## Set Image Size

Before creating your PDF file, be sure your images are not too large. They should not be larger than 1500 pixels on their longest side. Below are instructions on how to resize images in either Photoshop or Preview.

## Ps

## In Photoshop

Open image
In the Menu at top, choose Image > Image Size


In Dialog box, change from inches to Pixels.
Set the longest side, either Width or Height, to no larger than 1500 pixels.


Click OK.
File > Save As to save file.


In Preview
Open image.
In Menu at top, choose Tools > Adjust Size.

| Preview | File Edit | View | Go | Tools | Window Help |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |

In Dialog Box, change from inches to pixels.
Set the longest side, either Width or Height, to no larger than 1500 pixels.


## Click OK

File > Save.

