## **KMVT** How-To Guide

How to create a jpeg from a PDF file – Oct. 26<sup>th</sup> 2011

## You will need:

A computer A PDF file Adobe Photoshop Basic Computer and Application Skills

- 1. Start by opening Photoshop.
- 2. Open the PDF file in Photoshop through the File>open menu.
- 3. If the PDF file contains Multiple pages you will be given the option to open a specific page or by shift selection you can open all of the pages as separate files.
- 4. If your PDF file contains a large number of pages you may wish to create an "action" for batch processing. This process will not be explained here for the purpose of brevity.
- 5. We will assume you chose to open a single page for the remainder of this document.
- 6. Once the chosen page is selected you simply click "OK"
- 7. Once open choose File>Save as
- 8. In the "Format" drop down menu choose "JPEG(\*.JPG, \*.JPEG, \*.JPE)"
- 9. Rename and chose a save location for your JPEG file.
- 10. Click "Save"
- 11. Congradulations. You have now created a JPEG image from a PDF File.

Notes: This document is intended to cover a specific task. In many cases you may need additional skills to complete the project. Please refer to one of our other How-To Guides or consider enrolling in one of our training courses for more advanced training.