

**Program: IRFANVIEW**

**File Name: iview425\_setup**

**Purpose:** This photo utility program is quite powerful for manipulating photos. It's real strength is in making changes to all the photos you specify in batch mode. I use it to resize a folder worth of larger photos (2MB-5MB) into smaller photos (100kb) which are perfect for emailing and/or posting.

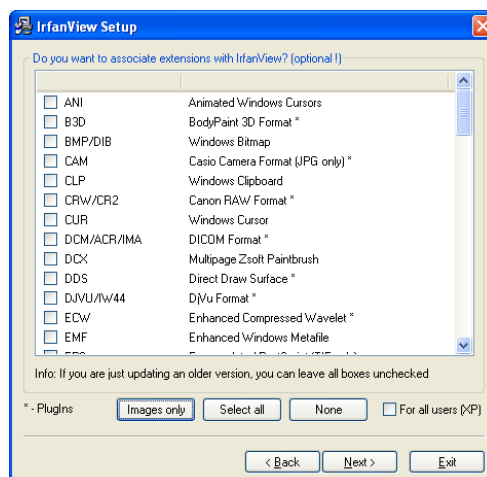
**Installation:**

1 – Double click on iview425\_setup.exe (you might get an informative message about an unknown publisher, hit “Run”)

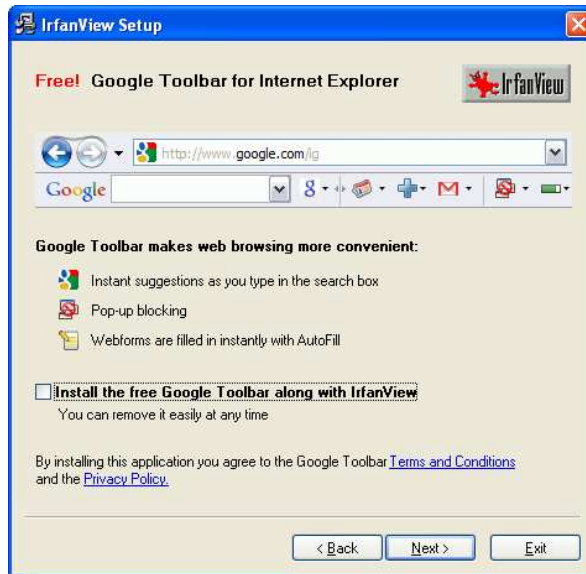
2 – You'll see options for program installation; here is what I would recommend:



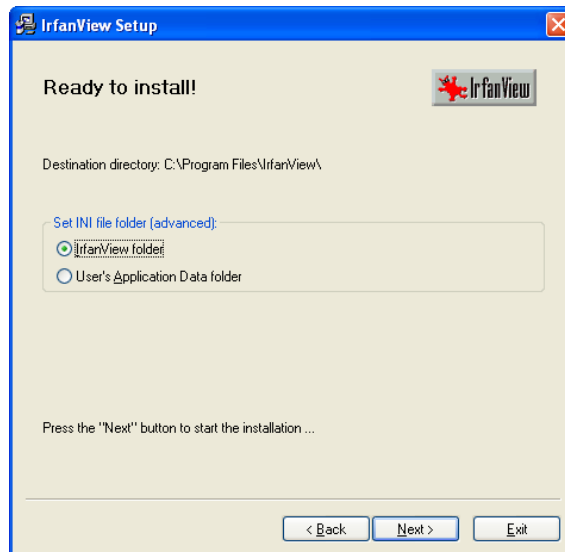
3 – You'll see options for file associations. I would not recommend selecting any (so as to not interfere with other photo programs you might run):



4 – It will ask you if you want a Google Toolbar – deselect it, you don't need it!



5 – It will ask you to confirm installation location, should be ok with defaults:

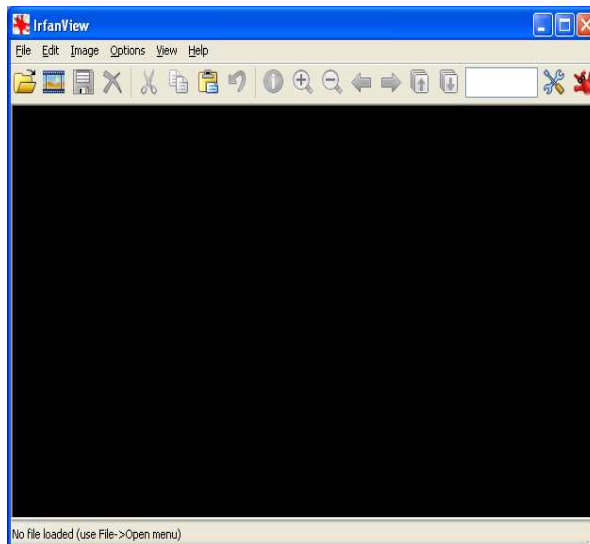


6 - Installation will complete. Program will launch (not all that attractive).

## IRFANVIW: How to Reduce Photos

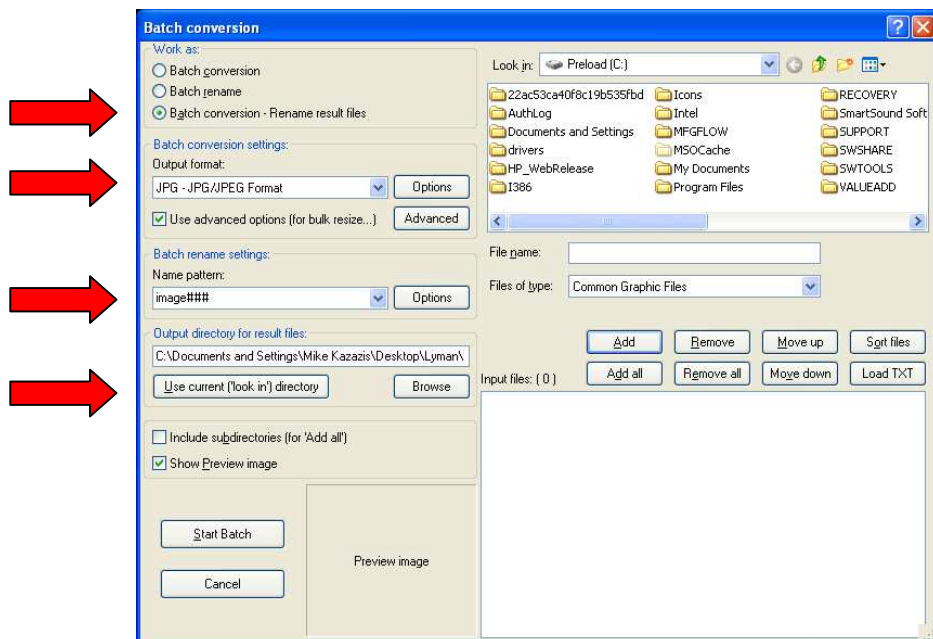
1 – Have all the photos you want to reduce in a folder

2 – Launch the program.



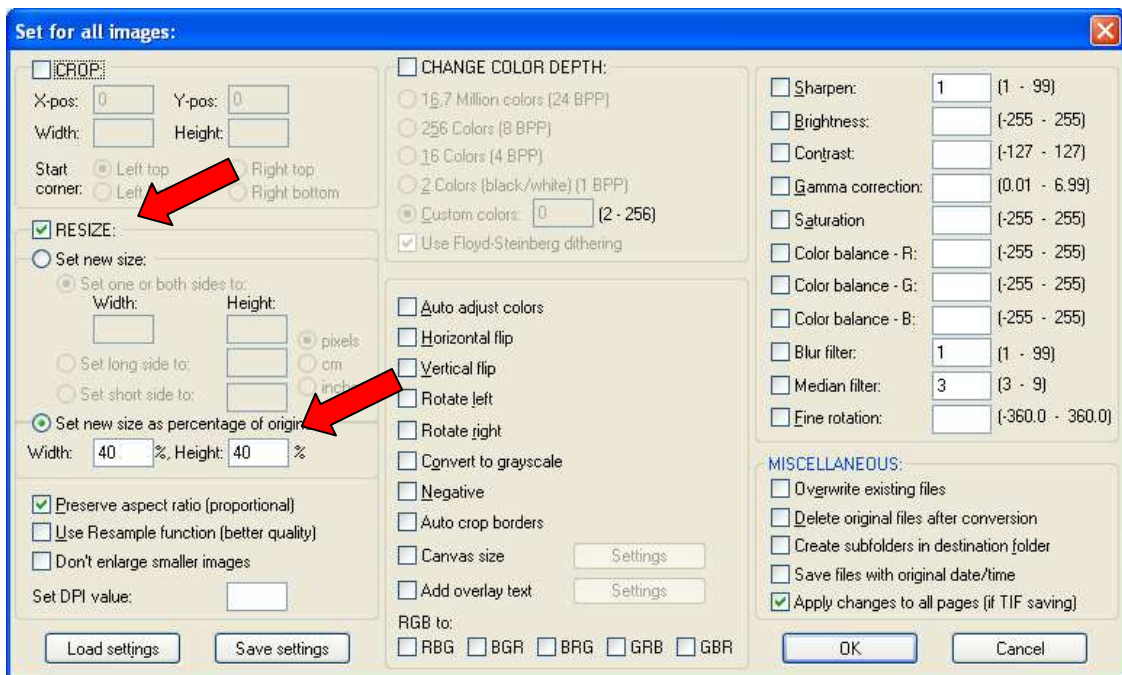
3 – From the File menu, select Batch Conversion/Rename (new window opens). From this screen you need to do several things:

- Make sure that “Batch conversion – Rename results file” is selected.”
- Output format should be JPG – JPG/JPEG Format.
- Name pattern is how resulting photos will be named - image001, image002, etc.
- Output directory – Browse to the location where you would like the converted photos to be.



4 – Select the Advanced to go to a special screen to define the changes you would like to make. This is an extremely powerful screen that allows you to do many things to your photos (e.g., adding borders, watermarks, brightening, etc.). For our purposes, we simply will want to reduce the size of the file. We do this by:

- Selecting RESIZE
- Defining a percentage of the original size for Width and Height. You will need to experiment to find the right settings, in our example, we're reducing by 40%.



- Click OK when done with this screen.

5 – Back on the other screen, you should place the files you wish to convert into the Input file box. You can do this either by browsing to the folder or simply by dragging and dropping the files from another window that you might have open with the files.

6 – You can then click on Start Batch and the program will process all you files. Please note that it will not change the original files (since you selected Batch Conversion – Rename result files).

7 – Your smaller files will be in the folder you had specified.