



CHECKING IMAGE RESOLUTION

If you want to test your image file, you can use your favorite image program to view the properties of the image. Both horizontal and vertical resolutions should be 300 dpi. Two easy-to-use programs, **Microsoft Office Picture Manager** and a free graphic viewer, [Irfanview](#), can give you this information.

- For Microsoft Office Picture Manager, **Open** the file, right-click on the image, select **Properties**, and click **More** under **Picture Properties**.
- For [Irfanview](http://www.irfanview.com/), (<http://www.irfanview.com/>) **Open** your file, select **Information** under **Image** on the toolbar. Your image resolution should be displayed. If the boxes are blank, click the **EXIF info** button. Your resolution will be displayed. You must have the plug-in package (<http://www.irfanview.com/plugins.htm>) downloaded and installed for the **EXIF info** button to work. Just follow the instructions on the [Irfanview](#) website. This program also has the capability to change the image resolution from another value. Use the **Image > Resize/Resample** option for this feature. Set the DPI to 300-350 and change the pixel dimension to within the accepted range of 250 to 944. If the new image file looks acceptable to you in the new dimensions, save the image file, by selecting **File** from the tool bar and using the **Save As** feature to save the file as a JPG image. You must convert the file to PDF in another program before submitting your order. (See [Digital Tools](#)).