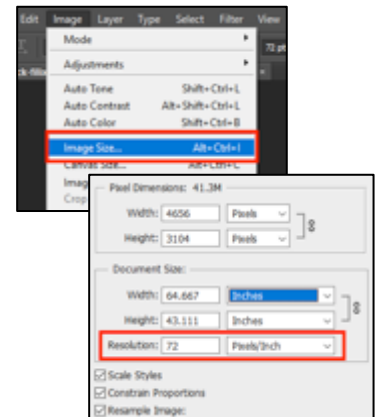


# Preparing Images: Convert to 300ppi

You can get marks for preparing images by evidencing cropping, resizing or removing backgrounds (screenshots or in the assets table). But to get full marks, you need to convert the images you use to 300ppi. This means they will be **technically compatible** with your print quality document.

## Checking image quality

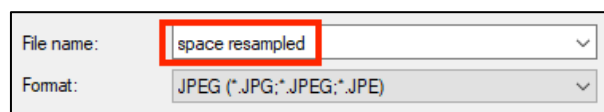
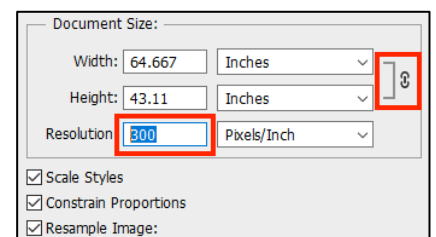
1. Open the image in **Photoshop**
2. **Image > Image size** > check the resolution - you're looking for 300 Pixels/Inch
3. While you're doing this, **check that image is actually big enough**. If you plan for it to cover the background, for example you'll know what size it needs to be. If it's not big enough, you'll need to go and find a bigger image.
4. **Write down** the size and original resolution in your **assets table**



If the image is **not** at least 300 ppi you'll need to convert it

## Converting to 300 ppi

1. Change the **Resolution** value to **300 Pixels/Inch**
2. Click **OK**  
This will resample the image
3. You might want to change the size as well. The height and width are locked together so you can't distort the image by squashing it
4. **File > Save as** > use a **sensible filename** that shows what you did



5. Make sure you save at the **highest quality** possible
6. **Write down** in your assets table what you did. If you changed the size, say what it was before and after. If you changed the Pixels/Inch, say what it was before and after.

