Downloading the software

As with all freeware take care to download from a 'safe' site and, if necessary, to decline any additional software. This is the home page: <u>http://www.irfanview.com/</u>. Sadly it appears that most if not all of the download sites try to get you to install additional software that you will not want or need – take care to study each page carefully and Decline or untick any add-ons.

This probably looks very complicated – but it isn't really. Also you should find that the next time you perform any resizing your previous options will be preselected for you.

1. Select Batch Conversion/Rename... from the File menu



2. Select the images to process

Click / Ctrl+Click / Shift+Click to select single / multiple / range.

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Betch conversion		Look in:	Hesizing		- 9 3	×
Eatch rename		-				
Batch conversion - Rename result files			1994	Nor		
Batch conversion settings: Output format:		Screen Grabs	Cambridge (Cambridge Ca	embridge Can	nbridge
JPG - JPG/JPEG Format	Options					
Use advanced options (for bulk resize)	Advanced					
Batch rename settings		File name:	*Cambridge-0026	2.JPG" "Cambridg	e-00253.JPC	
Name pattern:		Circuit and	Common Complia	Plan.	_	
	Options	rises or type:	Common Graphic	Files	•	
magettitti +						
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CATEMP		Sort files	Add	Remove	Move up	Loed TXT

3. Click Add to add the image(s) to the input file list Repeat to add more images



4. Click Options to choose the Jpg save options

You probably won't need to change these?

Batch conversion settings: Output format:	Screen Grabs Cambridge Cambridge Camb		
JPG - JPG/JPEG Format Options	JPEG/GIF save options		
Use advanced options (for bulk resize)	JPEG: low 80 good		
Batch rename settings: Name pattern: image#### Options	Save quality: Save as progressive JPG Save as grayscale JPG (please remember!) Disable chroma color subsampling (use 1x1 blocks)		
Dutput directory for result files:	 Keep original EXIF data (if JPG to JPG) Keep original IPTC data 		
C:\TEMP Use current (look in') directory Browse	Keep original JPG-Comment Keep original XMP data Try to save with original JPG quality (estimation) Reset EXIF orientation tag		
☐ Include subdirectories (for 'Add all'; not saved on exit) ☑ Show Preview image	Set file size: 65.00 KB (RIOT PlugIn) GIF:		
Start Batch Run test rename No preview possible !	Save transparent color Use main window color for transparency Choose transparent color during saving Set transparency value to palette entry:		
Cancel	Load Delete Save OK Cancel		

5. Check the Use Advanced Options checkbox & click Advanced



6. Set the resizing options to resize to 1400 x 1050

Then click OK to go back to the batch conversion screen

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X-pos:	0 Y-pos: 0	(can be
Width:	Height:	negative)
Start corner:	Left top Center C	Right top
	🕒 Left bottom 🛛 🔘	Right bottom
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7. Select your output directory

Here I have selected the current directory and added a subfolder



8. Start processing the images



9. Processing progress is reported

Click Return to batch to process more images or Exit batch to return to the main program



10. You can confirm the resizing in many of the image display applications Or by right clicking on an image and selecting *Properties*

