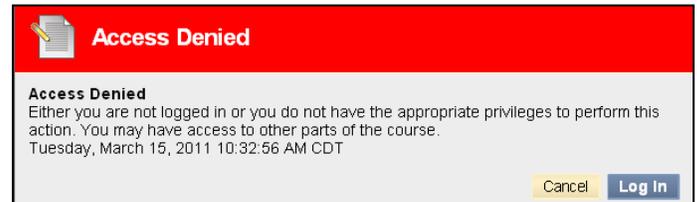


What to Do When Your File is Too Large

If you experience an “Access Denied” error or other error message when trying to upload a file to Blackboard, it may be due to the file’s size. Blackboard cannot upload any individual file larger than **250 MB**.

Unfortunately, this cannot be changed in the system.



Students and instructors will see this message when attempting to upload files over 250 MB in size.

File Size Reduction Techniques

Optimize your document for Web upload by seeing if you can reduce its file size. Please see these guides to common document files and file reduction techniques:

- [Word documents](#)
- PowerPoint Documents – If you need to provide students with just the text and imagery of a PowerPoint file, consider saving it as a PDF document (File -> Save As -> Adobe PDF).
- [PDF documents](#)
- [Photoshop Files](#)
 - **Handy Tip:** The larger the resolution and greater the number of layers, effects, and pixel data included in the file, the larger the file size will be. To reduce file size, consider eliminating unnecessary layers or combining layers in which elements are still easily editable
- [Pictures](#)

Also, send your file to a [zip folder](#), which will reduce the file’s size considerably through compression.

Compressed files take up less storage space and can be transferred to other computers more quickly than uncompressed files. The zip compression process does not change the quality or nature of the file.

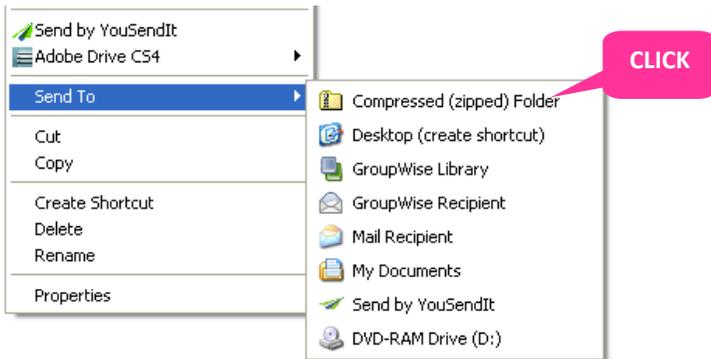
To send a file to a compressed zip folder, follow this process:

1. Locate the file that you want to compress. (Ex: large_file.psd)



Photoshop file
Size: 290 MB

2. With your mouse, click the right mouse button on the file's name or icon.
3. A context menu will appear. Roll your mouse over "Send To" and click "Compressed (zipped) Folder" from the second context menu that appears.



4. A "compressing" window will appear and show you the progress of the files compression into the zip folder.
5. When the compression is complete, you will see a newly created zip folder with the name of your file (Ex: large_file.zip)



Compressed File (Zip Folder)
Size: **89.2 MB**

This example file's size has decreased by **69%** as a result of the compression and can now be uploaded to Blackboard, as it is now fewer than the 250 MB cut-off.

Files downloaded in a zip folder can be accessed by downloading and unzipping the folder:

- In Windows XP (or greater) or Apple OS-X (or greater), simply double-click on the zip folder to browser the contents of a folder as you normally would. Then, drag the file from the compressed folder to a new location.
- Older computer operating systems may require a third party zip compression utility like [WinRAR](#) or the free [7-Zip](#) to open a zip folder.