



Converting TIFFs into JPEGs in Photoshop

1. Create a set of TIFFs in Photoshop.
2. Activate the “Image” menu, select “Mode,” and “8 Bits/Channel”
3. Activate the “Image” menu and select “Image size”.
4. Set “Resolution” to 150 “pixels/inch” for text, 72 “pixels/inch” for photos.
5. Activate the “File” menu and select “Save as...”
 - a. Select the “JPEG” folder instead of the “Master TIFF” folder.
 - b. Keep the same file name and change “Format:” to “JPEG”.
6. Set “Quality” to “8” and “High” and use “Baseline (“Standard”)”.

Note: You can automate this by creating an “Action”.

1. Activate the “Window” menu and make sure that “Action” is checked.
2. Select the “Create a new action” button from the bottom of the action window.
3. Name the action if you wish.
4. Execute the steps listed above. Once you’ve finished, click on the stop button from the bottom of the action window.
5. Activate “File” menu, “Automate” and select “Batch.”
6. Make sure the action you just recorded is selected.
7. Once you select the appropriate source and destination (the default should work).