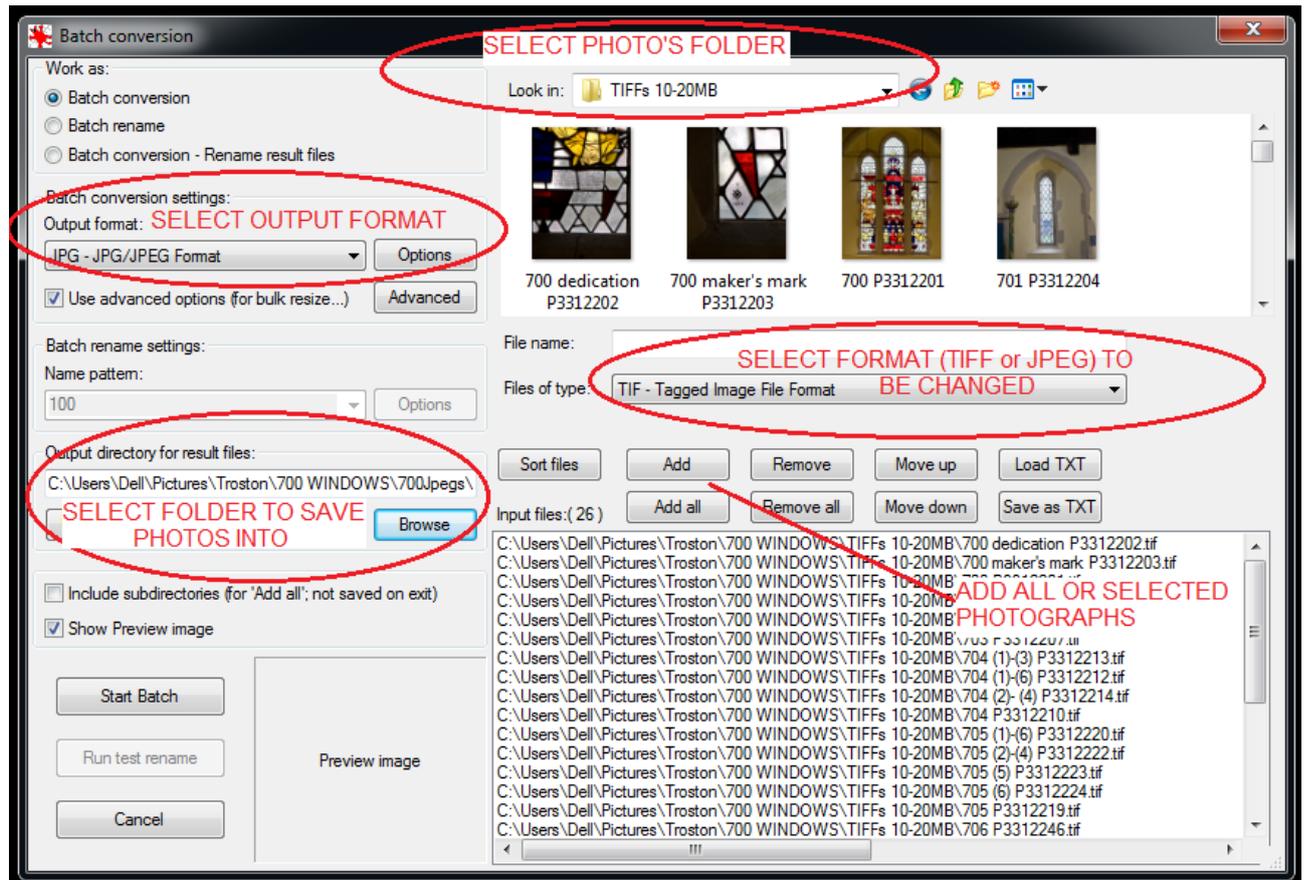


5 Changing File Formats and File Sizes

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 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)

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



1. Select the format of the files to be changed. For TIFF to JPEG, select TIFF and vice versa;
2. Using "Look in" find and open the Folder holding the files. Select all the files "Add all" or some files "Add";
3. Select the format you are producing ("Output format"), JPEG or TIFF. If reducing overlarge TIFFs to 10-20MB TIFFs, both old and new formats are set at TIFF;
4. Click the "Options" button and, if producing JPEGs set the Quality to 100. If producing TIFFs, LZW compression can be used (optional, see **PS4 The Technology of a Digital Camera, Part C, Maximum size of image files**);
5. Click the "Advanced" button. On the sub-screen tick "RESIZE" and "Preserve aspect ratio" boxes. Click the "Set new size", "pixels" and "Set long side to" buttons. If producing 10-20MB TIFFs, Set long side to 2700. If reduced file size JPEGs, set to 1800. "OK" and back to the main screen;

5 Changing File Formats and File Sizes

6. You can then click on 'Start Batch'. It will set about automatically converting the files as required, and saving them in the chosen Output folder, while reporting its progress.

Resizing large TIFF files

For general information see **PS4 The Technology of a Digital Camera, Part C (Maximum size of image 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.

Warning for Irfanview downloaders

When downloading this program be aware that some suppliers try to get you to download other programs. They are not necessary.

Using an Apple Mac (as at April 2015)

Irfanview is not available for Macs. **Lightroom** is recommended by Mac users but costs about £100. Editions of **Photoshop Elements** are being used successfully.

Of the Mac package or separate free programmes available:

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.

Aperture appears to have been withdrawn.

Photoshop CS2 is being used successfully.

Older editions of **i-Photo** have only small, medium and large settings for changing file sizes, which are inadequate.

Percentage reduction

If using a program which reduces the file size to a percentage of the original, it is recommended that you keep a note for future use of the percentage for a given file size e.g. for 28.5MB, 70% *might* be the right setting to achieve about 15MB.