



Conversions from Adobe Photoshop CS

Converting a Photoshop file type to JPG (JPEG)

If you elect to save your PhotoShop file(s) to JPEG, use Adobe Acrobat Professional (or other PDF converter) to convert your JPEG file(s) to PDF before submission.

1. Make sure that your Photoshop file is open and that it has been saved.
2. Then under the **File** menu, select **Save As...** A Save As window will appear.
3. Using the **Save in** scroll-down menu at the top of the window, select the folder you would like to save your new JPG file in.
4. At the bottom of the window, find the option, **File name**. Enter the name of your page image file here, ex. 005camping.
5. Then, from the scroll-down menu, **Format**, select **JPG, JPEG,....**
6. Click **Save**.
7. A JPG Options window will appear. Under the **Matte** scroll-down menu, select **None**. Under **Image Options** move the slider all the way to the right. This should give you a **Quality** of **12, Maximum**. Under **Format Options**, select **Progressive**. Click **OK**.

Now you will be able to find the newly created JPG in the folder that you chose to save it in during step 3. Do this for each of your page images. (*Note: It is easiest to do this as you complete each of your page image designs, rather than trying to convert every page after you have finished designing the whole book.*)

Converting a Photoshop file type to PDF

1. Make sure that your Photoshop file is open and that it has been saved.
2. Then under the **File** menu, select **Print...** A Print window will appear.
3. Using the **Name** scroll-down menu at the top of the window, select the **Adobe PDF** as your printer. Under **Print Range**, select **All**. Under **Number of Copies**, enter **1**.
4. Click **Properties**. An Adobe PDF Document Properties window will appear.
5. Under the **Default Settings** scroll-down menu, select **High Quality Print**. Under the **Adobe PDF Security** scroll-down menu, select **None**. Under the **Adobe PDF Output Folder** scroll-down menu, select **Prompt**



- for Adobe PDF filename.** Under the **Adobe PDF Page Size** scroll-down menu, select **Letter**.
6. Make sure that NONE of the boxes are selected. If, however, you would like to see the result of your PDF conversion, you may select the **View Adobe PDF Results** box.
 7. Select the **Paper/Quality** tab. Under the **Paper Source** scroll-down menu, select **Automatically Select**. Select **Color**.
 8. Select the **Layout** tab. Select **Portrait**. Click **OK**.
 9. You will be back at the first print window. Click **OK**.
 10. A Save PDF File As window will appear. Under the **Save in** scroll-down menu, navigate to the folder that you would like to save your new PDF file in and select it. At the bottom of the window, find the option, **File name**. Enter the name of your page image file here, ex. 005camping. Then, from the scroll-down menu, **Save as type**, select **Adobe PDF**. Click **Save**.

*The newly created PDF should appear if you selected the **View Adobe PDF Results** box. Or you can find it in the folder that you chose to save it in during step 10.*