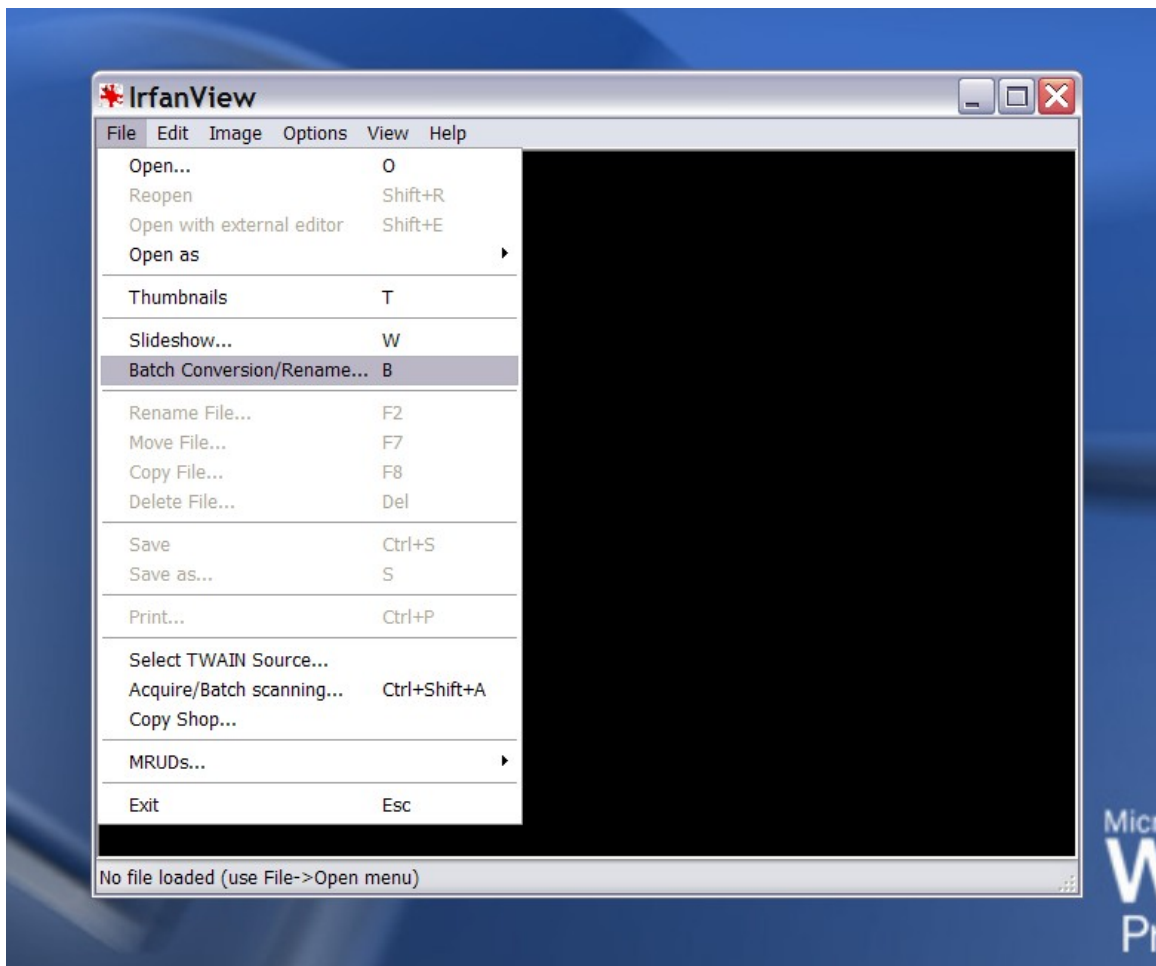# Using **IrfanView** To Batch Resize Your Images

FIRST it is very important to back up your original images so that they are not over written during the resizing process. ***The best option would be to copy all original images (full size) onto a CD for future use.***

The software "IrfanView" can be downloaded for FREE from: *http://www.irfanview.com*

Step 1:

Open IrfanView and select the "**File**" button at the top of the screen. Next select the "**Batch Conversion/Rename**" option to open the Batch conversion window.
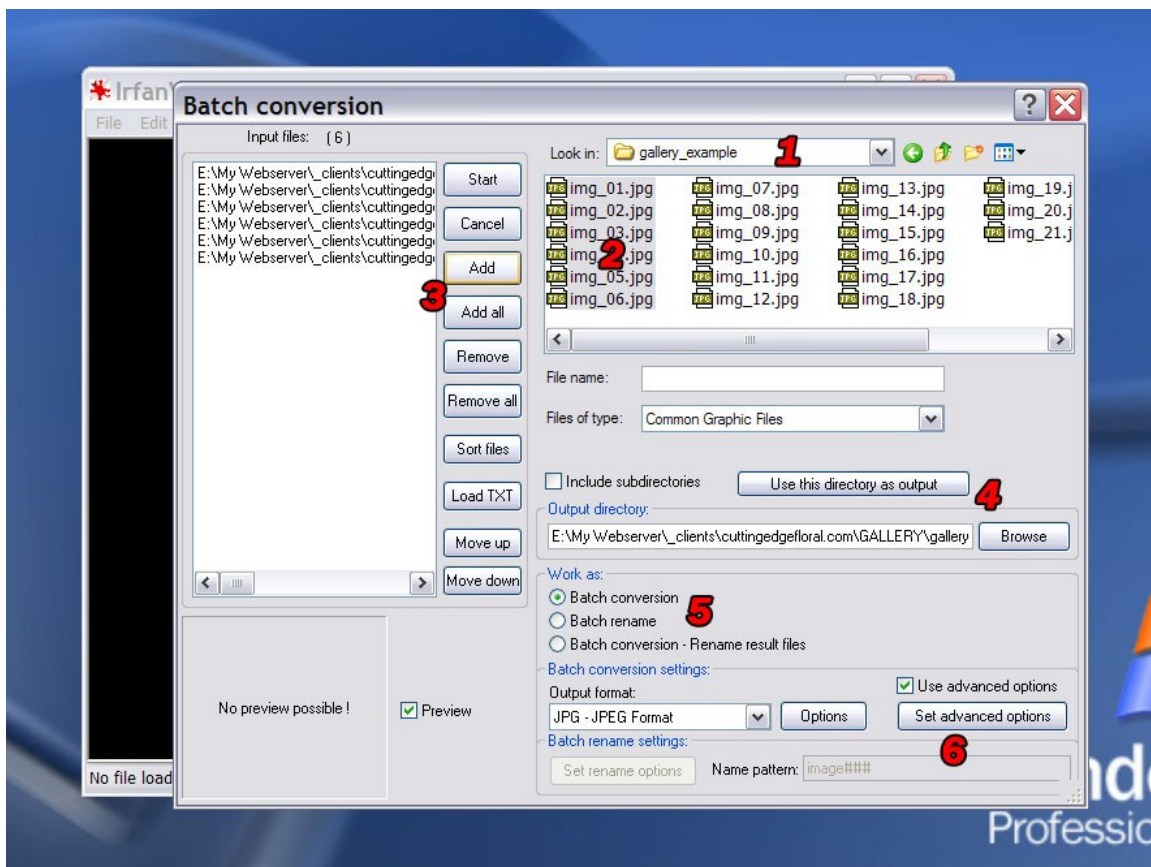
Step 2:

A new window will open for Batch conversions. At this point you will have six (6) settings to check - these are the preliminary settings before going into the advanced settings:

1. Select the folder on your computer that holds the images you will be working with **(REMEMBER, you should copy this folder a safe location!!!)**.

2. Select the images that you want to resize.

3. Seled "**Add**" to add the images selected from step 2 above. If you are going to resize all the images, skip step 2 and select "**Add all**"

4. Click the "**Use this directory as output**" button. This will overwrite the full size images in the directory you are working with.

   *If you would like to select a different folder to write the reduced size images to, select the "**Browse**" button and do so.

5. Make sure the "**Batch conversion**" setting is selected

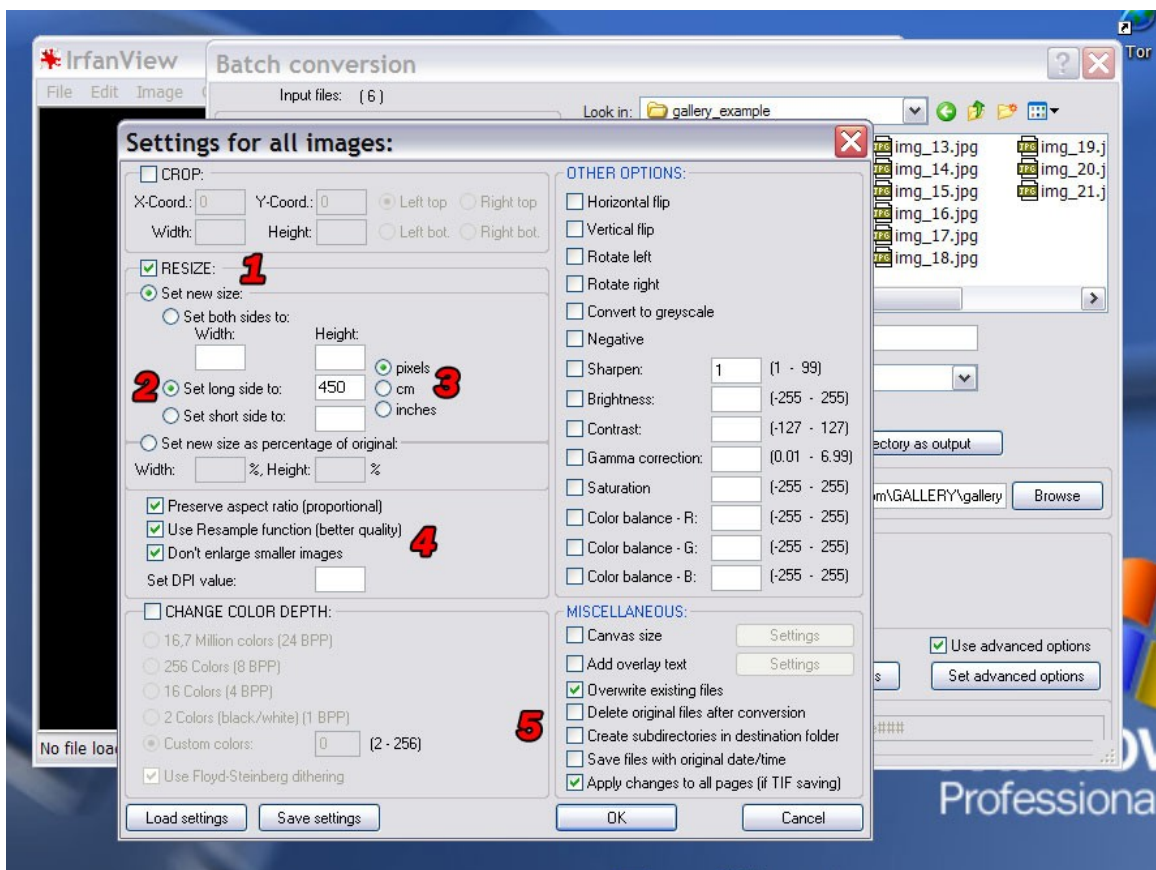6. Select the "**Advanced settings options**" to go to the next window.

Step 3:

A new window will open for advanced option from step 2. At this point you will have five (5) settings to check. This step is the final step before the batch conversion process:

1. Select the "**RESIZE**" option, ensuring that the "**Set new size:**" setting is checked

2. Select the "**Set long side to:**" setting

3. To the right you will see empty text boxes. Fill in the **2ⁿᵈ text box** with a setting of "**450**" while making sure the "**pixels**" setting is selected.

   *This is the most important option; it tells IrfanView that you want the longest side of the image you are resizing to be 450 pixels wide/high.

4. Select all three check boxes (e.g "**Preserve aspect ratio**", "**Use Resample function**" and "**Don't enlarge smaller images.**"

5. Select "**Overwrite existing files**", "**Apply changes to all pages**" and the "**OK**" button. The window will close taking you to the previous screen.

   *****MAKE SURE** you have copied the original files to a new location (e.g you have backups in another place other than the folder you are working in).

Step 4:

This is the final step:

1. Simply click the "**Start**" button and IrfanView will begin the process of resizing your images.

   You will see another popup window that will tell you of the progress as will as give you some processing "messages". These may be "warnings" that tell you the original files have been over written. If a setting is overlooked, you may have other messages during processing.

   If you followed this guide correctly you will now have images that are resized to the specifications your gallery requires.