

IRFANVIEW TIPS

Quick Tips

Rev A. 10/09

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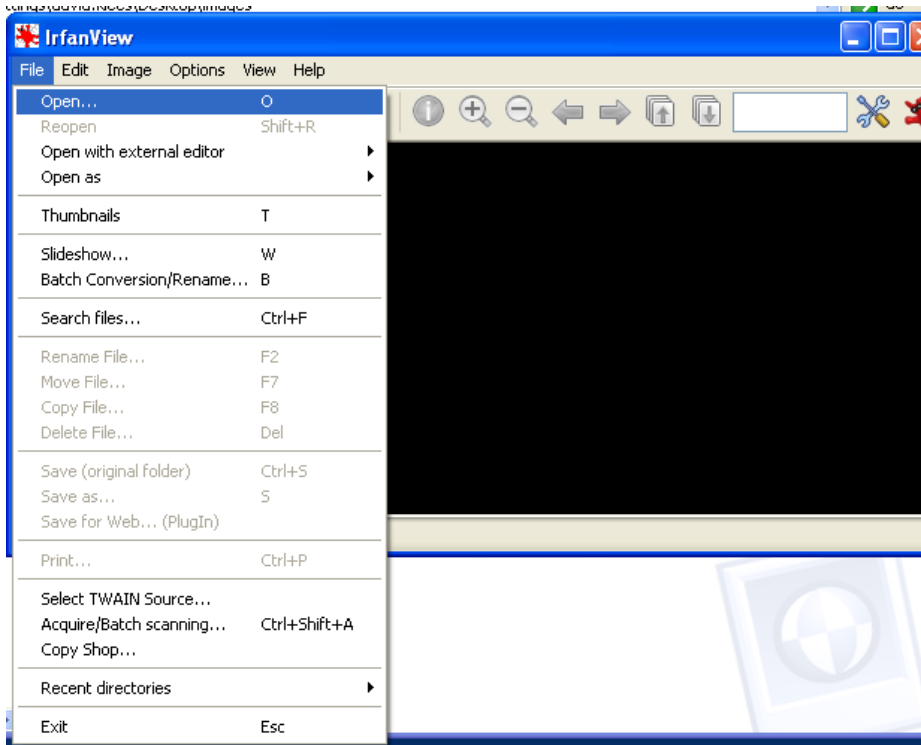
Release Notes

Date	Updates / Changes
10/09	Rev A completed & released - DK

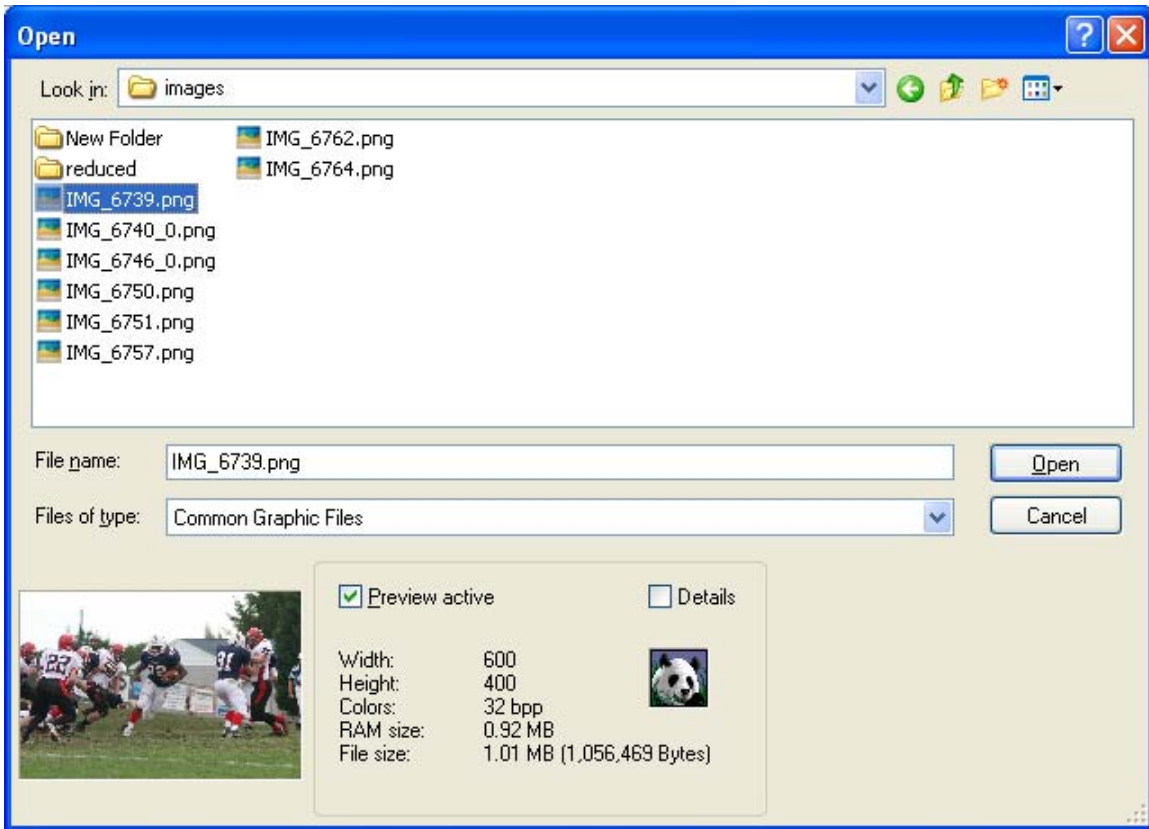
About IRFANVIEW and This Guide

This guide is intended to help beginning users manipulate images. For further help with **IRFANVIEW** and images, contact your school's user support specialist. Do not contact Communication Services.

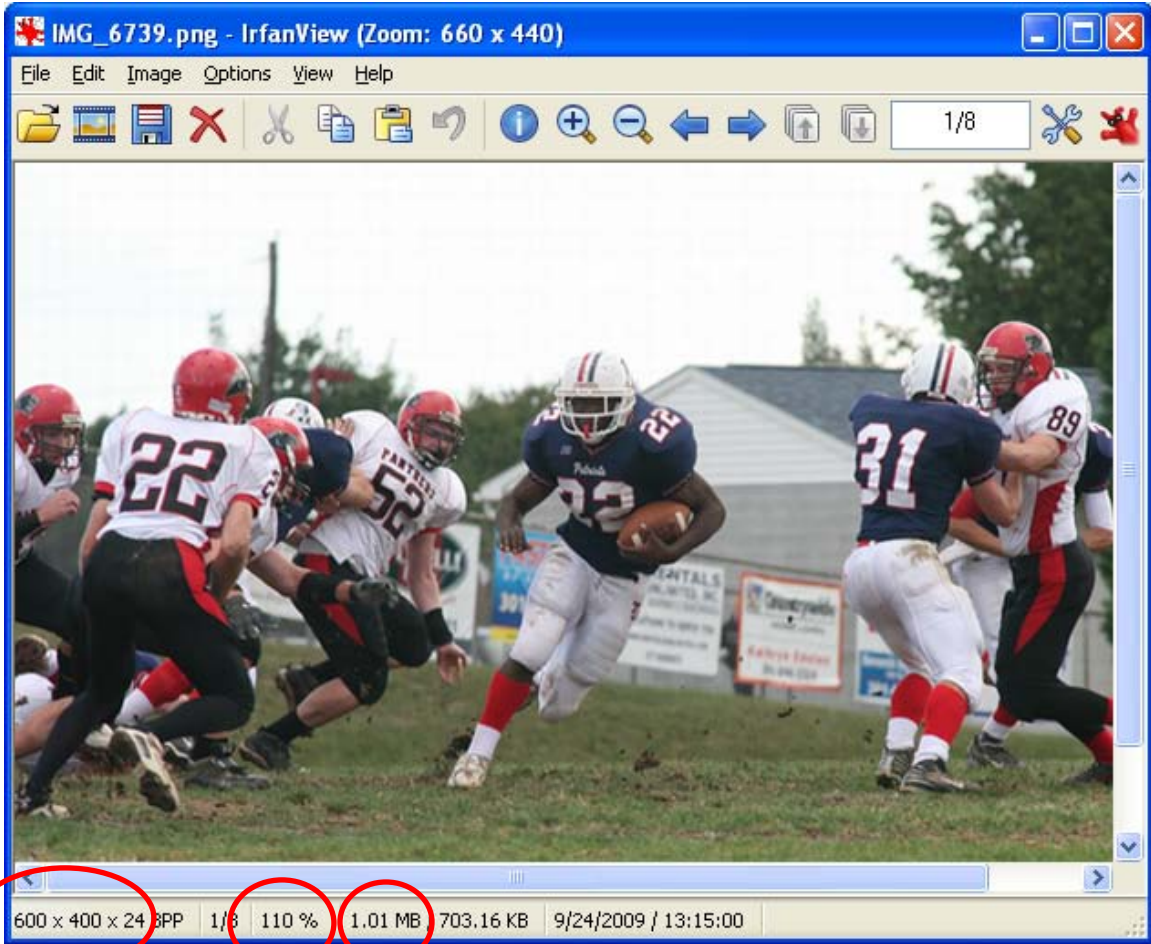
Reduce Image Size



1. Open the **IRFANVIEW** program.
2. In the **IRFANVIEW** menu, go to **FILE – OPEN...**



3. Highlight the image to reduce and click the **OPEN** button.

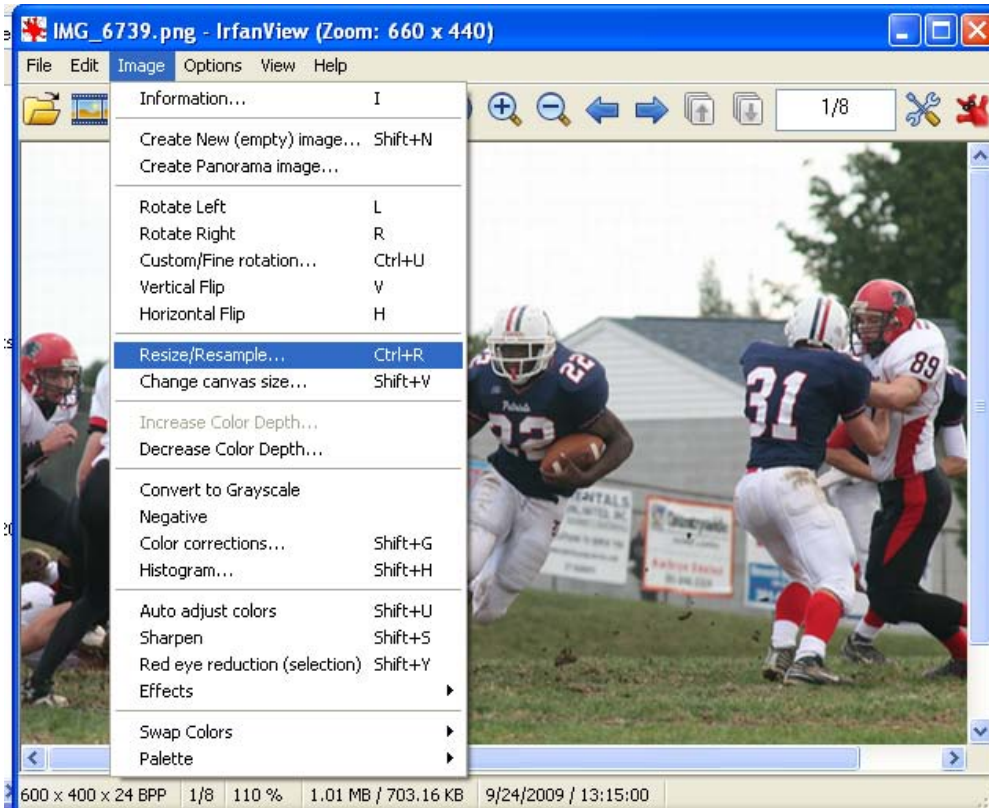


The current image size

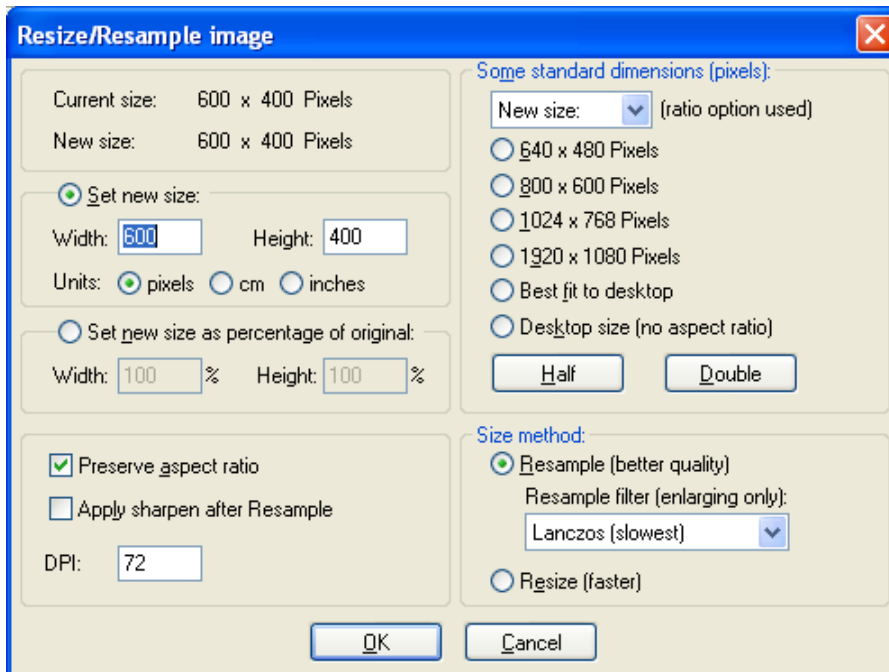
The current zoom level

The file size of the image

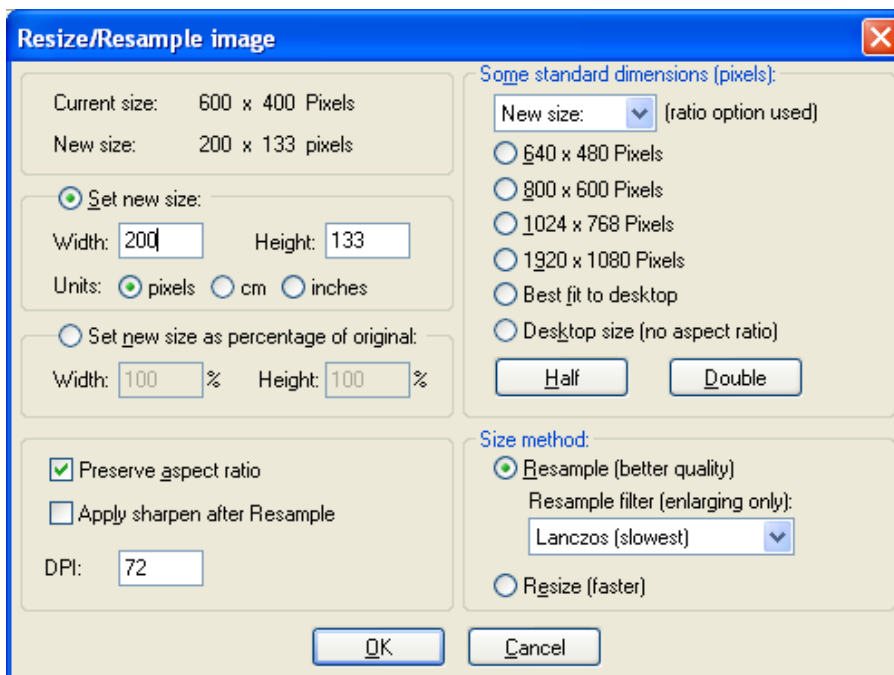
The image will load in IRFANVIEW.



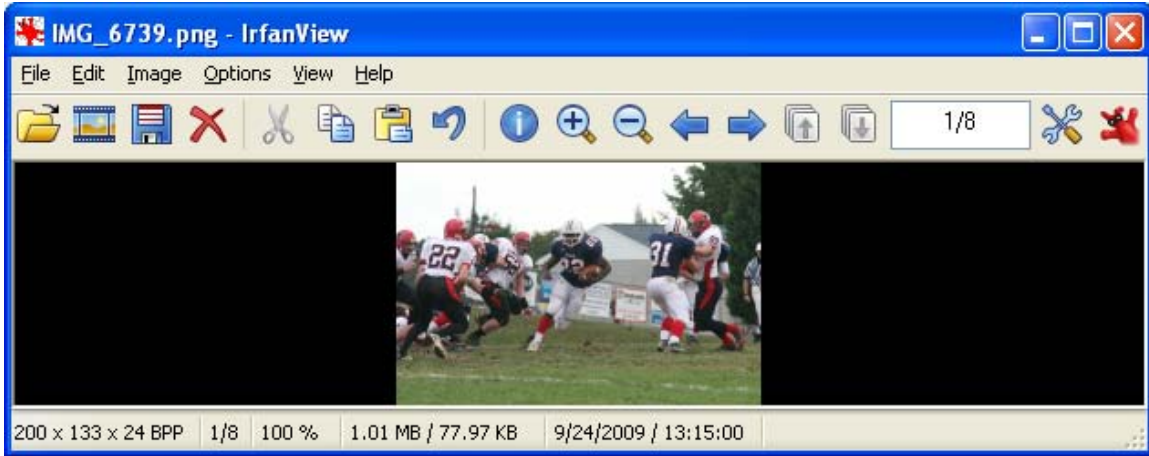
4. On the **IRFANVIEW** menu - go to **IMAGE – RESIZE/RESAMPLE...**



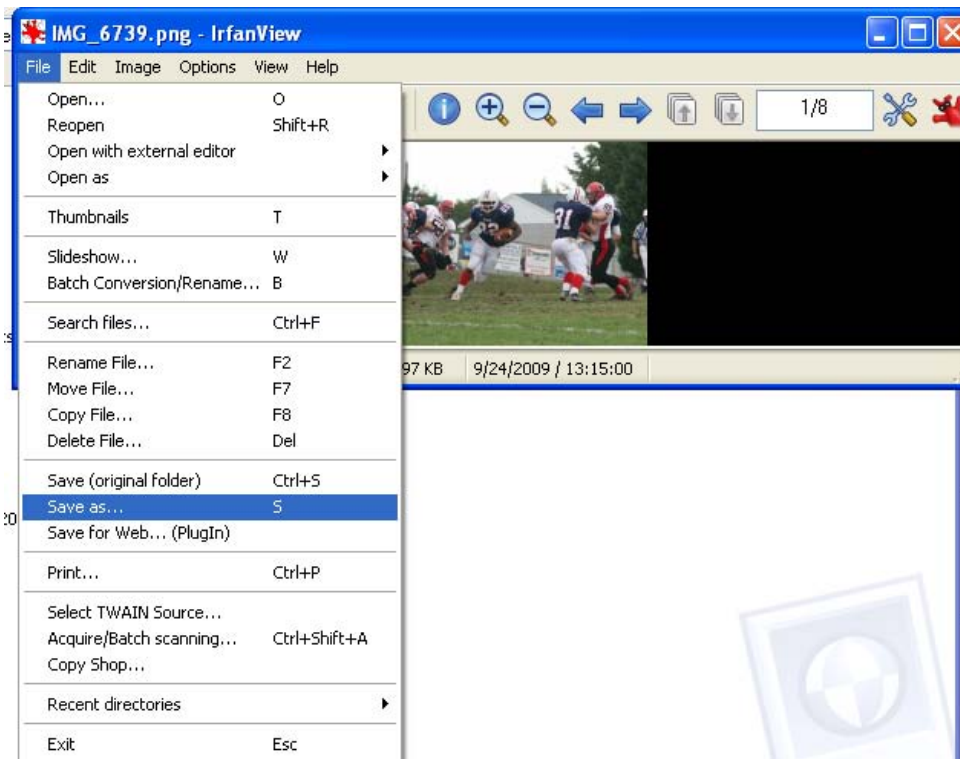
5. Change the width in pixels – the height will change automatically to keep the correct width-height ratio. **NOTE:** Users can change the image size by percentage – click **SET NEW SIZE AS PERCENTAGE OF ORIGINAL**.



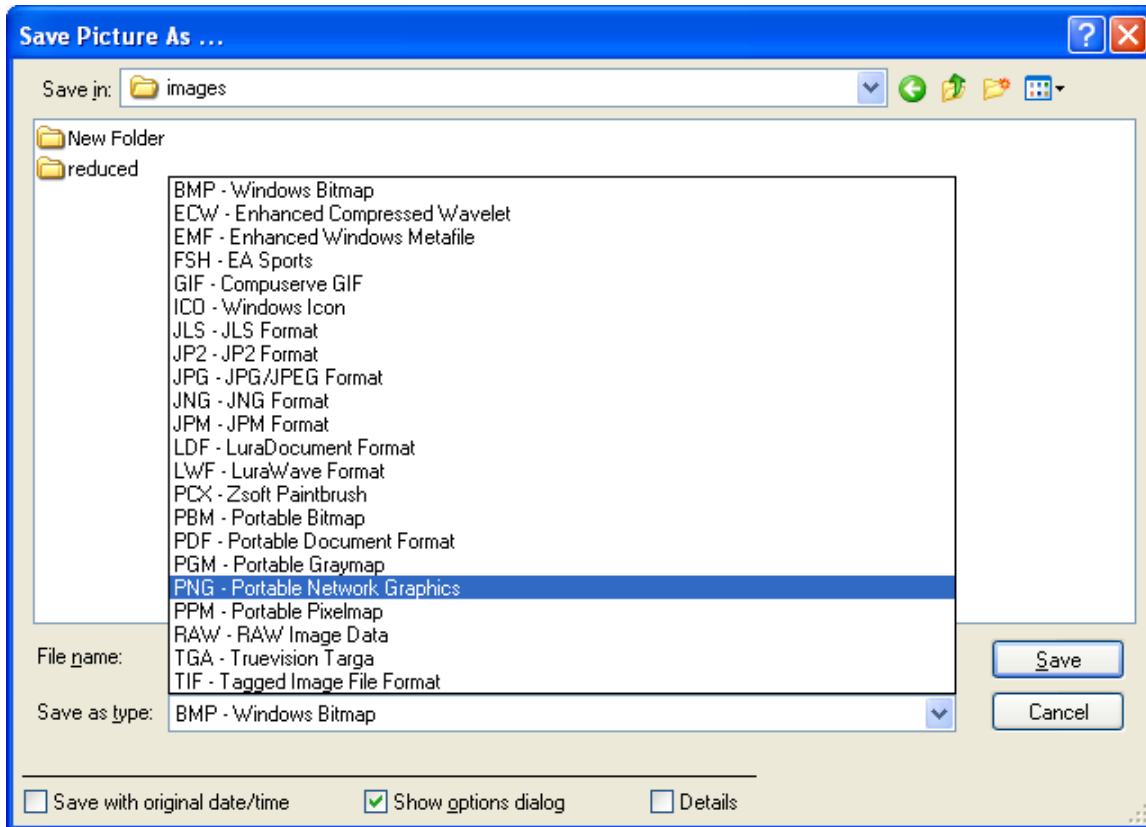
6. After changing the width and height dimensions, click the **OK** button.



The image has been resized.





7. On the **IRFANVIEW** menu – go to **FILE – SAVE AS...**



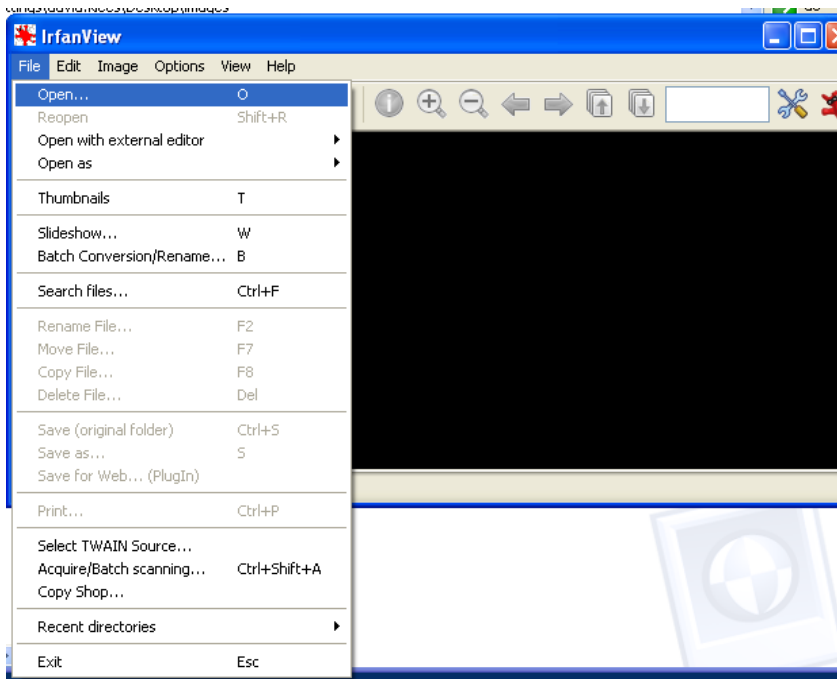
The SAVE PICTURE AS... dialog box will open.

8. Enter a file name for the resized image.
9. Beneath the **FILE NAME**, select an image format – accepted formats are PNG, GIF, and JPG.
10. Click the **SAVE** button.

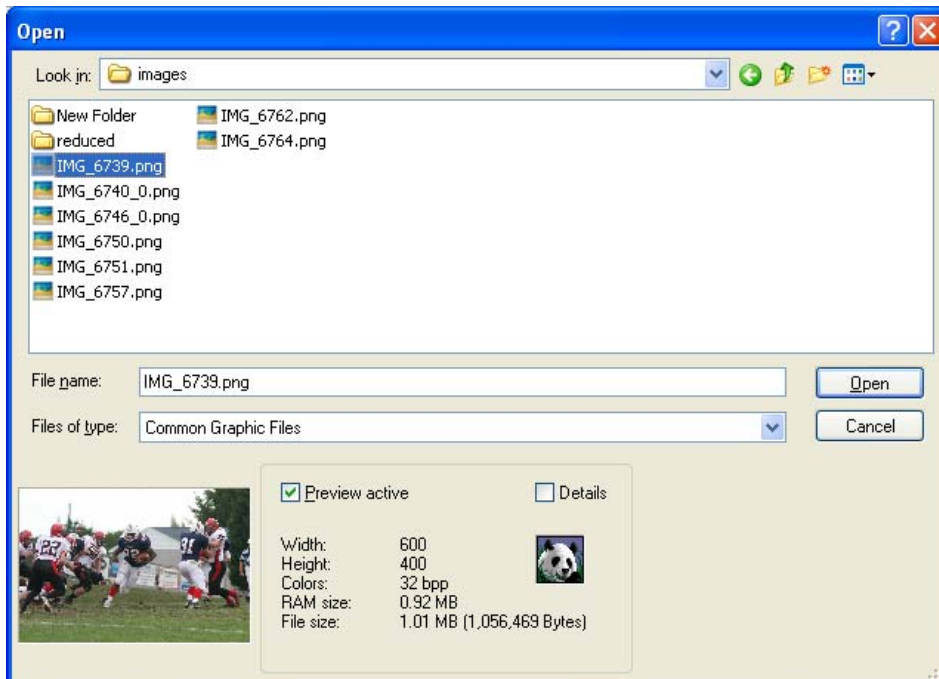
	IMG_6739.png	1,032 KB	PNG File
	IMG_6739-reduced.png	49 KB	PNG File

Another benefit for resizing an image is the file size is reduced as well. In the example above, the file size was reduced from 1MB to less than 49KB.

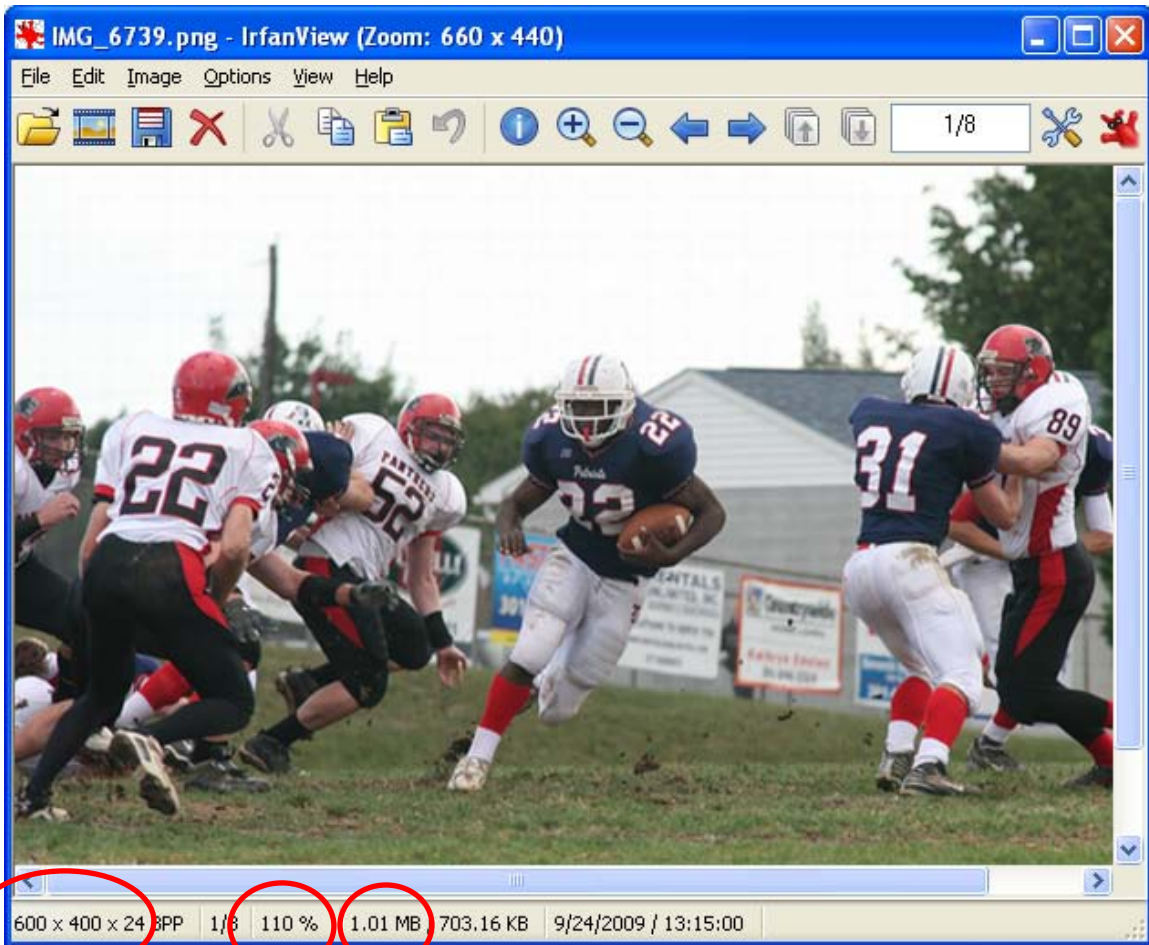
Reduce File Size



1. Open the **IRFANVIEW** program.
2. In the **IRFANVIEW** menu, go to **FILE – OPEN...**



3. Highlight the image to reduce and click the **OPEN** button.

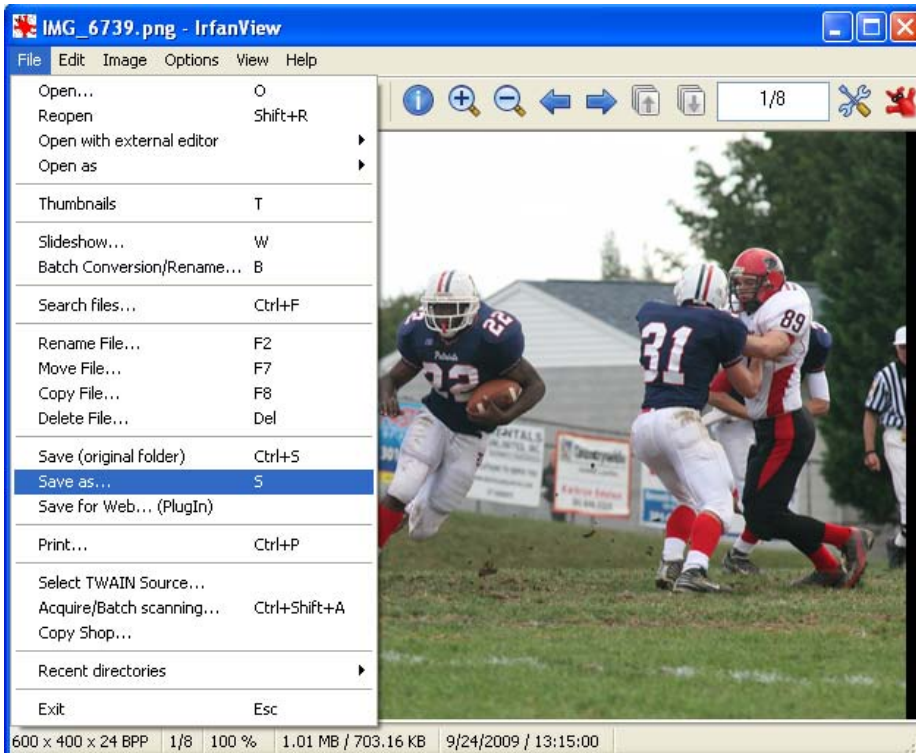


The current image size

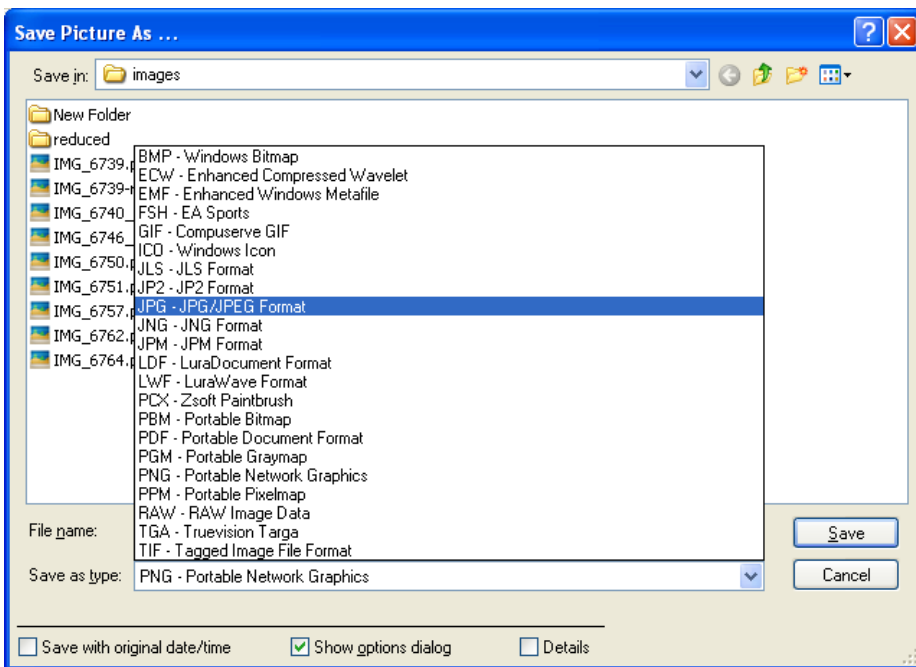
The current zoom level

The file size of the image

The image will load in IRFANVIEW.

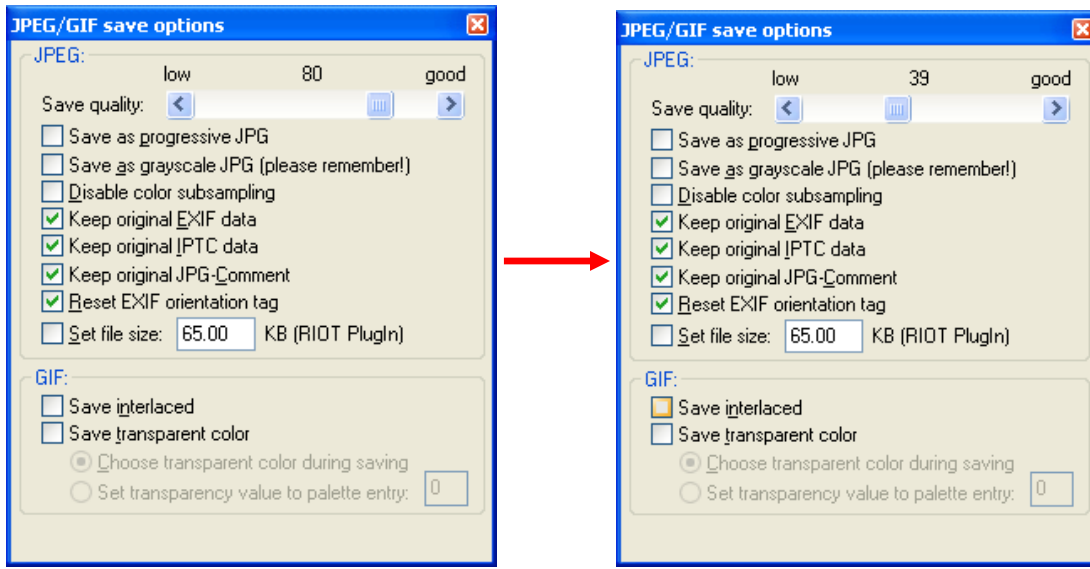


4. Go to **FILE – SAVE AS...**



The SAVE PICTURE AS... dialog box will open.

5. Under the **SAVE AS TYPE** – select JPG. JPG images tend to have small file sizes.



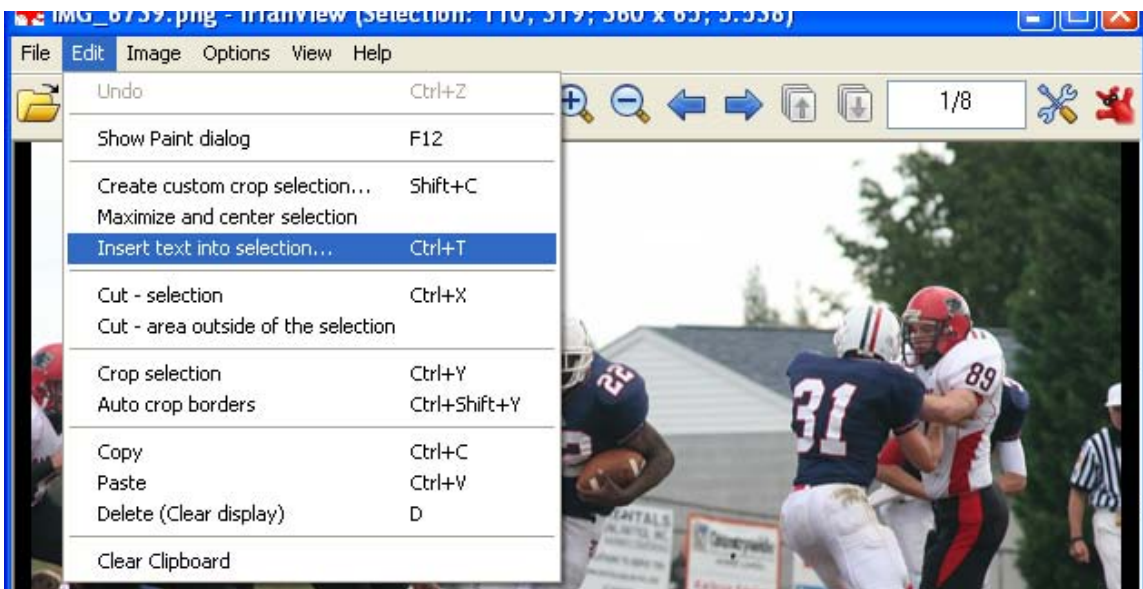
A JPG toolbar will open.

6. Under **SAVE QUALITY**, lower the quality (more the slider to the left).
7. Click the **SAVE** button.

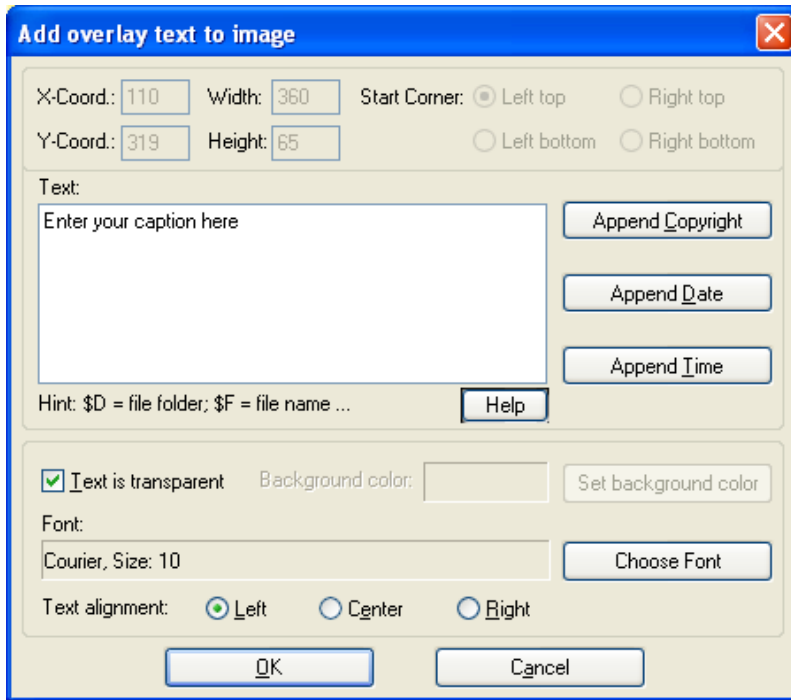
Add Text Captions



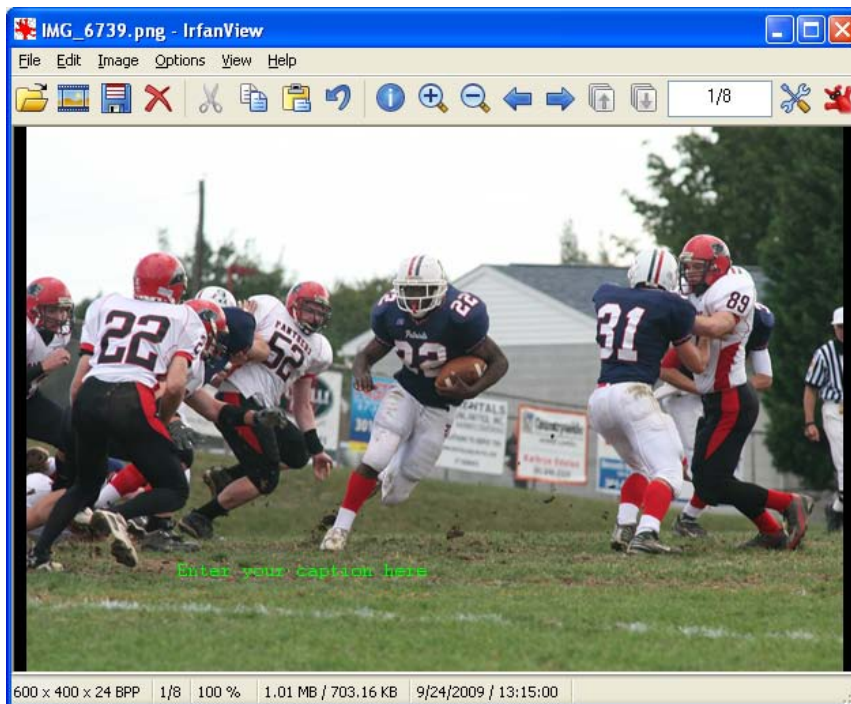
1. Left-click and drag the mouse cursor over the image to create a text box.



2. After creating the text box, go to IRFANVIEW menu and select **EDIT – INSERT TEXT INTO SELECTION...**



3. Enter your caption in the text field. (Users can also change font type, size, color and text alignment.)
4. Click the **OK** button.



5. Go to the **IRFANVIEW** menu and select **FILE – SAVE AS...**