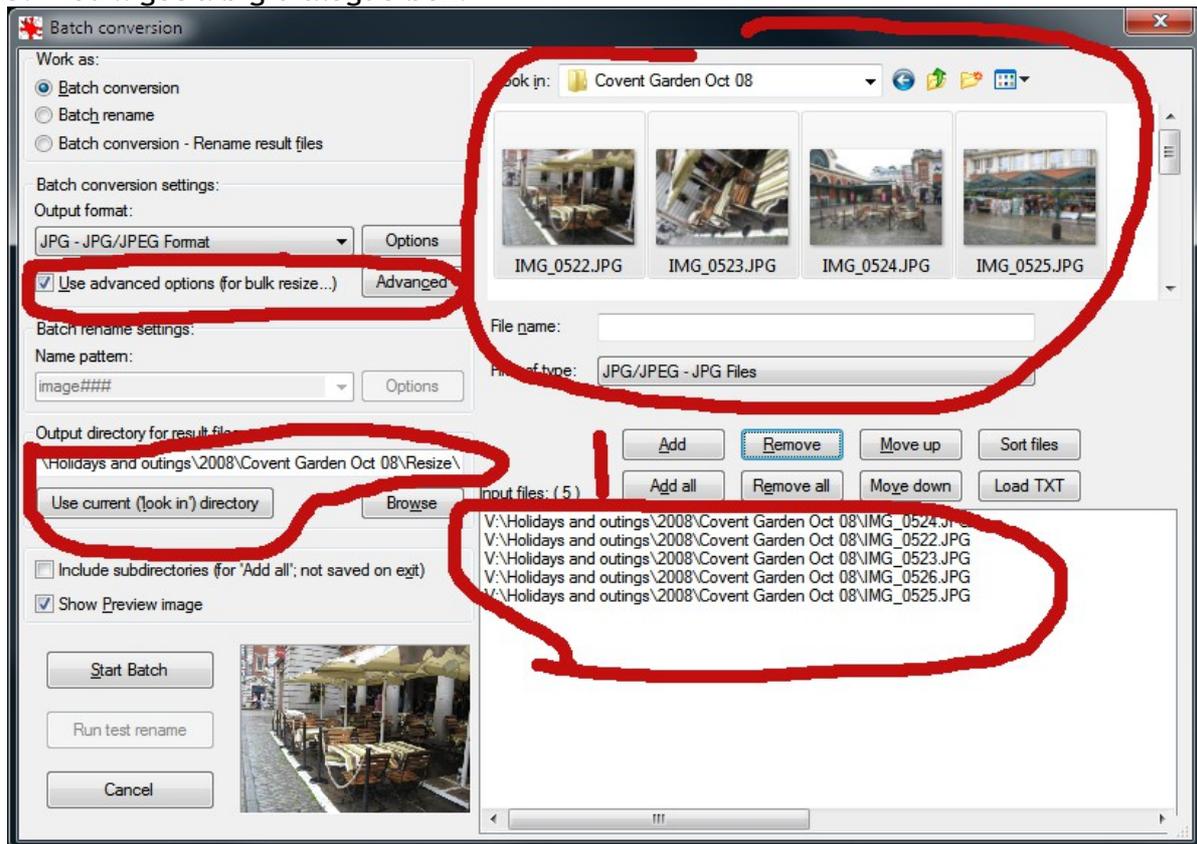


How to resize a batch of pictures in one go in Irfan View

1. Open Irfan View.
2. Either hit the 'B' key or from the File menu select Batch conversion/Rename...
3. You'll get a big dialogue box:



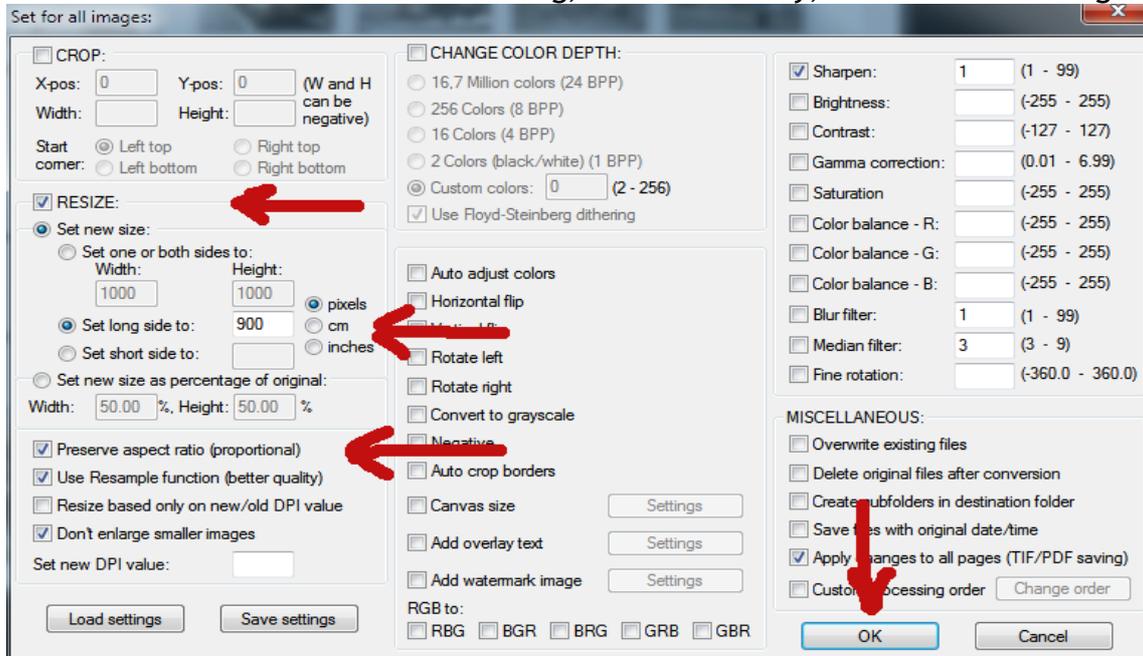
We'll go round this clockwise, starting top right:

4. First select the directory that has your original pictures. The controls are the same as Windows explorer so you choose whether to see a list of file names or thumbnails.
5. Holding the Ctrl button down, click on each picture you want to work on and then click the Add button. Alternatively click the 'Add all' button if you want all the pictures in that directory resized. The list of files to be worked on will appear in the bottom window.
6. You now need to indicate where you want save your resized pictures. Just over halfway down on the left is where you do this. To keep things tidy I like to put the pictures in a sub-folder of the original directory, so I press the long button marked 'Use current ('look in') directory'. **NOW THIS IS MOST IMPORTANT:** to avoid overwriting files, I add the sub-folder name manually. See I have added 'Resize\' to the end of the path. It doesn't matter if the sub-folder doesn't exist; Irfan View

will create it for you. Oh, and don't forget to put a backslash '\' to indicate that it is a folder.

7. A little way above that is a check box 'Use advanced options (for bulk resize...)'. Make sure that is ticked. It will activate the adjacent 'Advanced' button, which you should now click.

8. The new window looks a bit daunting, but don't worry; most of it can be ignored:



9. There should be a tick against RESIZE (but not against CROP or CHANGE COLOR DEPTH).

10. Under RESIZE blobs should be at

- Set new size
- Set long side to:
- pixels

11. Make an entry in the box by 'Set long side to'. For the digital competition, this will be 900.

12. Finally ensure 'Preserve aspect ratio (proportional)' is ticked and click OK.

13. This will take you back to the previous screen where you click the 'Start Batch' button (near the bottom left). A progress window will show you what's happening. When the job is finished, click 'Exit batch'.