

## Resizing an Image Using Irfanview Application

- 1) Download and install the irfanview utility. [www.irfanview.com](http://www.irfanview.com)  
(Irfanview is free software)
- 2) Open a file (File->Open)
- 3a) To resize a single file: Image->Resize/Resample.  
Select the 1024 x 768 option on the right-hand side  
Ensure the 'Preserve aspect ratio' box is checked  
Ensure the 'Resample (better quality)' box is checked  
Ensure the Lanczos filter (slowest) filter is selected  
Hit OK
- 3b) Save file: File->Save as  
Set 'Save as type' to JPG  
Set 'Save quality' to 85 (I use anywhere from 85 to 95).  
Check the size of your file after you save it to make  
sure the file is less than 800 Kbytes
- 4a) To resize several files : File->Batch conversion/Rename  
Find a file in the panel on the right that you want to resize  
Select Add  
Repeat for as many files as you want to resize
- 4b) Select a directory for the output file  
Set 'Work as' to Batch conversion  
Check 'Use advanced options' box  
Select 'Set advanced options'  
Select 'Resize' box  
Select 'Set new size:' button  
Set Width to 1024  
Set Height to 768  
Check 'Preserve aspect ratio' box  
Check 'Use Resample function (better quality)' box  
Ensure no other boxes are set  
Select OK  
Choose 'JPG - JPEG Format' in the Output format selection box  
Choose 'Options' button  
Set 'Save quality:' to something between 85-95  
Select OK  
Select 'Start' button