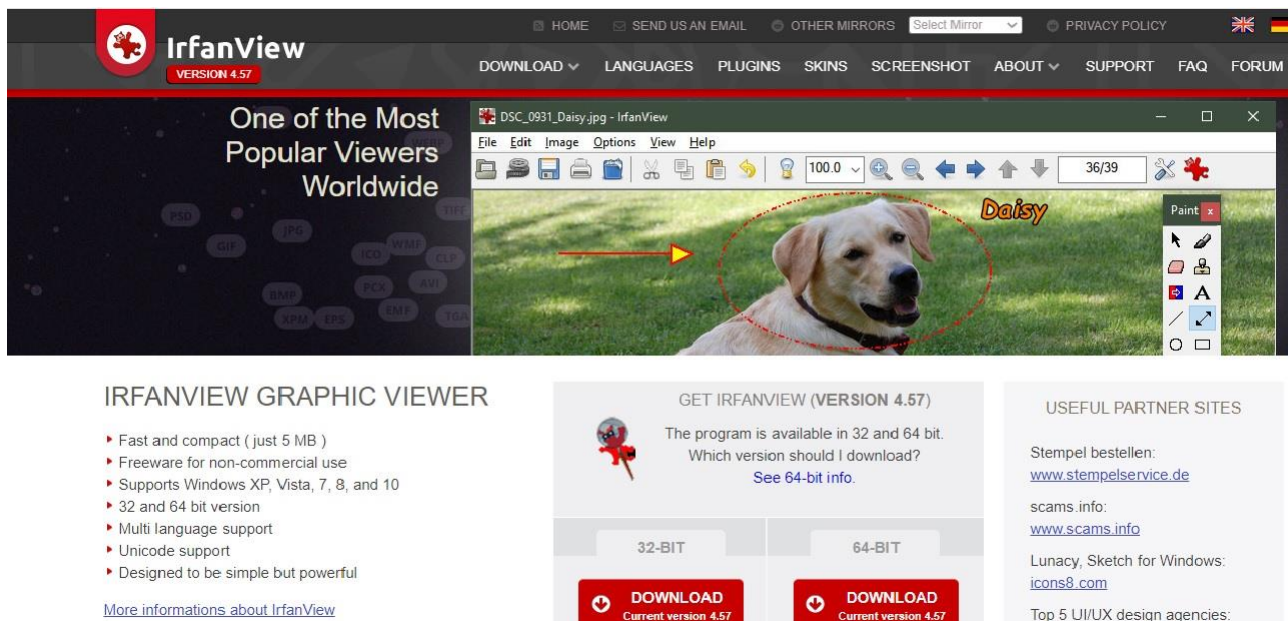


CHAPTER 10 CHANGING FILE FORMATS AND FILE SIZES

Creating TIFF from Jpeg or vice versa

To create TIFF files from Jpeg format, or to create the reduced file size Jpeg copies (to produce printed, CD and digital copies of the Record), you need a batch processing function, to save you the chore of converting and saving each photograph individually. If you don't have a batch function in your image application, (or if you find it difficult to use) we recommend you try **Irfanview** (a free download from www.irfanview.com). It is useable with all Windows up to Windows 10. It has been around for years in successive versions and is highly praised, takes up very little space on your system, loads very quickly, is an excellent basic image viewer and processor. It has a very good batch processing function. This is not available for Macs (see note below)

The website looks like this:



Download the 64 bit version with all the 'plug-ins' (which you might find useful later).

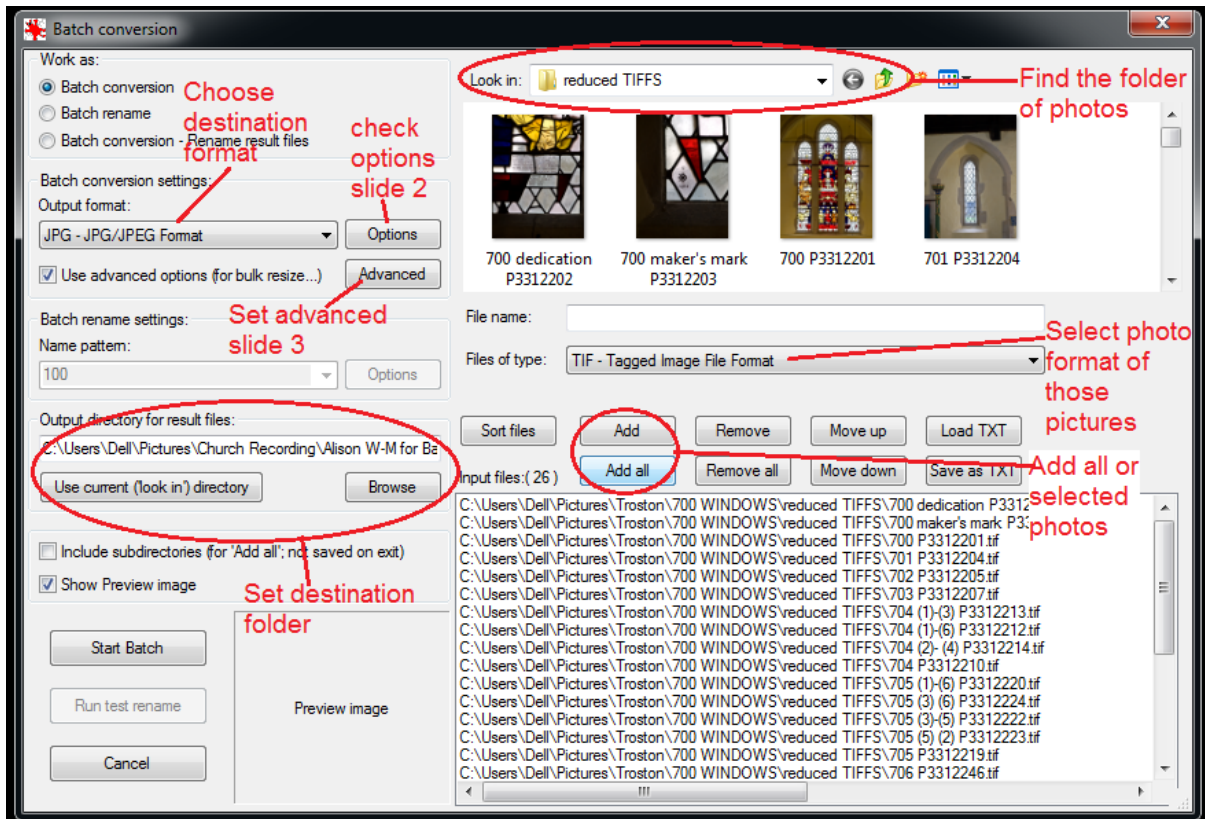
Warning for Irfanview downloaders

This program can be downloaded from several website suppliers. When downloading this program be aware that some suppliers try to get you to download other programs. They are not necessary. This website is the best one for the download.

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Once you have installed and opened Irfanview, click “File”. On the sub-screen which appears, click “Batch conversion/Rename”.

This screen appears:

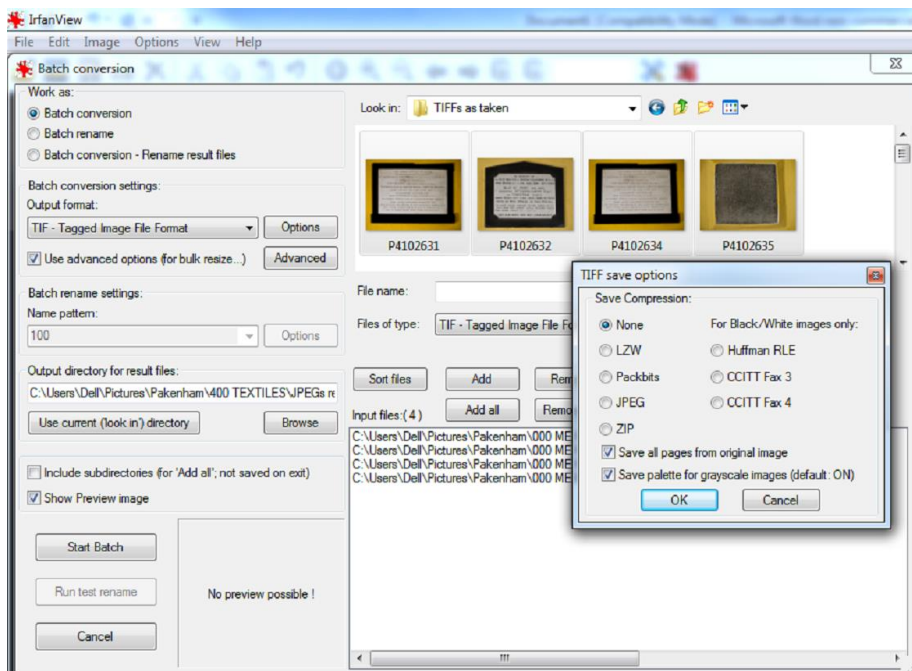


1. In what format are the photographs to be converted or resized? TIFF or Jpeg? Set “Files of type” to that format.
2. Find the photographs using “Look in”. If all the photographs in the Folder are to be processed, click “select all”. If only some of them, highlight them and click “Add”. You do not have to add them all in one go. Just keep adding if needs be.
3. If selecting one photograph on its own, “Add” will probably not work. Click on a bare part of the screen so that it is no longer highlighted, then put the cursor over the photograph, right click and click “Select”.
4. Then click “Output format” to choose the format you are wanting to achieve. This will be either:
 - a. TIF if you are reducing the size of TIFF photographs to the 10-20MB range; or
 - b. JPG if converting TIFF photographs to reduced size Jpegs.

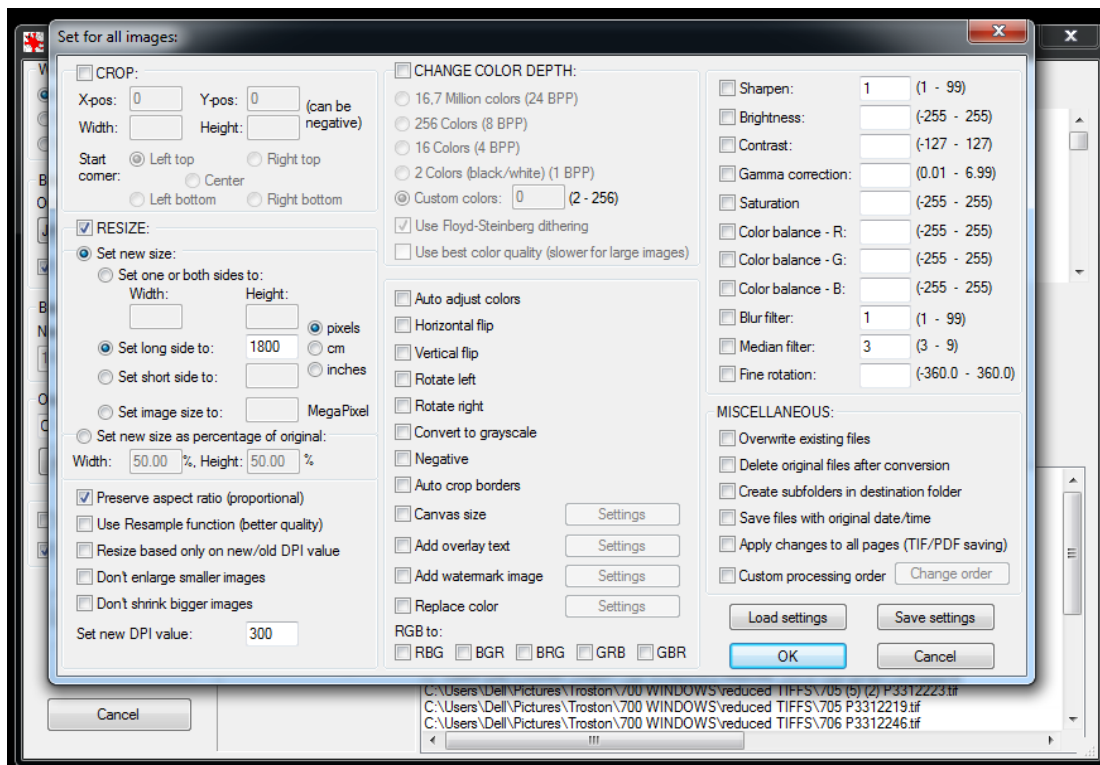
CHAPTER 10 CHANGING FILE FORMATS AND FILE SIZES

TIFF to TIFF 10-20MB

1. Click “options”. This sub-screen will appear:



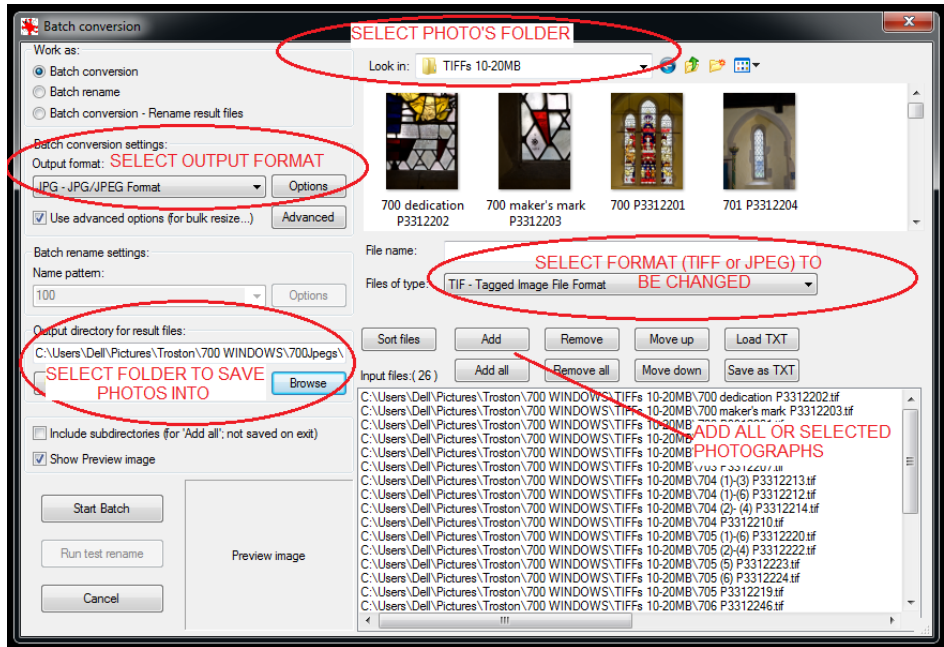
2. Normally click the “None” button and ensure the 2 boxes at the bottom are ticked. But, if you have a very large number of photographs for the Record, click “LZW” to apply the sophisticated compression which reduces the file size by 20-30% without any loss. Click “OK” to proceed.
3. Then click “Advanced”. This screen will appear:



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Tick the “RESIZE” and “Preserve aspect ratio” boxes. Select the “Set new size” “pixels” and “Set long size to” buttons. For resizing TIFFs to TIFFs 10-20MB set the long side to 2700. This means that a 9” x 6” photograph would be 300 pixels per inch 9 x 300 = 2700. Click “OK” to proceed.

- Next, browse for a Folder into which the converted/resized photographs are to be saved. This needs to be Folder set up specifically for these and not the Folder from which they have come. Suggest this should be named “TIFFs 10-20MB”:

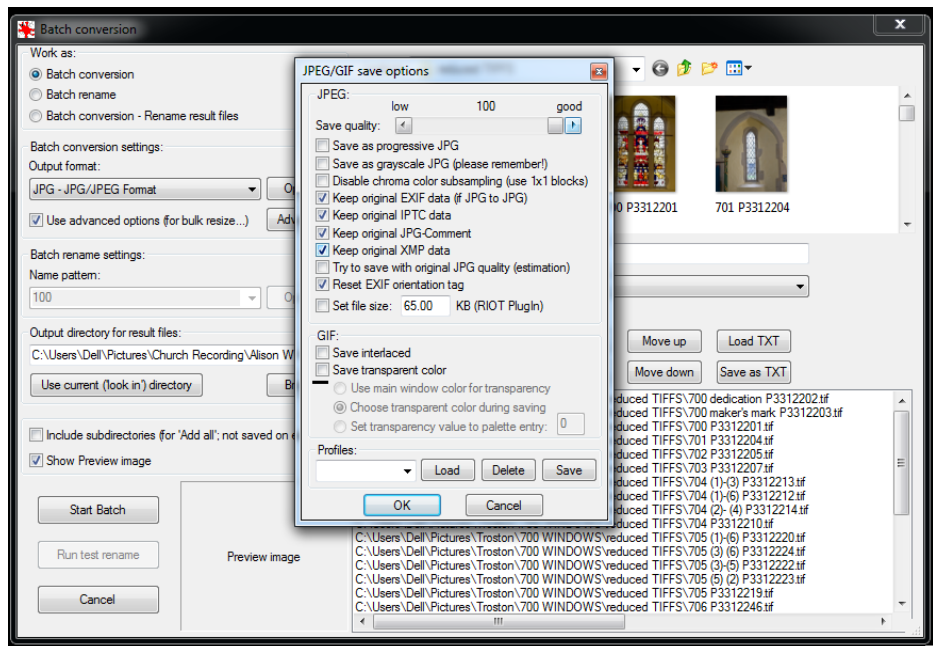


Use the “Browse” function to find it (note - the screen print above is showing TIFF to Jpeg).

- Click “Start Batch” and wait until all the photographs have been processed.
- Check them in the TIFFs 10-20MB Folder.

TIFFs to reduced size Jpegs

- The “Options button will produce this sub-screen:



CHAPTER 10 CHANGING FILE FORMATS AND FILE SIZES

“Save quality” should be set at 100. Tick the other boxes as shown. “OK” to proceed.

2. Then click “Advanced”. The settings for the screen will be as for TIFF to TIFF except that the “Long side” should be set to 1800, which is 300ppi for a 6” x 4” photograph.
3. “Browse” for the Folder into which the converted/resized pictures should be saved. Suggest that this should be one named Section number_Section name_Jpegs e.g. 700 WINDOWS Jpegs. Check the result which should be 1-3MB Jpegs.

Resizing large TIFF files

Using **Irfanview** the process is as above, but remember:

1. Batch conversion will be from TIFF to TIFF;
2. The long side setting should be 2700 pixels (equivalent to 9” x 300ppi);
3. The folder into which the files are saved should be different from the source folder – to prevent accidental overwriting of the originals.

Those taking very large size RAW or equivalent photographs (e.g. 16 bit) might find that Irfanview cannot cope. But, Canon, Nikon, Sony and others have their own RAW processing software which will convert and resize. It is better to use that to produce the 10-20MB TIFFs.

Using an Apple Mac

Irfanview is not available for Macs. **Lightroom** is recommended by Mac users is a subscription program. Editions of **Photoshop Elements** and **Serif Affinity Photo** are being used successfully.

Photo on the newest Macs might be capable. Reports from Recorders would be welcome.

Preview has a conversion facility. Landscape and portrait pictures have to be processed separately as the lengths of both long and short sides has to be set;