**Max file size = 10mb per file**

There is **no limit to the number of files** you are allowed to submit, however, if your assessment consists of multiple tasks and you are using the same software product to submit them, save as a single document. (eg. 6 x tasks = 1 word file) this makes it much easier for the Marker to review.

**File too large?**

> Have you embedded (pasted) any of the following directly into your assessment file
> - ⊗ A large picture/image
> - ⊗ A scanned document
> - ⊗ An excel spreadsheet
>
> Try deleting the offending item and see how the size of your file changes?

**Scanning**

Most scanners are configured to output at a high resolution, ie photographic quality (300-600 dpi). You will need to change the output resolution to a lower quality (60-70 dpi) – this will create an image of a smaller size which is adequate for viewing online.

All objects that you intend to embed in your submission file should be scanned/re-sized

**Checking file size**

Depending on how you view files you may be able to confirm the file size simply by locating it on your computer/device:

| | |
|---|---|
| unep.xlsx<br>Microsoft Excel Worksheet<br>20.7 KB | small |
| Assessment.pdf<br>Adobe Acrobat Document<br>408 KB | small |
| 02_TAEDES401A.pdf          2,397 KB | Medium = approx. 2mb |
| Assesment.pdf          20,567 KB | Too large – limit 10 mb this file = 20 mb |

Note: 1 MB= 1024 KB

If your view does not show the size of the file, right-click on the file and select Properties – check the size as above