

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 may 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.