# Image preparation checklist

Original test document. No personal information or real application.

| Task | Output | Size rule | Inspect |
|---|---|---|---|
| Form photo | JPEG | 200 KB maximum | Face and edges |
| Two-page document | PDF | 500 KB maximum | Every page |
| Website illustration | WebP | Destination-specific | Small text |
| Social post | PNG or JPEG | Destination-specific | Crop or margins |

These are sample tasks, not requirements imposed by a real service.

Check the actual destination before changing an important document.

# Project notes for a small PDF

Original test document. No personal information or real application.

## 1. Keep the complete document

Put the pages in the intended reading order.

Keep every important heading, number and signature visible.

Remove only genuinely unnecessary pages or blank borders.

## 2. Separate the three requirements

File size measures bytes, not the number of pixels.

Dimensions describe the width and height of an image.

Format describes how the file is encoded. Renaming is not conversion.

## 3. Review the exported result

A small file can still be unsuitable for its destination.

Open the final PDF and inspect every page at 100% zoom.

Check small text, colour contrast, page order and orientation.

## 4. Keep your original files

The sample images remain unchanged during conversion.

If the result is too soft, use a less restrictive target when allowed.

A size limit can be impossible without sacrificing useful detail.

### Readability check

Sample reference: ABC-123 | Values: 0.50, 8.80, 12.09