

# 1. Converting PDFs to Images (Offline)

## On Mac (Using Preview)

Preview is pre-installed and is the most efficient tool for this.

1. **Open** your PDF in **Preview**.
2. Go to **File > Export**.
3. In the **Format** dropdown, select **JPEG** or **PNG**.
4. Adjust the **Resolution** (300 pixels/inch is great for print) and click **Save**.
  - *Note: This converts the current page. For multiple pages, you must select them in the sidebar first.*

## On Windows (Using Snipping Tool)

Windows does not have a native "Save As Image" feature for PDFs, so the best free method is to "snap" it.

1. Open your PDF in any viewer (like Edge or Chrome).
  2. Press **Windows Key + Shift + S**.
  3. Drag a box around the PDF page.
  4. Click the notification that appears and **Save** as a PNG or JPG.
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# 2. Using Adobe Acrobat (Pro vs. Reader)

## Adobe Acrobat Pro (Paid/Trial)

If your school provides the Pro version, it is the fastest way to convert a whole document.

- **Steps:** Open PDF > **File > Export To > Image > JPEG**.
- This will automatically save every page as a separate image file.

## Adobe Acrobat Reader (Free)

The free version **does not** have a direct "Export to Image" button, but you can use the **Snapshot Tool**:

1. Go to **Edit > Take a Snapshot**.
2. Click and drag over the area/page you want.
3. It is now copied to your clipboard.

4. Open **Paint** (Windows) or **Preview** (Mac: File > New from Clipboard) and **Paste (Ctrl+V / Cmd+V)**, then save.
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### 3. Screenshotting maps on Websites

Maps can be tricky because of zoom and labels. Use these built-in shortcuts to grab exactly what you see on your screen.

#### Windows (PC)

- **Shortcut:** **Windows Key + Shift + S**
- **Action:** Your screen will dim. Select the **Rectangular Snip** icon at the top.
- **Pro-Tip:** Once the snip is taken, you can use the **Highlighter** tool immediately to mark routes or landmarks before saving.

#### Mac

- **Shortcut:** **Command + Shift + 4**
- **Action:** Your cursor turns into a crosshair. Click and drag over the map area.
- **Shortcut:** **Command + Shift + 5** (Best for maps)
- **Action:** This opens a toolbar that allows you to set a fixed-size frame, perfect if you need to take multiple screenshots of different map areas at the same scale.