

NEED TO SAVE IMAGES FOR CLASS? HERE'S HOW TO DO IT:



- When shooting images, use the highest resolution possible.
- Save the image in RAW, TIFF, or JPG format.
- When importing images (from the camera to the computer), save in TIFF or JPG format.
- Preferred image size is approximately 2000 x 3000 pixels, which results in a 18–22 MB image.
- If the image is rectangular, aim for the 2000 x 3000 size; if it is square, set at 2500 x 2500 pixels.
- Minimum acceptable image size is 768 x 1024 pixels.

SAVING DOCUMENTS:

To save documents or mixed format materials (such as text and images together), save in the PDF format.

The following are some of the formats that can and should be converted to PDF:

.docx (Word)

.xlsx (Excel)

InDesign

.dwg (AutoCAD)

.psd (Photoshop)

.ppt (PowerPoint)

Please remember to save documents or mixed format materials in PDF and images in JPG or TIFF formats.