:

1. Right click on the image you want to make smaller in file size
2. Select "format picture" or "format object"
3. Select the "compress" button
4. Select "all pictures in document" or "selected pictures"
5. Select "Compress pictures"
6. Click "OK"

Compress pictures method 2:

1. Select an image in the document
2. Select the "pictures tools" Format tab
3. Select "Compress pictures"
4. Deselect "apply only to this picture"
5. Click OK and "apply"