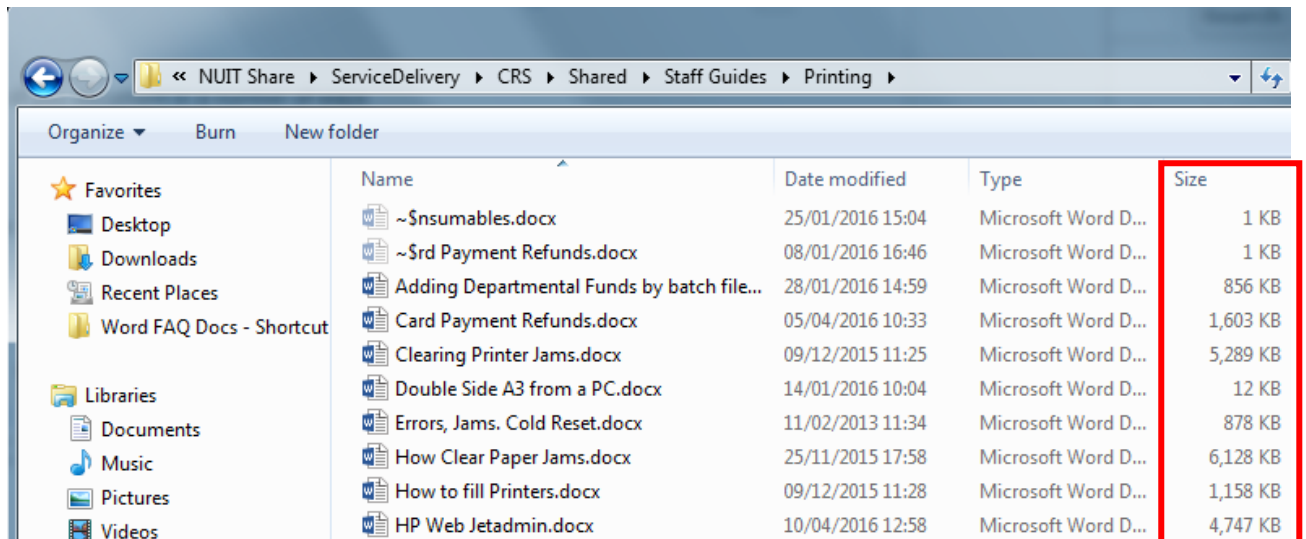


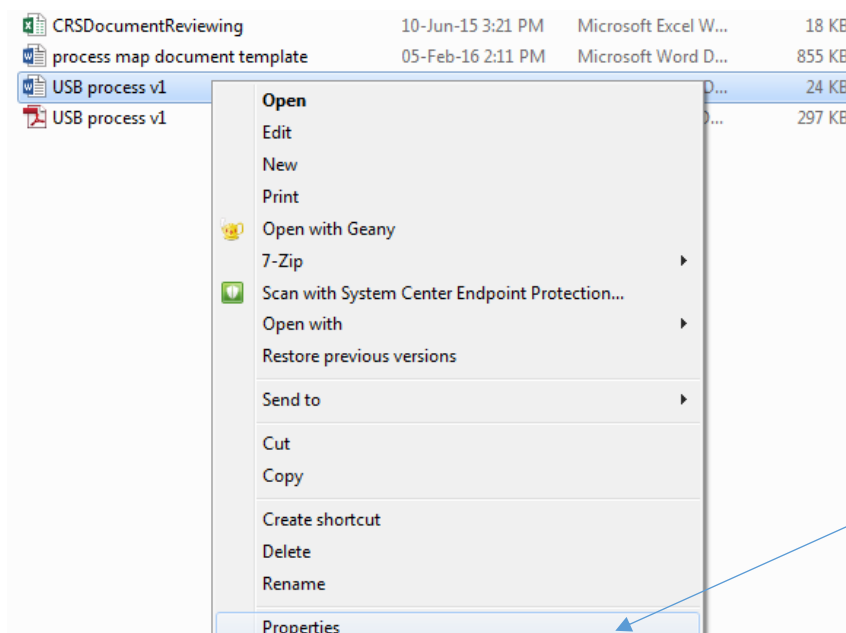
You may wish to check the size of a document in order to send it by email or to submit to Turnitin. These both have limits as to maximum size of file you can send/submit. For example University email maximum file size is 25 Mb per attachments and Turnitin 20 Mb

You can check the size of you document in a number of ways

Open up where the file is stored and look at the Size column



You can also Right click on the file and select Properties



If you require further assistance, help is available from the IT Service Desk in the Old Library Cluster and Robinson Library cluster Level 2

Opening times at <http://www.ncl.ac.uk/itservice/support/clusteritservicedesks/openinghours/>