The general rule is that examination files should not exceed 20MB for uploading onto the myUnisa or myExams learning management system. In addition, examination file submissions should be a collated file, consisting of all the answer content/pages the student wants to submit.

Sometimes the answer file can become very large, especially if individual pages were photographed and the images collated into a single PDF file. By following a few simple steps, these large files can be reduced to a manageable size, mostly not exceeding 10MB.

#1 How do I reduce the size of a PDF if I don't have Acrobat software?

There are many online sites that can assist to compress the size of PDF file, free of charge. Perform an online search I your Internet browser using the keyword "*reduce PDF size*". Select one of the options listed.

It is to your benefit to select such a PDF file compression software before the examination starts. You will want to test the upload process, make sure the compression process is fast and you can successfully download the compressed PDF file.

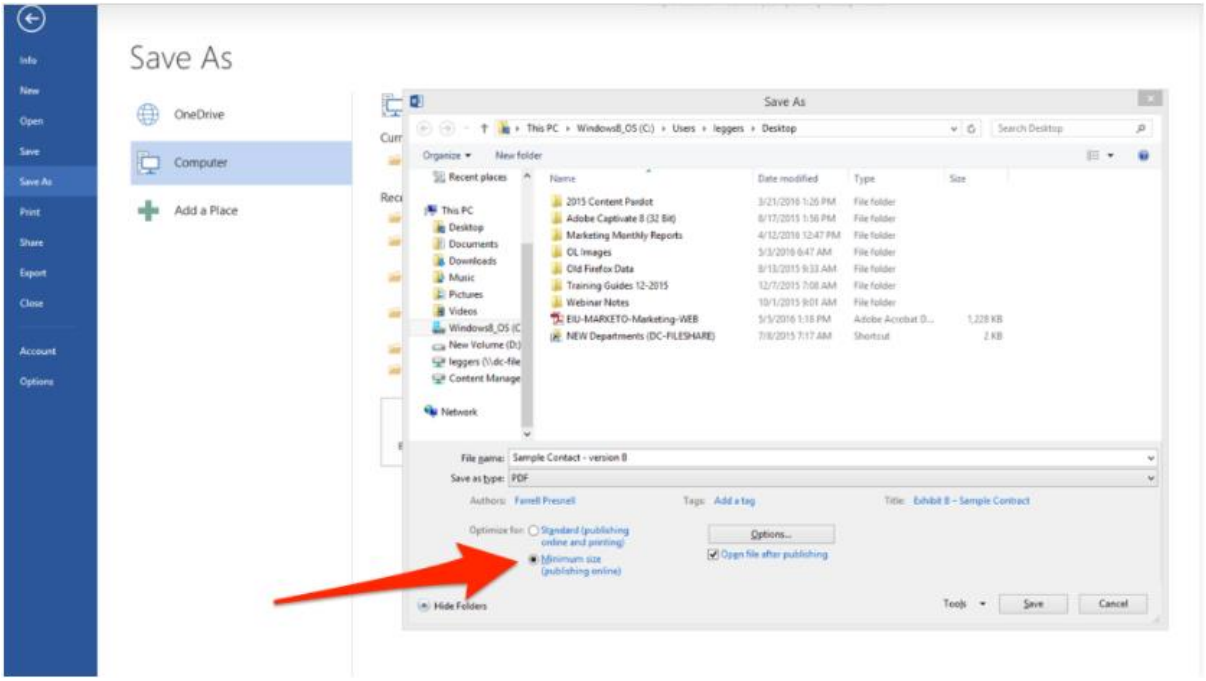
#2 How do I make a PDF file smaller in Acrobat?

- On your device, open the Adobe Acrobat software and open your PDF file.
- Choose Document > Reduce File Size.
- Select *Acrobat 8.0 And Later* for file compatibility and click OK.
- Name the modified file. Click Save to complete the process.
- Minimize the Acrobat window. View the size of the reduced file. ...
- Choose File > Close to close your file.

#3 Reduce the size as you save in Microsoft Word

In MS Word, to convert a document to PDF, you use the **Save As** option. This option generally produces a small file, depending on the number of images in your document. However, if you find that your Word-converted PDF is still too large, there is a further option in Word that will produce a significantly smaller file. Here's how to use it:

Open the Word document you are going to convert to PDF. Click on the **File** button and then **Save As**. In the **Save as type** menu, select PDF and enter your preferred file name. Here's the extra step: where it says Optimize for at the bottom of the dialog box, select **Minimum size (publishing online).**


Info
New
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Share
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Options
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OneDrive
Computer
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This PC ▸ Windows8_OS (C:) ▸ Users ▸ leggers ▸ Desktop
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Organize
New folder
Recent places
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Desktop
Documents
Downloads
Music
Pictures
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Old Firefox Data
Training Guides 12-2015
Webinar Notes
EIU-MARKETO-Marketing-WEB
NEW Departments (DC-FILESHARE)
File name: Sample Contact - version 8
Save as type: PDF
Authors: Farrell Presnell
Tags: Add a tag
Title: Exhibit B – Sample Contract
Optimize for:
Standard (publishing online and printing)
Minimum size (publishing online)
Options...
Open file after publishing
Hide Folders
Tools
Save
Cancel