

Why Test the Size of a File?

Canvas (the software that runs our Discussion Boards, Assignments, and Gradebook) claims that students can attach (or otherwise upload) a file as large as 2 gb (gigabytes). However, most of us have found that not to be the case!

Furthermore, the larger a file is, the longer it will take to upload to Canvas — and that speed will be affected by the speed of your Internet connection (and how many other people on your network are trying to do things on the Internet at the same time).

Unfortunately, when a file is too large to fully attach (or upload), Canvas doesn't give us that error message. Instead, it simply appears that the file is continuously trying to upload forever and ever.

Therefore, it's always a good idea to test if your file is too large to attach (or otherwise upload) to Canvas.

How To Test the Size of a File

The easiest way to test whether your file is too large to attach (or otherwise upload) to Canvas is to try to email it to yourself.

When trying to email the file to yourself, be sure to use your university email account (e.g., your [wisc.edu](mailto:yourname@wisc.edu) email account).

If the file is too large to email using your university email, chances are it's too large to upload to (or otherwise attach on) Canvas.

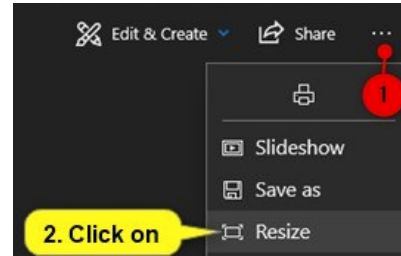
How To Reduce the Size of an **Image** or **Video** File

To reduce the size of **IMAGES**:

On a Mac, open the image in Preview. Select “Export” and pull down to select “jpeg” and then slide the Quality toward “Least.”



In Windows, open the image in Photos. Select “See More” (the three dots) and then select “Resize.”

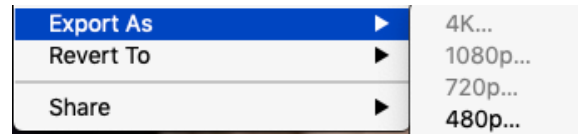


To reduce the size of **VIDEOS**:

For videos you created, return to the app you used to create the video and export it using a lower resolution or smaller file size.

For videos you did not create:

On a Mac, open the video in QuickTime. Use “Export As” and choose a smaller size.



In Windows, open the video in Photos. As with images, select “See More” (three dots) and then select “Resize.”

How To Reduce the Size of a **PDF**

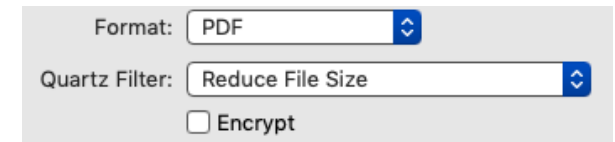
For PDFs you created yourself, return to the app you used to make your PDF and make your file smaller. For example, if you used PowerPoint, return to PowerPoint and optimize the size of your PPT file before making it a PDF.

As another example, if you used Keynote to make your PDF, return to Keynote and select a lower Image Quality when exporting to PDF.



For PDFs you didn't create (or for PDFs you did create but you can't return to the app you used to create them):

On a Mac, open the PDF in Preview. Select “Export,” then choose “PDF,” and then select “Reduce File Size.”



In Windows, unfortunately there's not a way to reduce the size of a PDF. However, online you can find several reliable (and free) PDF reducers, including <https://smallpdf.com/compress-pdf>. Be sure to click only on the “Choose Files” button (and not on an ad!).

