

CXC File Size Limit For Uploads

CXC has imposed a maximum upload file size limit of 20Mb for SBAs and other files which are to be submitted via their Online Registration System (ORS). As such, students should ensure all their files intended to be submitted electronically fall well below that limit.

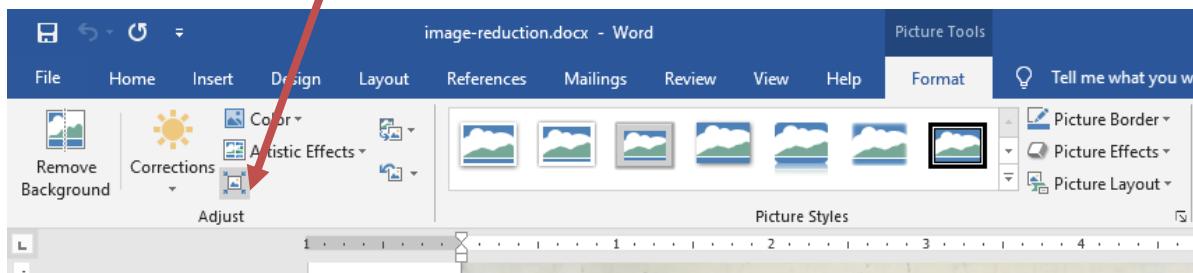
In the past we have had problems with files sizes exceeding that limit – especially with Physical Education and Sport (PE) SBAs where students include plenty of images in their documents.

Simply resizing the documents in Microsoft Word will have no effect on the overall file sizes. The individual image **file sizes** must first be reduced in an image manipulation program such as Photoshop (powerful but expensive) or Irfan View (free online download). Unless you are comfortable with that process, this can be time-consuming.

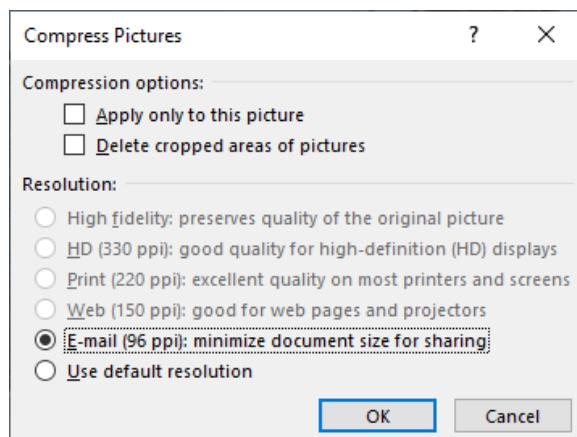
Thankfully, Microsoft Word provides a quick and easy means to automatically reduce image file sizes included within Word documents. This has been covered below.

Compressing (Reducing) Image Sizes In Microsoft Word Document

1. Double click any image you wish to compress, then navigate to the **Format** tab.
2. Click the **Compress Pictures** feature. If the words **Compress Pictures** don't appear, its icon is the small box with arrows pointing to each corner, next to **Corrections**.



3. After clicking on the icon, a dialog box will appear. Click in the checkbox next to **Apply only to this picture** so the change could be applied to all pictures in the document and not only the one selected. You can also remove the tick next to **Delete cropped areas of pictures** or keep it ticked. In this example, the tick has been removed.



4. Under **Resolution**, click in the **E-mail (9 ppi): minimize document size for sharing** radio button. This option provides the highest degree of image compression. However, it also results in the greatest loss of image quality. You can try the options above it and retain them providing your overall file size drops below the requisite 20Mb limit.
5. Finally Click **OK**.