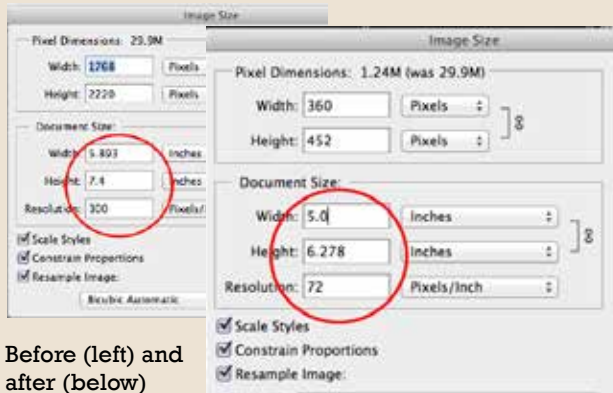


**1.** Gather all your images and bring them into Photoshop. Make them all the same size by using **IMAGE-SIZE : Command-Option I**. If you're using Illustrator, use **FILE SET UP** to bring everything to the same size.

**2.** For screen PDFs, use a resolution of 72 dpi, 5 inches wide. Anything bigger is not necessary and is hard to mail and view. Note that the steps change for print.



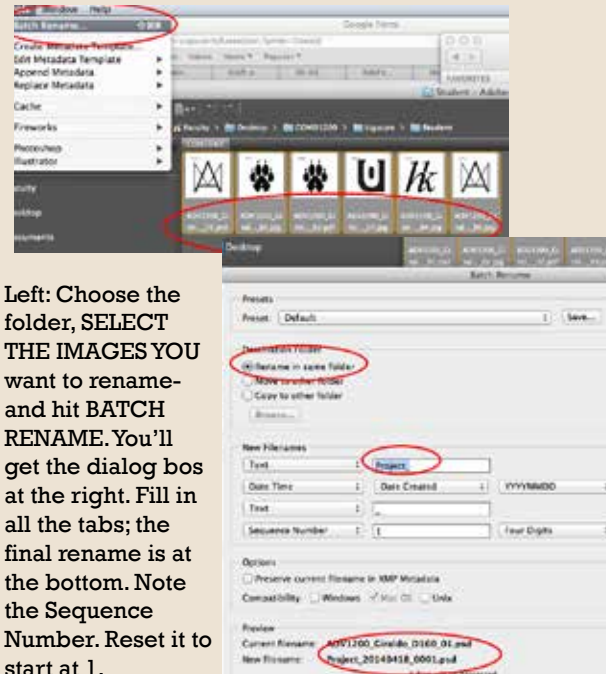
Before (left) and after (below)

**3.** Save them to a unique folder. Then, name them in Bridge by accessing the folder wherever you put the reduced-sized files.



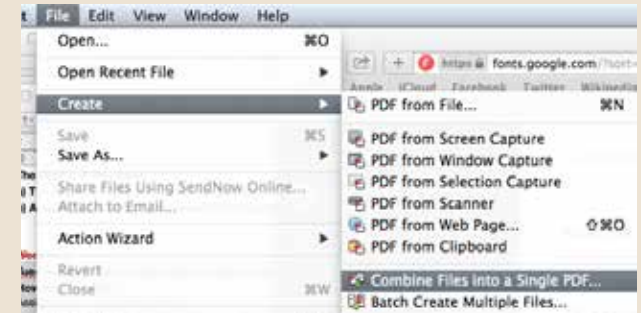
# How to make a PDF

**4.** Go to **TOOLS>Photoshop>BATCH RENAME**. You'll get a dialog box. Fill in the tabs, using a generic name that's easy enough to remember when you go to look for it, such as the project name or location.

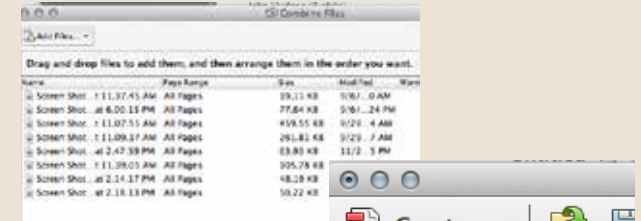


Left: Choose the folder, **SELECT THE IMAGES YOU** want to rename- and hit **BATCH RENAME**. You'll get the dialog box at the right. Fill in all the tabs; the final rename is at the bottom. Note the Sequence Number. Reset it to start at 1.

**5.** Now drag your uniform files all into a new **CREATE** window in Acrobat. Always click **SMALLEST FILE SIZE**.



Just drag your files from your folder to the window. You can change the order by using the up and down arrows. Hit combine and name your Binder file.



You can change the order of the pages in Acrobat even after the PDF is done. You also can delete and add new ones, too, provided they've been processed into PDFs.

