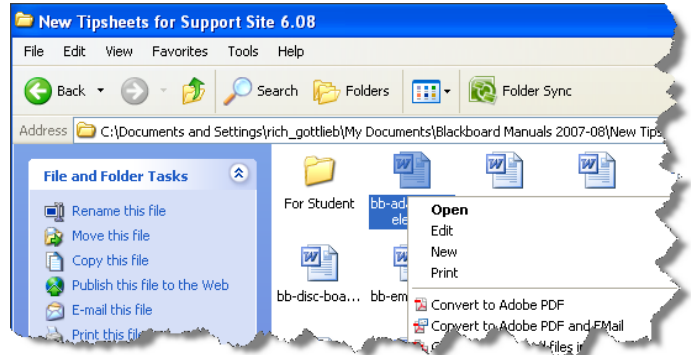


### How do I Check the Size of a File?

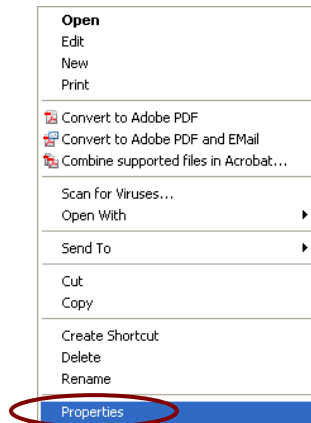
The maximum individual file size for an item being posted to a Blackboard course is 10mb. Should you receive an error message when trying to post a file, follow these steps to check the size of the file. If the file size is greater than 10mb, contact your Blackboard Coordinator.

1. Locate a file on your computer.
2. Right click on **the file**.

**NOTE:** Your display may look different depending on which View you have selected.



3. Click **Properties**.



The file size is listed to the right of Size:

