



CENTRAL SKILLS LOG™

Innovations in learning

Central Skills Log For Learners

A guide to Resizing Evidence Files

This document has been produced to offer help with resizing evidence files for CSL, it should be read in conjunction with the Central Skills Log For Learners help guide (in particular page 4), which is accessible once logged into CSL by selecting Learners Help from the CSL menu option.

At the time of writing this document (May 2015) the size of files that can be uploaded into CSL as evidence is limited to 100KB* (which is the equivalent of 0.10MB* or 102400 bytes).

If the file you are trying to upload is larger than 100KB, having gone through the Virus Scanning process (which can take several seconds depending on file size and system speed), the following message will be displayed on screen:

“The file upload failed. Please ensure the uploaded file is smaller than the limit of 102400 bytes”

To resize an evidence file

Due to the different operating systems and different versions of each operating system and then the different versions of software running on each computer, it is beyond the scope of this document to detail how to resize documents using software installed on specific computers.

To overcome this, we can advise that there are several free tools available on the internet that can be used to resize files. One example of these can be found using your internet browser to go to the following address

<http://www.picresize.com/>.

This particular tool allows you to choose a file from the Web

- Click the **From Computer** button or **From URL** button.
- This then enables you to click the **Browse** button and choose the required file from your computer.
- Click the Continue button once the file has been chosen, after some time your image will be previewed on the screen.
- You can now skip straight to step 4; Save As.
- In the Image Format select JPG and type **100** in the **Max Filesize** box.
- Click the **I'm Done, Resize My Picture** button.
- Click the **Save to Disk** option which will download your file to your computer ready for use with CSL

Please refer to the Central Skills Log For Learners help guide (in particular page 4) for further help on creating evidence and uploading evidence files.

Contact Us

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