

# TURNITIN: WHAT CAN I DO IF MY ASSIGNMENT FILE IS TOO BIG?

## CONTENTS

<b>Turnitin: What can I do if my assignment file is too big?</b> .....	<b>1</b>
<b>File Format</b> .....	<b>1</b>
<b>Images</b> .....	<b>2</b>
<b>Reducing the size of PDF documents</b> .....	<b>2</b>
Use the 'Optimized PDF' setting in Adobe Acrobat Pro (available on campus) .....	2
<b>Reducing the size of scanned PDF documents</b> .....	<b>3</b>
Using an on-campus MFD printer: .....	3
Using a non-University scanner/MFD: .....	4

When it comes to submissions, Turnitin has a few strict limits:

1. The file must be less than 100 MB
2. The maximum paper length is 400 pages
3. There must be at least 20 words in the document

Below are some suggestions that have helped users in past to submit their file if it did not initially meet these limits.

## FILE FORMAT

Files can be compressed by saving in **PDF format** rather than as a .doc (Word), .ppt (PowerPoint), .pages (Pages), etc.

**For Microsoft applications:** text guide available [here](#).

**NOTE:** Student users using the Microsoft OneDrive should convert their document by using the following method instead:

**File > Print > choose 'Printer' as 'Adobe PDF' > click Print**

This is to ensure that the PDF is created in the local Adobe programme rather than the web-based version.

**For Apple applications:** video guide available [here](#).

## IMAGES

Many of the larger file sizes are often due to **images**, *particularly scanned images*. Users can try the following if their file is over 100 MB:

- a) Reduce the resolution of the images to make the overall file size smaller. If using a Windows applications (i.e. on a Microsoft laptop or any campus computer) there is a guide [here](#).
- b) Remove the images completely for the Turnitin submission but submit these separately to the programme / marking tutor.

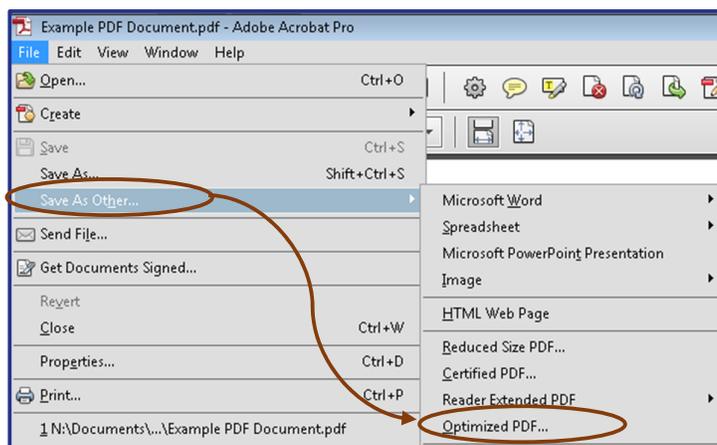
**NOTE:** It has been found that in many cases the images are as part of appendices rather than in the body of the main assignment. In these cases attempt option 'a' above; if unsuccessful, users are advised to only submit to Turnitin the core of their assignment (i.e. from the front sheet / contents all the way through to the references) and to submit the appendices separately via the programme / marking tutor. Programmes are similarly advised to make their student users aware of this during preparation for such assignments.

## REDUCING THE SIZE OF PDF DOCUMENTS

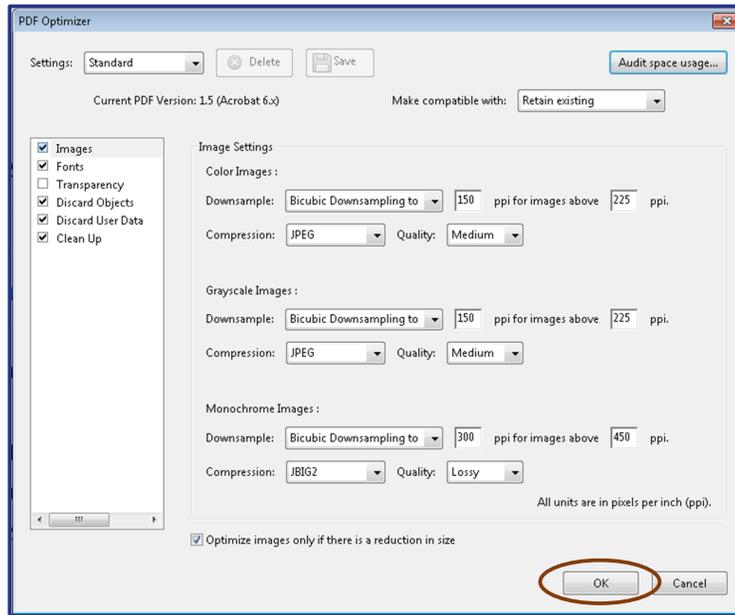
After converting a document to PDF, if the file size still exceeds 40 MB users can try the following:

**USE THE 'OPTIMIZED PDF' SETTING IN ADOBE ACROBAT PRO (AVAILABLE ON CAMPUS)**

1. Open the PDF file you wish to reduce in Adobe Acrobat Pro.
2. Click File > Save As Other... > **Optimized PDF...**



3. After clicking **Optimized PDF...** the **PDF Optimizer** window will open. The optimizer tool saves space by removing embedded and duplicate fonts, compressing images, and removing items from the file that are no longer needed.



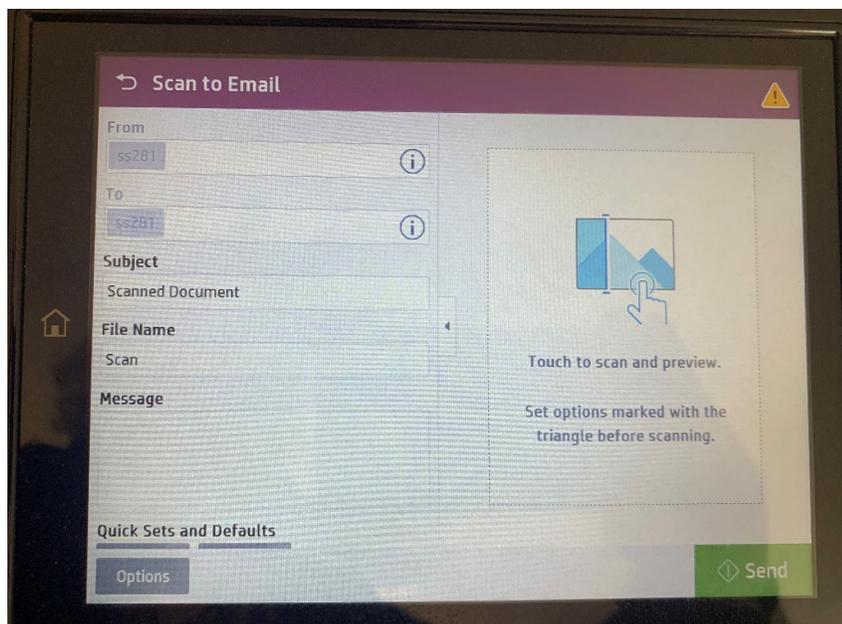
1. Click the **OK** button to apply the default optimisation settings. You will then be prompted to save PDF as a new file.

## REDUCING THE SIZE OF SCANNED PDF DOCUMENTS

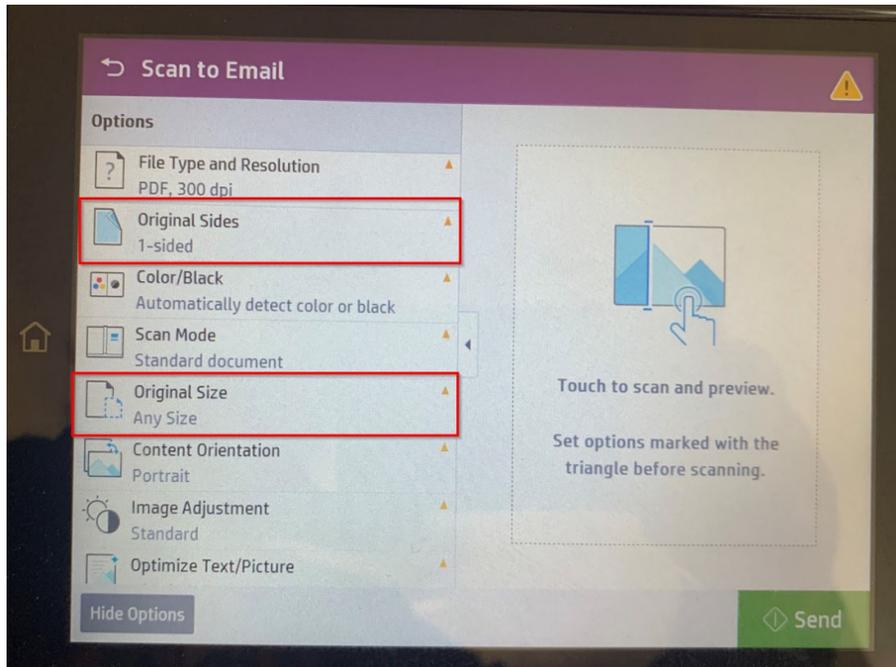
For programmes which require the submission of scanned materials e.g. paper portfolios, ongoing achievement records etc, users are recommended to use the following settings:

### *USING AN ON-CAMPUS MFD PRINTER:*

1. After logging on to the MFD, select **Scan to Email** and then select **Options** from the bottom left-hand corner:



2. Make the necessary selections:



3. After the scanning has completed, an email will be sent to your CCCU email address with a PDF file attached.

***USING A NON-UNIVERSITY SCANNER/MFD:***

- Scan the work as document/PDF file rather than as an image
- If possible to specify quality/resolution settings (usually found in the advanced options), select a resolution of no more than 100 dpi