

Tools & Tutorials for Reducing a File's Size



Blackboard Learn

The larger a file is, the longer the file will take to download and view on a computer or mobile device. Although the *maximum* file size that can be uploaded or downloaded from Blackboard is **250 MB**, uploading large files may result in error messages and technical difficulties for you and your instructor.

To avoid technical problems and help ensure that your instructor can view documents you create as a part of course work, we recommend reducing your large file sizes or using your MATC Google Drive to host and share files by link.



- [Windows Guide to Compressing Files](#)
- [Reducing Word, PowerPoint, or Excel File Size](#)
- [Reducing an Adobe PDF Document's File Size](#)
- [Reducing an Adobe Photoshop File's Size](#)
- [Reducing an Image's File Size](#)
- [Using Google Drive to Host Files](#) and [sharing files by link](#)