


File Preparation: Image Size (Photoshop & Acrobat)

The following data sheet explains how to check the size of your image in Photoshop or Acrobat. It is important to know the correct size of your image before submitting your order form so that there are no problems with your order.

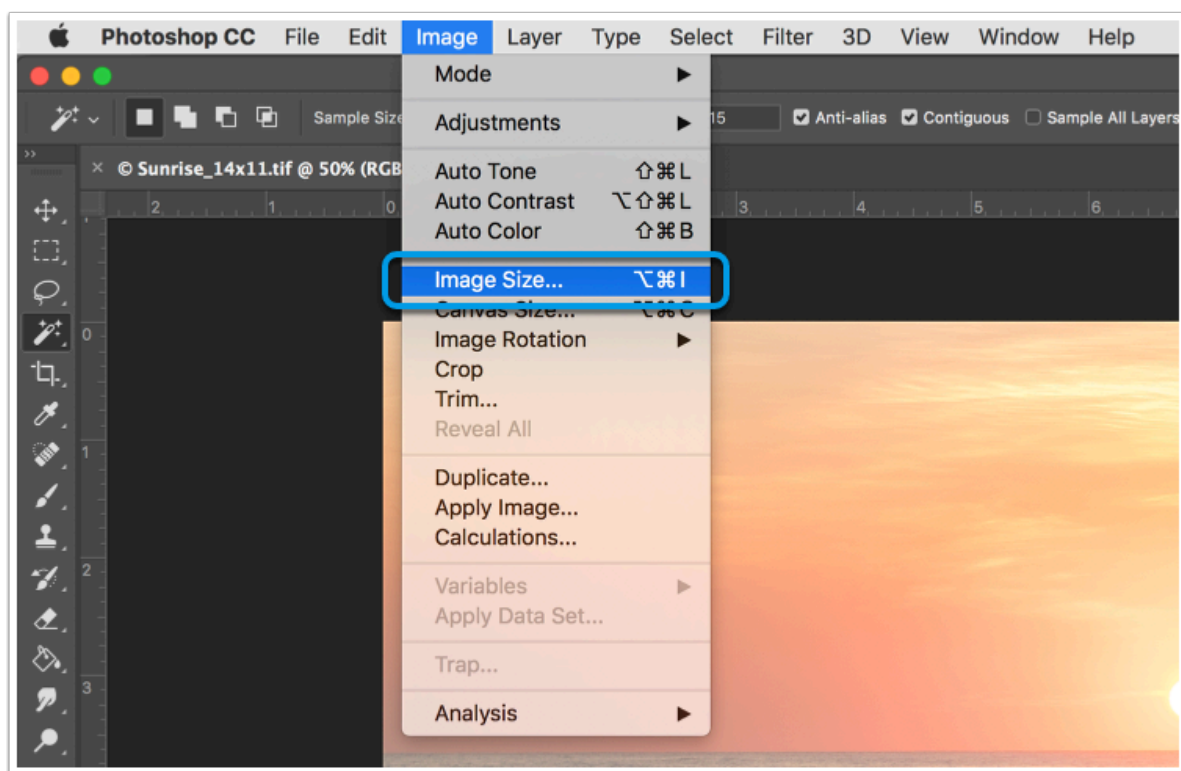
Checking Image Size in Photoshop

Step 1: Open your .TIFF image in Adobe Photoshop

 Remember: The DOC only accepts .TIFF and .PDF files for printing. Generally, you want to save a pixel-based image (made in Photoshop) as a .TIFF while saving vector-based images (made in Illustrator or InDesign) as a .PDF. If you have a .JPG, .PNG, etc. make sure to convert it to the appropriate filetype before submitting your order.

Step 2: Open the Image Size dialogue box

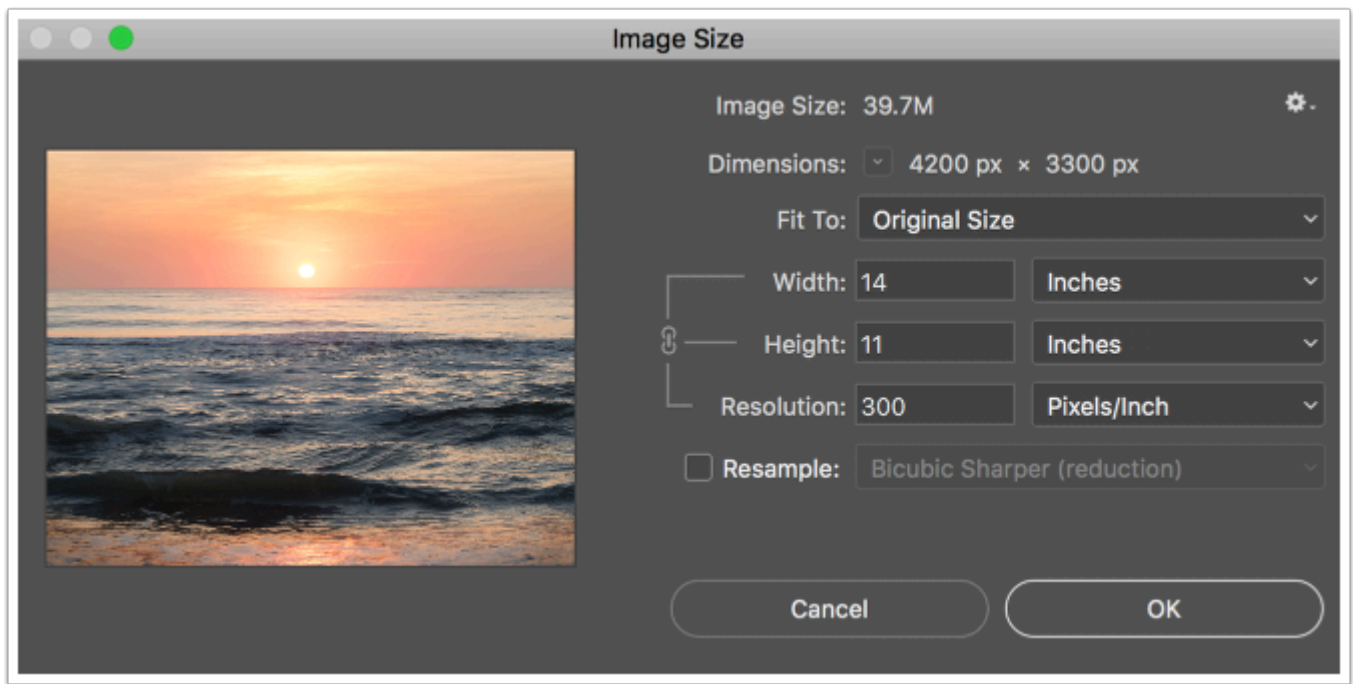
Select the "Image" drop-down menu and click "Image Size"



Step 3: Check the dimensions and resolution

Once you've opened the Image Size dialogue box, you will have access to the information you need. From here, you can find the image's width and height, which you will need to indicate on your DOC Order Form. Make sure that the units are in inches.

With this, you can also check the image resolution. Although you won't have to indicate the resolution anywhere for us, it is important that you set it up correctly. Generally, a resolution of 300, 360, or higher is ideal for printing. If your resolution is less than that, your image may come out blurry when printed. If your image's dimensions are very large, but your resolution is low (ex. 72), you can try to crop the image using the Crop tool in Photoshop.



! If you start with a smaller image, it's difficult to make the image bigger without losing quality.

For example, if you create a new Photoshop file at 8x10 with a resolution of 72, you cannot print it at 18x24 with a resolution of 300 and expect it to be high quality. When you start off with less pixels, you can't make more; it's always easier to make things smaller than it is to make them bigger.

! Make sure that you're not checking and changing the Canvas Size

Canvas Size is the option right below Image Size in the "Image" drop-down menu. The reason that we don't want to use Canvas Size is because Canvas Size does not affect the resolution. If you change the Canvas Size, it will not resize your image. Instead, it will add to or take from the document's size. In other words, if you attempt to decrease the size of the image here, it will just crop the image to that size while erasing any information outside of those dimensions. If you attempt to increase the size of the image here, it will just add more space to the document around the image without magnifying the image itself at all. It's all in the names: Image Size changes the size of your image; Canvas Size changes the size of your canvas/document.

Make sure the size of your image matches the size that you indicate in your DOC Order Form

If you indicate that a file be printed at 18x24 on your form, but you submit a file that is only 8x10, you will likely receive an email from a DOC Technician about your file being setup incorrectly. It is important to make sure all of your information matches up to ensure that you receive the print that you are expecting. If you would like it printed at a different size, you must scale the image yourself to the desired size.

Checking Page Size in Acrobat

Step 1: Open your .PDF in Adobe Acrobat

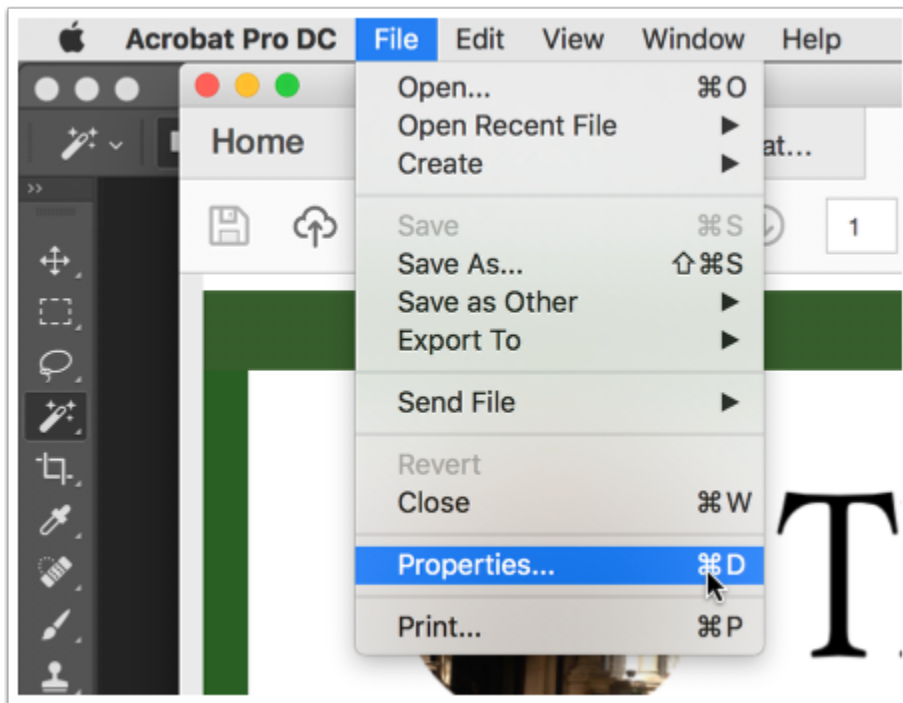
Step 2: Hover your cursor over the bottom left-hand corner of the Acrobat window

A black bar will appear that shows the dimensions of the PDF. This will be your image size. If for some reason the black bar does not appear, proceed to Step 3.

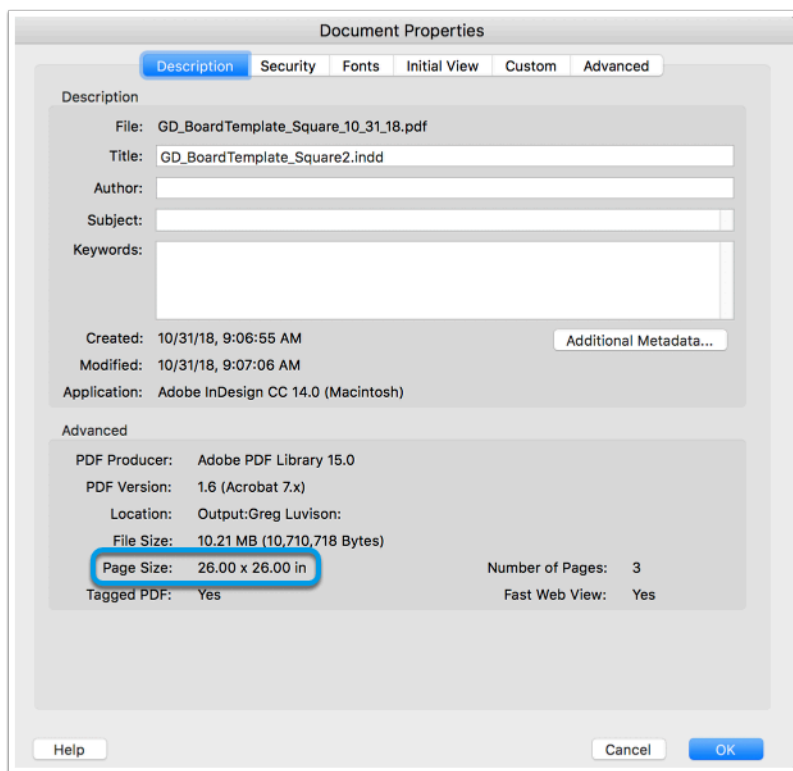


Step 3: Open the File Properties dialogue box.

Select the "File" drop-down menu and select "Properties..."



Step 4: Read the "Page Size" section



💡 Complying with DOC guidelines will greatly reduce the likelihood of issues that may delay the production of your work.