

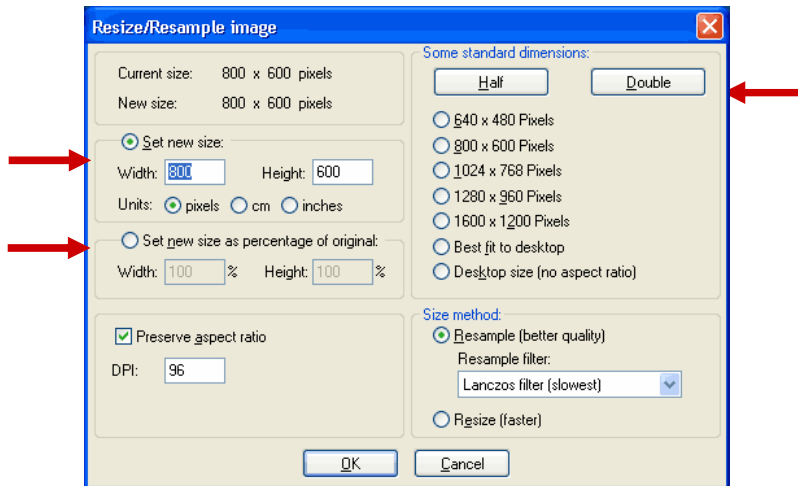


IrfanView is free software that enables you to view, convert, resize and perform many other tasks with graphics files. The programme is simple for beginners and powerful for professionals. Use this programme to compress the size of your graphic files before uploading them to the web.

Reduce image size

To reduce an image's file size you can first reduce the image's physical size and then compress it. With this method you will get maximum file compression with good quality.

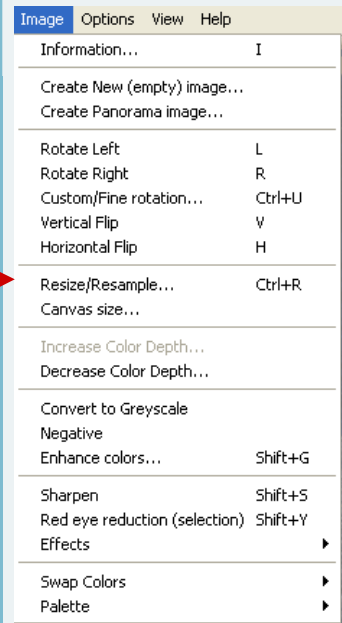
1. Open **IrfanView**.
2. To open the image that you want to compress click on the folder (📁). Or click on File / Open. Browse for the file on your hard drive and click on **Open**.
3. Click on the Image menu on the Menu Bar and select **Resize/Resample** from the drop-down menu.
4. Change the width or height to make the image smaller.
A good width/height for images that needs to be viewed on the web is between 400 and 600 pixels.
The Resize/Resample image popup gives you many different options to choose the new size. See the image below:



5. Click on OK.
6. Click on the File menu and select Save As to save you image under a new name or **Save** to overwrite the old image.

Different Image file types

JPEG (.jpg): JPEG is a file format used to compress full-colour or grey-scale images. A jpeg can support up to 16 million colours and that is why it is good to use this compression for photographs, naturalistic artwork, and similar material or when you want a smooth transition of one colour to another. This file format does not work optimally for lettering, simple cartoons, or line drawings. JPEG only handles still images.



Pixel is the abbreviation for 'picture elements'. The computer uses a very fine grid where every "block" is a pixel. Usually a screen will display a grid of 1024 x 768 pixels.

If your image needs to go to a Print-house for publishing the images must be MUCH larger (physical size and file size) and this you have to negotiate it with them.



For Web-usage:
Try to make your image file size as small as possible.

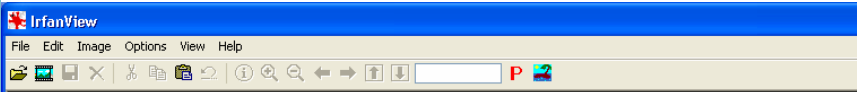
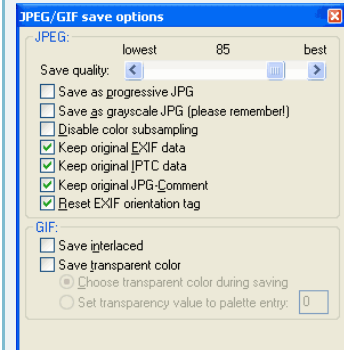
A good size is ± 50 KB.

GIF(.gif): The Gif is a file format used to compress images with a few distinct colors. These images include line drawings, cartoons, graphs and text. The GIF will compress these images much clearer and smaller than a JPEG. Note that the GIF format supports transparency and interlaced functions and that you can create an Animated GIF that is not a still image.

BITMAP(.bmp): The BITMAP is the standard image file format for computers running the Windows/DOS operating system. A BITMAP file is a raster- (or pixel-) based format. The format of the BITMAP makes it unsuitable for professional printing, and they are also not supported by any Web browsers. The file size of BITMAPS is usually very large. They are not suitable for Web usage and it is best to avoid using BITMAPS.

Save options

1. Click on Save or Save as.
2. Know what format will be best for your image and select it from the *File type* selection list.
3. **IrfanView** lets you decide what are important when you save an image. Is the quality or the file size of the image important? The better the quality the larger the file size. We recommend that you try to find a balance between the two and the range 60 – 80 is a good compromise.
 - Use the *Save quality* scale to select the quality of the jpeg.



File Menu

You will be able to perform the traditional actions eg. Open files, save files etc. You can also create a slideshow of images when you click on File / Slideshow. IrfanView will give you options to set up a slideshow and save it.

Edit Menu

You can copy and paste from the Edit Menu. Note that you can select a part of the image by holding down the left mouse button and dragging over the area you want to select. Click Edit / Crop selection to change the image to only include that part. Remember to **Save** the image when finished.

Image Menu

The image menu gives you all the options to change the properties, size, and appearance of the image that is open. Most of these options are simple to understand. Try to experiment with the features.

Help Menu

The Help file is useful when starting out and doing new things in the program. The file contains step-by-step instructions on how to achieve many actions.