Convert PDF files to a .JPG image format for proper display in Livetext

Word documents with tables or other unique formatting can be easily saved as a .pdf image to preserve the layout of the document. The .pdf format, however, is not appropriate to display on a Livetext page. Photoshop can easily convert the .pdf file to a **.jpg** format and thereby allow the image to be included as a visual element on the page.
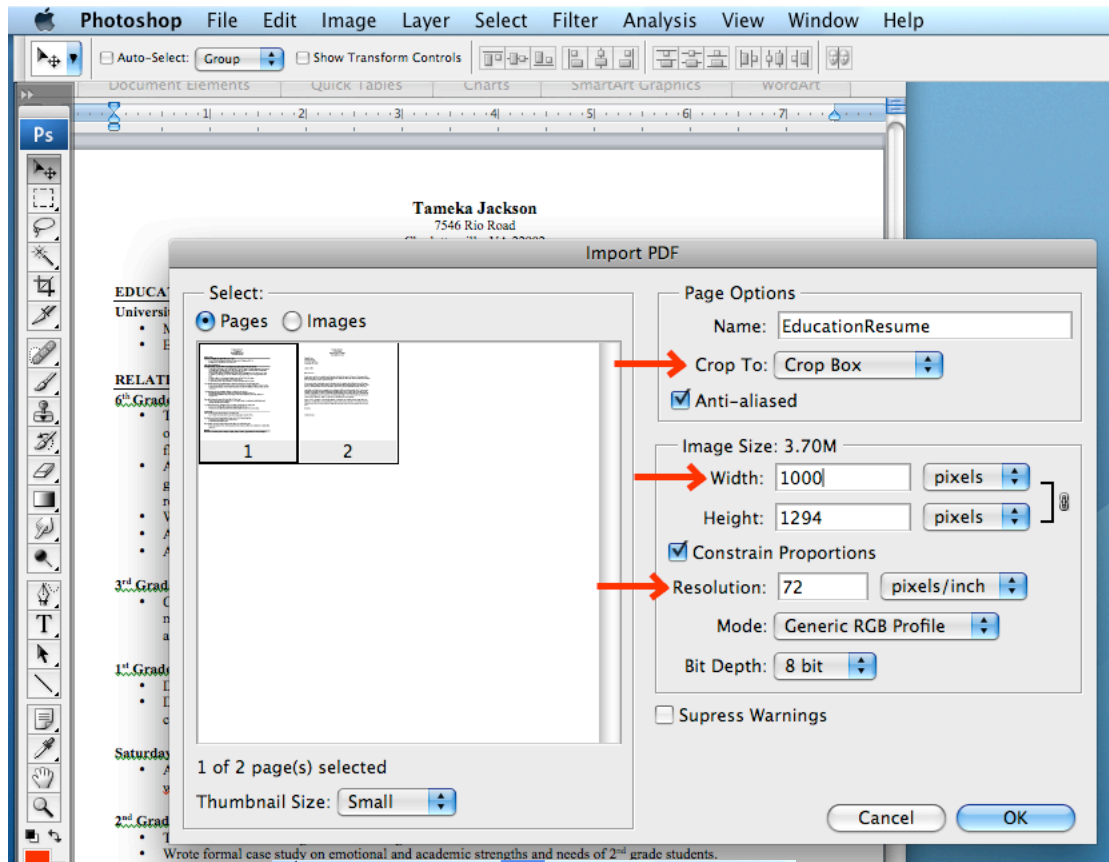
1. Open the pdf document in Photoshop.
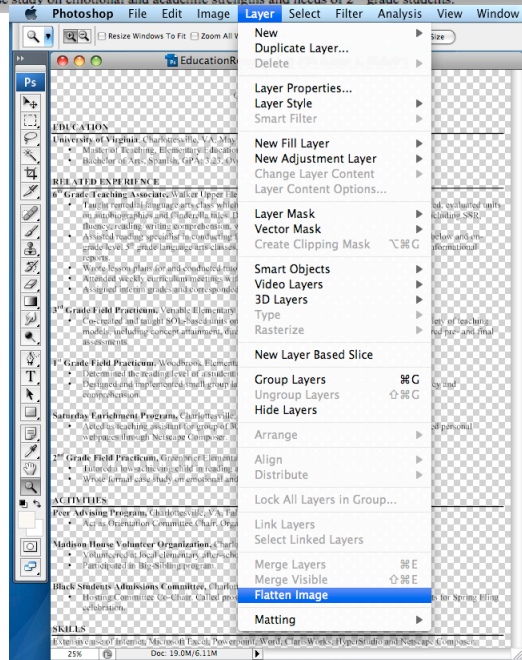   Note; only one page of a pdf can be selected at a time.
   Also, set **Crop To** : Crop Box,
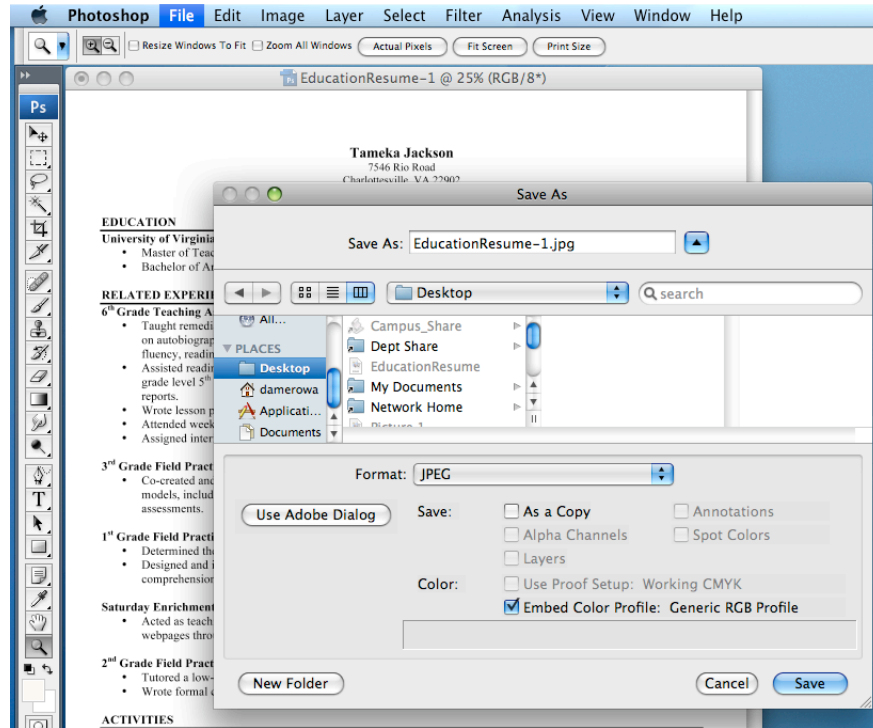   **Width** : 1000 pixels and
         Resolution : 72 ppi to size the file appropriately for the web and retain its margins

2. Flatten Layer

3. Save As; selecting JPEG as the Format

4. Set the quality at 8 or 9, maintaining a file size of 1 MB or less