

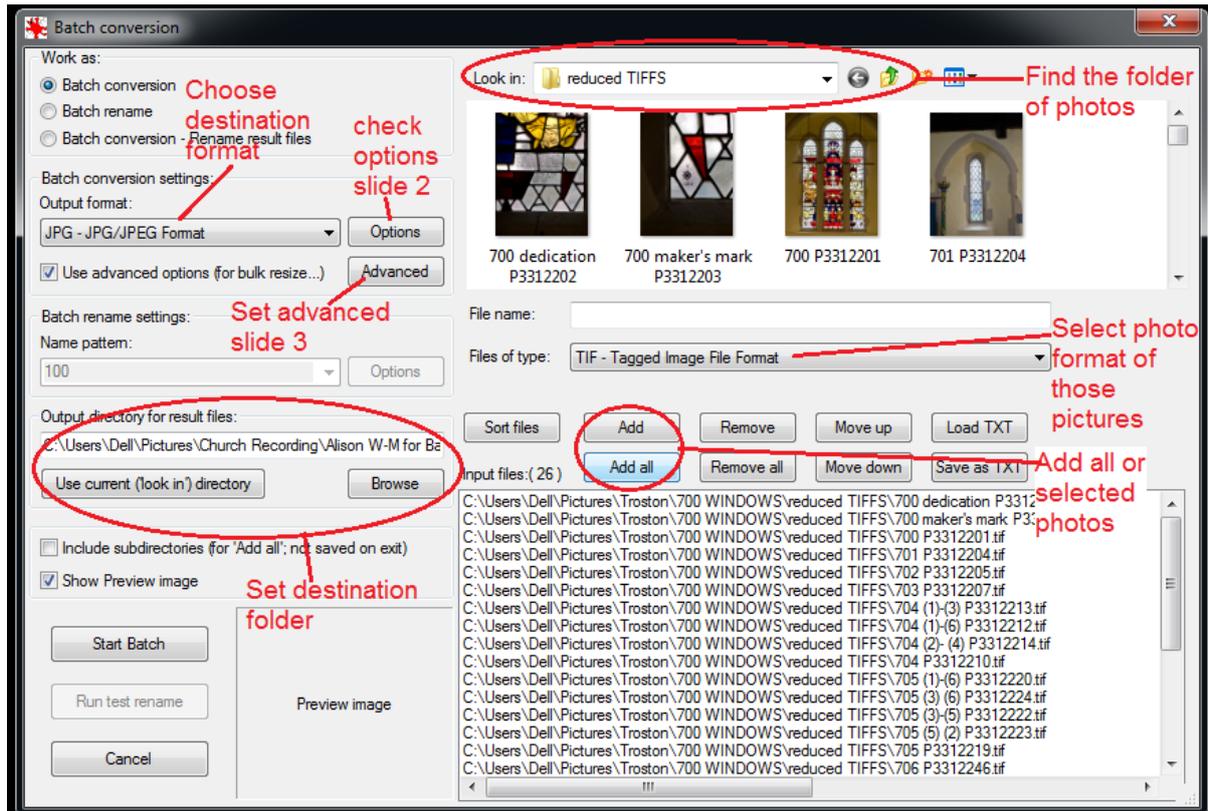
USING IRFANVIEW

Source: Download free from www.irfanview.com. Be careful not to be misled into downloading other software for which download buttons appear. Stick to those which specifically say Irfanview download. The latest edition at June 2015 is 4.38, useable with all Windows up to Windows 8.

Batch conversion and resizing of photographs:

Open Irfanview, click “file” and then “batch conversion/rename”.

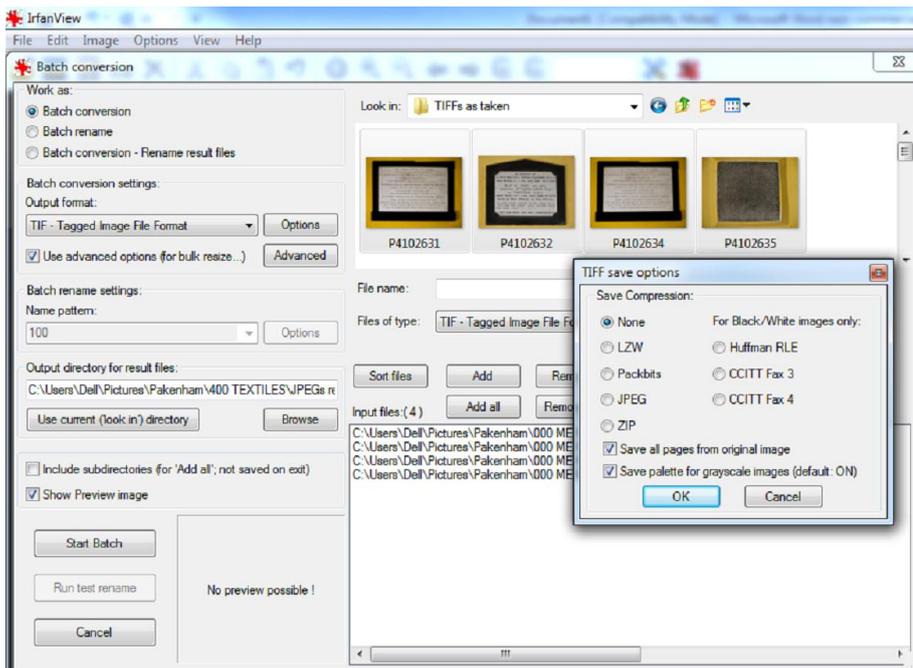
This screen appears:



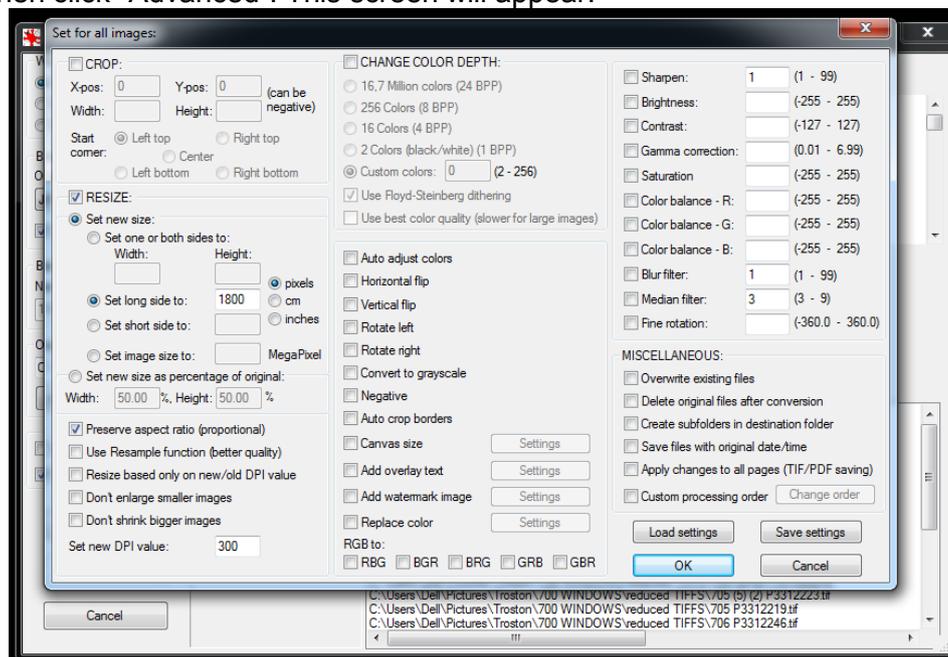
1. In what format are the photographs to be converted or resized? TIFF or JPEG? Set “Files of type” to that format.
2. Find the photographs using “Look in”. If all the photographs in the Folder are to be processed, click “select all”. If only some of them, highlight them and click “Add”. You do not have 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.

TIFF to TIFF 10-20MB

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

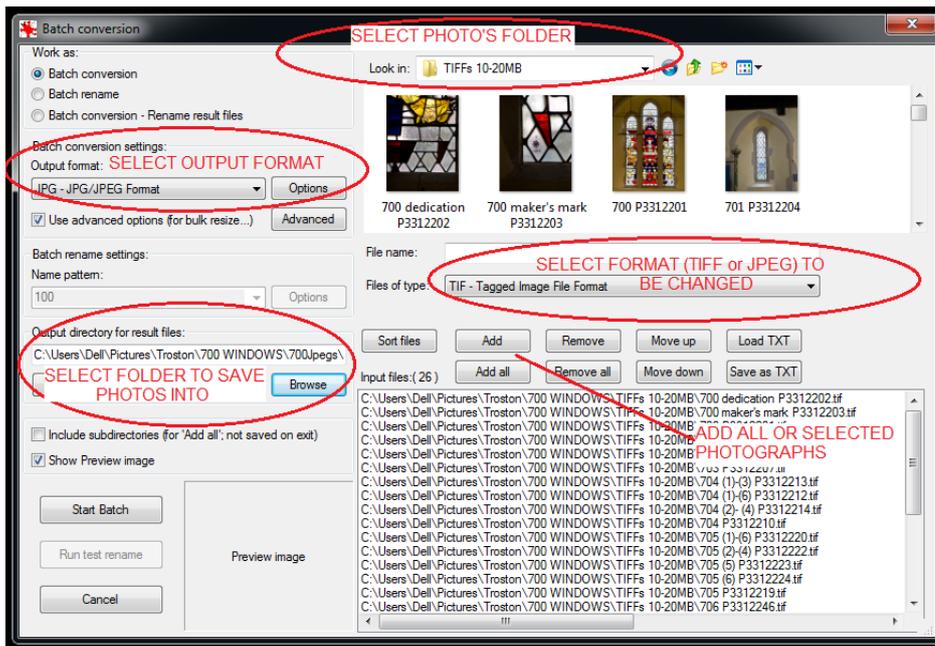


2. Normally click the “None” button and ensure the 2 boxes at the bottom are ticked. But, if you have a very large number of photographs for the Record, click “LZW” to apply the sophisticated compression which reduces the file size by 20-30% without any loss. Click “OK” to proceed.
3. Then click “Advanced”.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



Tick the “RESIZE” and “Preserve aspect ratio” boxes. Select the “Set new size” “pixels” and “Set long side 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.

4. 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”:

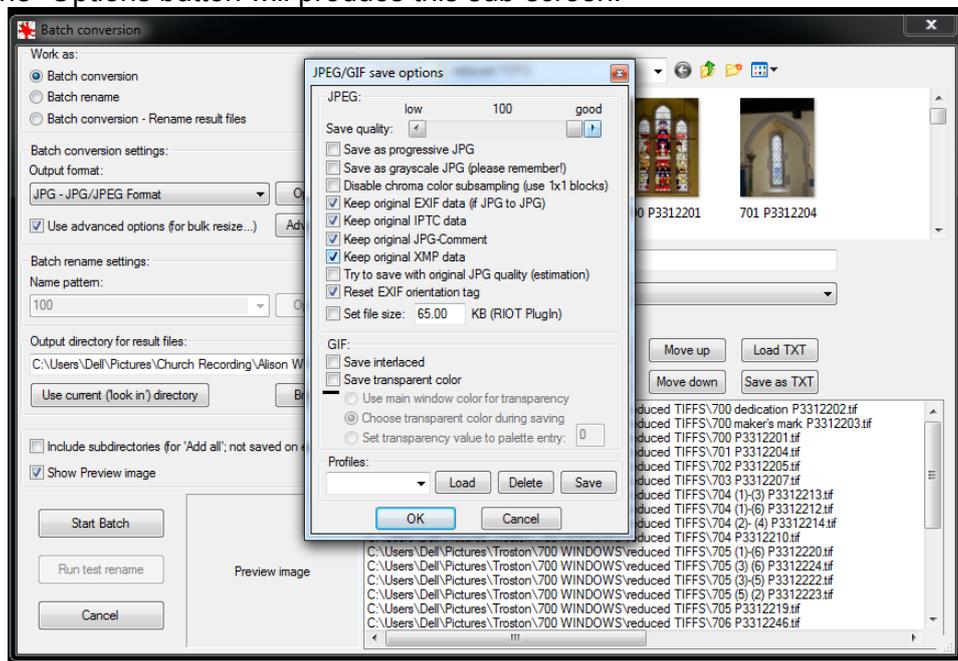


Use the “Browse” function to find it (note - the screen print above is showing TIFF to JPEG).

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

TIFFs to reduced size JPEGs

1. The “Options” button will produce this sub-screen:



“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_WINDOWOS_JPEGs. Check the result which should be 1-3MB JPEGs.