

instructional support

Enhancing Teaching and Learning through Technology

File Size Optimization for PDF Conversion

To change the print dimensions and resolution of an image using Photoshop:

- 1 Open file in Photoshop - Choose Image > Resize > Image Size.
- 2 Change the print dimensions, image resolution, or both:
- 3 To maintain the current proportions of image width to image height, select Constrain Proportions. This option automatically updates the width as you change the height, and vice versa.
- 4 For Resolution, enter a new value. (72 dpi for web images)
- 5 Click OK.

Save for Web using Photoshop

With your image open in Photoshop, select "Save for Web" from the File menu. When selected, a screen appears with two views of your image. The one on the left is the original with the file size displayed in the lower left corner. The right image represents what the image will look like with the selected degree of compression (optimization). This is very handy for SEEING just how small you can push file size before the image begins to degrade. For the internet, smaller file size is best.

- Adjust the "Quality" number to decrease the file size while keeping an eye on image for clarity.

Once you have optimized your any images and created your document, you are ready to convert the file to a .pdf.

Using Adobe Acrobat Software to Create a PDF:

Converting an Electronic file to PDF format:

1. Using a computer that has Adobe Acrobat Professional installed, open your file.
2. Select **File / Print**
3. Select "**Adobe PDF**" from the printer options dropdown list
4. A "**Save file as PDF**" window opens, set the name and location where you want to save the pdf file
5. Your PDF file will be created and opened in Adobe Acrobat for viewing.

Converting a PowerPoint file to Adobe PDF format:

1. Using a computer that has Adobe Acrobat Professional, open your PowerPoint file
2. Select **File / Print**
3. Select "**Adobe PDF**"
4. Under Print What, choose how you want the document formatted
 - Slides: Will put one slide per page
 - Handouts: You can select 2, 3, 4, 5, 6, or slides per page
5. Click "**OK**" to create the PDF
6. A "**Save file as PDF**" window opens, set the name and location where you want to save the pdf file
7. Your PDF file will be created and opened in Adobe Acrobat for viewing.

Converting a Hard Copy to PDF format (scanning):

Your scanning software may have different procedures, follow your systems procedure.

1. Using a computer that has Adobe Acrobat Professional, **Open** Acrobat
2. Place hard copy of document in the scanner
3. Select **File/Import/Scan** (This will initiate the computers scanning software)

4. **Start New Scan** – The lamp will warm up, this may take a few moments
5. **Final Scan Area** – using the cursor, select the area you want scanned by dragging a box around the area. You can adjust after releasing the mouse.
6. Where do you want the Scan to go? – select Adobe Acrobat 7.0
7. **Output Type** – make selection. Our studies show that **B&W Bitmap** produced the smallest file size with an acceptable outcome. Scanned files will be considerably larger than electronic conversion.
8. **Send Scan Now** – your final scan will execute and open in Adobe Acrobat.
9. **Save** the file to the location you want.

File Size Chart:

(Based on 1 page of text scanned as B&W bitmap)

dpi	File Size	Quality
300	1 meg	Acceptable
200	454 kb	Acceptable
150	255 kb	Acceptable
100	113 kb	Readable
75	64 kb	Poor

NOTE: The smaller the file size the quicker the document will load in a browser for your students.