USING IRFANVIEW

Source: Download free from <u>www.irfanview.com</u>. 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:

🞇 Batch conversion			— ×—
Work as:			Eind the folder
Batch conversion Choose	LOOK IN: In reduced TIFFS	- G D - m	
^{© Batch rename} destination check			
Batch conversion - Rename result files format options			
Batch conversion settings;			
Output format:			
JPG - JPG/JPEG Format Options			
Use advanced options (for bulk resize)	700 dedication 700 maker's mark P3312202 P3312203	700 P3312201 701 P3312	204
Peter advanced	File name:		
Name pattern: slide 3			Select photo
	Files of type: TIF - Tagged Image File Forma	t	 format of
			those
Output directory for result files:			- pictures
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Include subdirectories (for 'Add all'; not saved on exit)	C:\Users\Dell\Pictures\Troston\700 WINDOW	S/reduced TIFFS\701 P3312204.ti	f
Show Preview image	C:\Users\Dell\Pictures\Troston\700 WINDOW	S\reduced TIFFS\702 P3312205.ti	f E
Set destination	C:\Users\Dell\Pictures\Troston\700 WINDOW	S/reduced TIFFS/703 F3312207.tt S/reduced TIFFS/704 (1)-(3) P3312	2213.tif
folder	C:\Users\Dell\Pictures\Troston\700 WINDOW	S\reduced TIFFS\704 (1)-(6) P331	2212.tif
Start Batch	C:\Users\Dell\Pictures\Troston\700 WINDOW	S\reduced TIFFS\704 (2)- (4) P331	2214.tif
	C:\Users\Dell\Pictures\Troston\700 WINDOW	S/reduced TIFFS\705 (1)-(6) P3312	2220.tif
Run test rename Preview image	C:\Users\Dell\Pictures\Troston\700 WINDOW	S\reduced TIFFS\705 (3) (6) P331	2224.tif
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Cancel	C:\Users\Dell\Pictures\Troston\700 WINDOW	S\reduced TIFFS\705 P3312219.ti	f
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- 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:

*	Set for all images:				×
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B N C C	Width: Height: Image: Set long side to: 1800 Image: Set short side to: Image: Imag	Auto adjust colors Horizontal flip Vetical flip Rotate left Rotate left Rotate nght Convert to grayscale Auto crop borders Canvas size Add overlay text Add overlay text Replace color Settings RBG BGR BRG GRB	Color balance - B: Blur filter: Median filter: Fine rotation: MISCELLANEOUS: Overwrite existing fil Delete original files a Create subfolders in Save files with origin Apply changes to al Custom processing of Load settings OK	(255 - 255) 1 (1 - 99) 3 (3 - 9) (-360.0 - 360.0) es after conversion destination folder nal date/time pages (TIF/PDF saving) order Change order Save settings Cancel	к п
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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.

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 <u>not</u> the Folder from which they have come. Suggest this should be named "TIFFs 10-20MB":

Network Conversion	SELECT PHOTO'S FOLDER
Work as: Batch conversion	Look in: 🕌 TIFFs 10-20MB
Batch rename Batch conversion - Rename result files Batch conversion settings: Output format: SELECT OUTPUT FORMAT DBc. IPG/IPEG Format Ontions Output Outp	
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Batch rename settings: Name pattern: 100	File name: SELECT FORMAT (TIFF or JPEG) TO Files of type TIF - Tagged Image File Format BE CHANGED •
Output directory for result files: C:\Users\Del\Pictures\Troston\700 WINDOWS\700.jpegs\ SELECT FOLDER TO SAVE	Sort files Add Remove Move up Load TXT Input files (26) Add all Remove all Move down Save as TXT
PHOTOS INTO	C:\Users\Dell\Pictures\Troston\700 WINDOWS\TIFFs 10-20MB\700 dedication P3312202tf C:\Users\Dell\Pictures\Toston\700 WINDOWS\TIFFs 10-20MB\700 makers mark P3312203tf C:\Users\Dell\Pictures\Troston\700 WINDOWS\TIFFs 10-20MB\70D ALL OR SELECTED C:\Users\Dell\Pictures\Troston\700 WINDOWS\TIFFs 10-20MB\70D GRAPHS C:\Users\Dell\Pictures\Troston\700 WINDOWS\TIFFs 10-20MB\70D GRAPHS C:\Users\Dell\Pictures\Troston\700 WINDOWS\TIFFs 10-20MB\700 rostcav_a
Start Batch Run test rename Preview image Cancel	C-\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\704 (1/3) P3312213.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\704 (2/6) P3312212.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\704 (2/6) P3312214.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\704 (2/6) P3312210.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\704 (2/6) P3312221.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\706 (2/6) P3312221.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\706 (6) P3312223.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\706 (6) P331223.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\706 (6) P331224.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\706 (7) P331224.tf C.\Uses\Dell'Pictures\Troston\700 WINDOWS\TTF5 10-20MB\706 (7)

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:

👫 Batch conversion		x
Work as:		
Batch conversion	JPEG/GIF save options 🛛 🛛 🗸 🚱 🧭 🛄 🔻	
Batch rename	JPEG:	
Batch conversion - Rename result files	Iow 100 good	
Batch conversion settings:	Save as progressive JPG	
Output format:	Save as grayscale JPG (please remember!)	
JPG - JPG/JPEG Format	O Disable chroma color subsampling (use 1x1 blocks)	
	V Keep original EXIF data (f JPG to JPG) 0 P3312201 701 P3312204	
Use advanced options (for bulk resize)	Adv Keep onginal IPIC data	-
	V Reep original JPG-comment	
Batch rename settings:	Try to save with original JPG quality (estimation)	
Name pattern:	Reset EXIF orientation tag	
	Set file size: 65.00 KB (RIOT PlugIn)	
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C:\Users\Dell\Pictures\Church Recording\Aliso	W Save interlaced	
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Use current (look in) directory	Use main window color for transparency	
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Cancel	C:\Users\Dell\Pictures\Troston\700 WINDOWS\reduced TIFFS\706 P3312246.tif	Ŧ
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"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.

djm.june.15