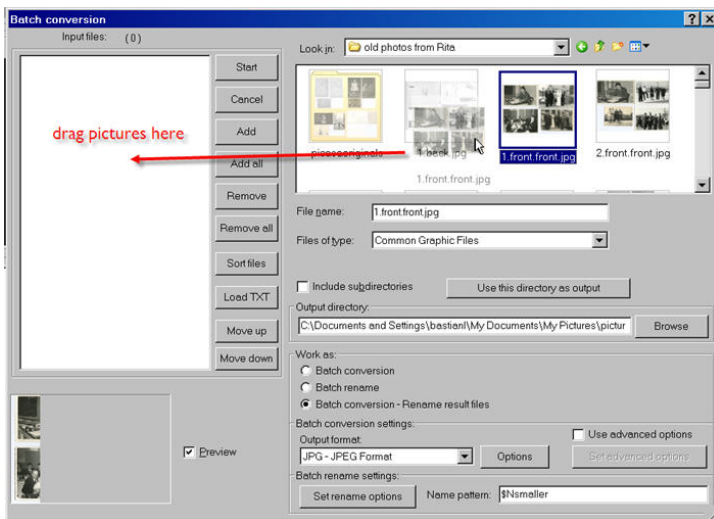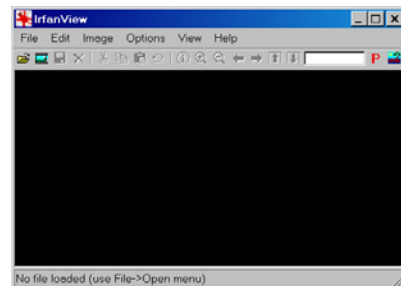# AT Quick Guide

Reduce the File Size of Photos Using IrfanView

Photos from your digital camera are usually in a format that allows for high-quality printing. The file size of these photos is often much larger than you need for creating digital materials for the classroom using PowerPoint or Clicker 5. Therefore, you might want to reduce the file size of your photos before importing them into other programs, especially if you are using 5 or more photos in a single resource.

This quick guide explains a quick way to reduce the file size of multiple photos at one time using IrfanView. IrfanView is a free program you can download at home. It is available at all MCPS schools in the Programs folder.
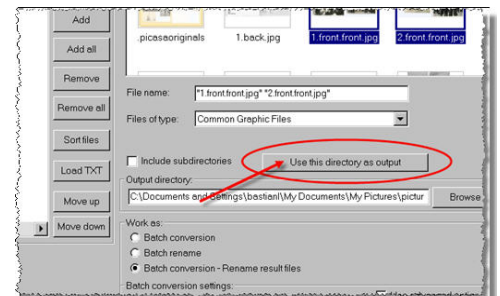
To reduce the file size of a group of photos…

1. Open IrfanView from the Programs Menu
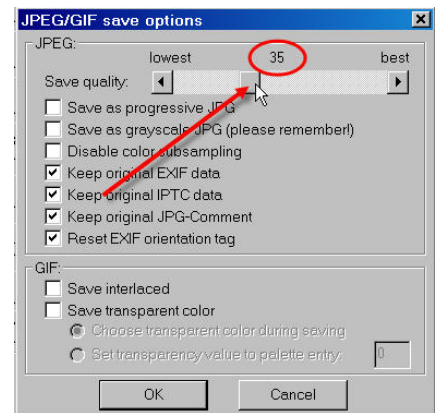
2. Choose *File→Batch Conversion*
3. Navigate to the folder that has the files you want to reduce
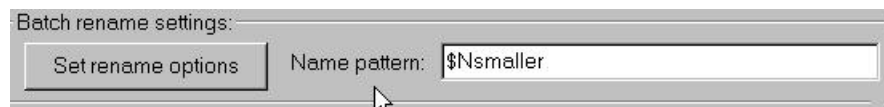4. Drag the pictures you want to make smaller into the window to the far left

5. To make sure you'll be able to find the pictures when you finish, click the button that says, "***Use this directory as output***"
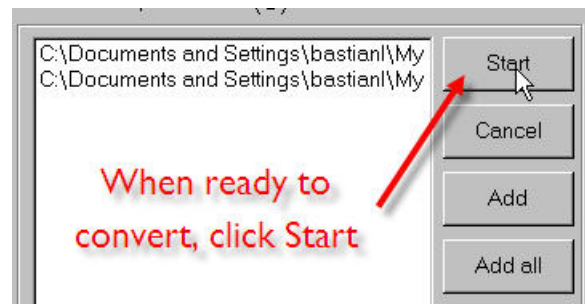
6. Under "**Work as:**" choose "**Batch conversion – Rename result files**"
7. Under "**Output format**" leave JPG as the format, then click the Options button
8. Move the slider to about 35 – this should preserve the quality of your photos, but make them a smaller file size. You can further experiment with the setting to get your desired results.

9. Under "**Batch rename settings:**" type the following: "$Nsmaller." This will rename all your converted photos to have the "smaller" appended to the original file name. That way, you'll easily be able to tell which one is the smaller version of your originals.

10. Now that you have changed all the settings, click the start button to do the conversion.

11. You will find the converted files in the same folder as the originals.