

# Converting (Exporting) .ai graphics to .png or .jpg

If you are going to use your Illustrator graphic in a book, a web page, an eBook, or a PDF file, I suggest you convert (export) the ai file to either a .png or a .jpg.

- If the ai file includes a photograph or an imported .jpg, change the ai file to a .jpg file.
- If the ai file is a drawing you made in Illustrator, change the ai file to a .png file.

## NOTE

Both .png and jpg files are bitmap files, so you need to set the ai file to just the size you want to use in your book.

Bitmap files do not look good if you change their size, especially if you try to make them larger. So set the size first, while the graphic is still an .ai file (vector file).

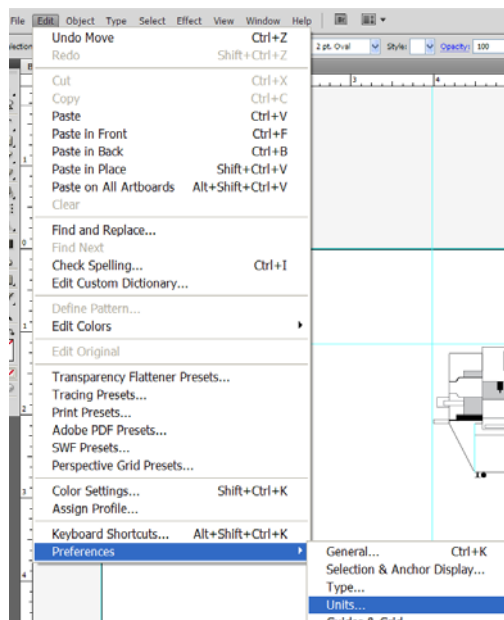
Later, if you need the graphic at a different size, go back to the source .ai file in Illustrator, change the size again, and export again.

Follow the instructions below to set the size and convert (export) the Illustrator .ai file.

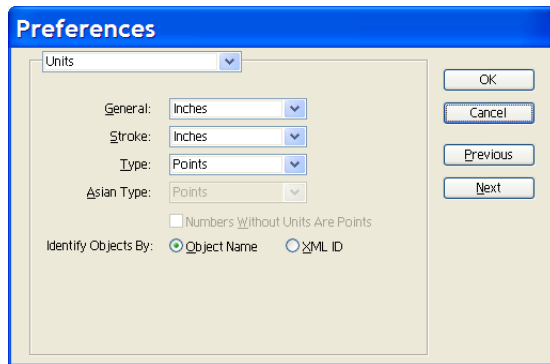
## Setting the size of the Illustrator graphic

Set the size of the graphic in the AI file to exactly the size you want to use in your book.

1. Set up your ruler so you can see what size your drawing is:
  - a. From the Edit menu, select Preferences > Units...



- b. Set the General and Stroke drop-down menus to the unit you like (leave the Type at Points.)  
I'm in America, so I am familiar with using Inches.



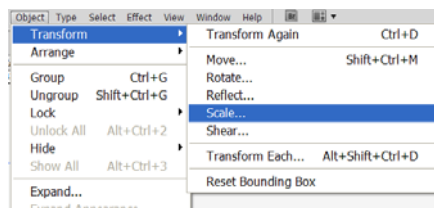
- c. Click OK.
2. Look at your graphic and check the ruler to see what size the graphic is now, and decide what size you want to change it to.

In my case, my graphic is now about 8 inches wide.

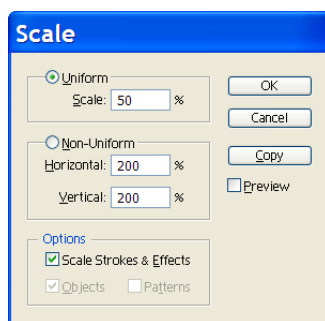
I want the graphic to be 4 inches wide in my book, so I will change the graphic to half the size it is now.

(Graphics you draw in Illustrator (.ai) are vector graphics, made of lines, so you can change their size and they still look nice.)

3. On your keyboard, press **Ctrl a** to select all of your graphic.
4. From the Object menu, select Transform > Scale.



5. In the Scale dialog box, in the Uniform field I select **Scale 50** to make it half size.



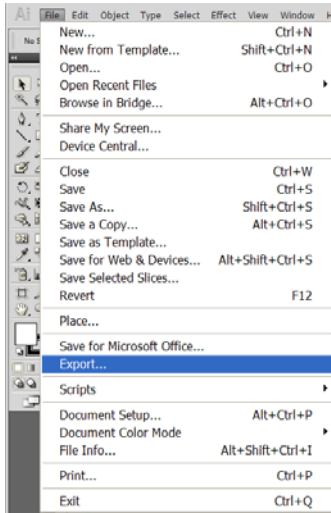
6. In the Options field I check **Scale Strokes and Effects**, then click OK.  
(You may need to move the graphic back to the art board.)

Now my graphic is the size I want for my book, and I am ready to change it to a .png graphic file.

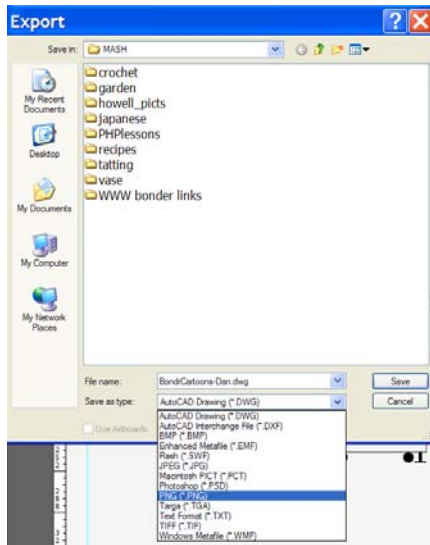
## Exporting the ai. graphic as a .png or a .jpg

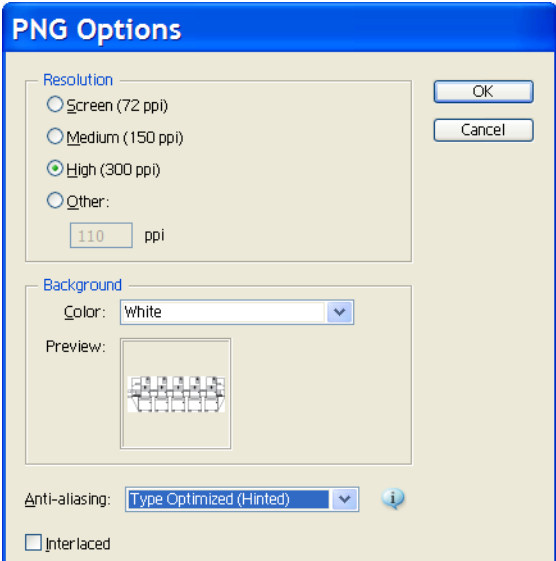
Once your graphic is the size you will use it, you are ready to export.

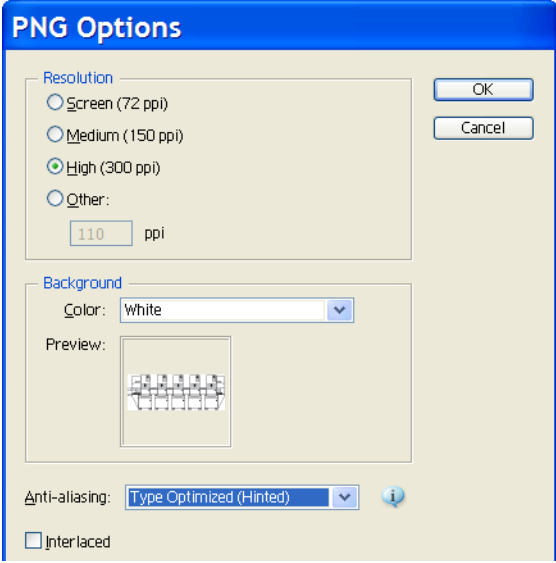
1. From the File menu, select **Export**.



2. In the Export dialog box, from the Save As Type drop-down menu, select either PNG (\*.png) or JPEG (\*.jpg).



| If             | Then  |
|----------------|---|
| You select PNG | <p>In the PNG Options, select:</p> <ul style="list-style-type: none"><li>• High if you are making a book or PDF</li><li>• Screen if you are making a web page</li></ul>  <p>Then click OK.</p> |

| If             | Then  |
|----------------|---|
| You select JPG | <p>In the JPEG Options, select:</p> <p>Image field</p> <ul style="list-style-type: none"> <li>• High if you are making a book or PDF</li> <li>• Medium if you are making a web page</li> </ul> <p>Color Model field</p> <ul style="list-style-type: none"> <li>• CMYK if you are making a book or PDF</li> <li>• RGB if you are making a web page</li> </ul>  <p>Resolution field</p> <ul style="list-style-type: none"> <li>• Custom; 221 if you are making a book or PDF</li> <li>• Screen if you are making a web page</li> </ul> |

3. Click OK.
4. Your graphic is converted and exported.

