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Managing Large Files*

Working remotely has many benefits as well as challenges. One such challenge is managing file sizes when sharing files with co-workers and/or students. There are a few simple tips to aid you in this task, they are as follows:

- Always check files sizes prior to attaching them to an email, Zoom, or Skype meeting. Below are links on how to check files sizes using a PC or Mac:
 - **PC:** <https://www.simplehow.tips/a/64/how-to-check-folder-size-in-windows>
 - **Mac:** <https://osxdaily.com/2018/03/04/how-get-size-of-file-folder-mac/>

- If you notice the size is larger than 10 MB, you may want to reduce the size by deleting some of the larger image files or replacing them with smaller sized image files.
 - If that is not an option, you can try to compress the file by “zipping” it. Below are links on how to compress or “zip” file sizes using a PC or Mac:
 - **PC:** <https://www.laptopmag.com/articles/how-to-zip-files-windows-10>
 - **Mac:** <https://osxdaily.com/2012/01/10/how-to-zip-files-in-mac-os-x/>

- If you find that after zipping the file, it is still too large try a free file transfer site on the web. You will probably need to create an account for most sites at no cost. The features will be limited compared to a paid membership and that will be detailed on the particular site you are using. Below are a few links to sites that offer file transfer services:
 - <https://www.transferrnow.net/en/>
 - <https://transfer.pcloud.com/>
 - <https://transferxl.com/>