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## CONVERTING A PDF IMAGE TO A JPEG

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### SUMMARY

The type of software you have on your computer will determine the exact way to convert your PDF image. If you are running an Adobe Acrobat application, it will allow you to simply File>Save as>JPEG. If you only have Adobe Reader or a scaled down version of Acrobat, the process is a little more complicated.

### HOW TO

1. Double click your PDF file and view the page. You can zoom in and out to get the plan on the page as you want it.
2. Now you have to take a 'snapshot' of the plan using the snapshot tool. Go to Tools>Select & Zoom>Snapshot tool. Once you select the tool and take your pointer back to the page, you will see the pointer turns into a 'crosshair'. Left click anywhere on the page area and a dialog box will appear saying "the selected area has been copied". Click OK to this message. You have now copied the plan and need to now open Office Picture Manager and paste the plan.
3. Open Microsoft Office Picture Manager. Start>All Programs>Microsoft Office>Office Tools>Office Picture Manager. Now you have this open, right click and paste the image into here. The plan will now appear in BMP (Bitmap) format. The plan will be approx. 1-2Mb in size. This is quite a large document and should be made smaller by converting this image into a JPEG (will reduce to about 200kb). If you are running version 2.6, Constructor will do this for you.
4. At this stage you can crop and rotate your image to suit. You are now ready to copy and paste this picture into the image folder specified in Constructor - Tools>Options>Image folder. You have now successfully changed your plan ready to be imported into Constructor.
5. If you are running version 2.5 or earlier, you will need to export this file to JPEG format. Click on File>Export... and options will appear on the right hand side of the screen. The first option is to browse to the location you want to export to. This will be the same file path Tools>Options>Image folder as is in Constructor. You can then re-name the file to suit, and the third option is to export the file to correct file type. Click and choose the JPEG format. Now click export and you are ready to import the file into Constructor.

For more information about importing your image into Constructor - see the knowledge base article "preparing your image for Scanbuild"

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