

# Resizing and Cropping Images Using IrfanView

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## Information



**NOTE:** *IrfanView is a compact and innovative application for viewing and editing images (Supports Windows XP, Vista, 7, 8, and 10). It is a freeware for non-commercial use. You will need to download and install IrfanView if you want to use it. Download from the IrfanView website: <https://www.irfanview.com/>*

1. Open **IrfanView**.



2. Click  to search for the image you want to resize and open that image.

3. The image appears. If the image is very large, you may want to zoom out. To do this, click on the **View**

menu and then **Zoom Out** or use the **Zoom Out** icon



## Red-eye reduction

1. If you need red-eye reduction, it is best to do this while the image is large. Using your mouse, select the area that needs edits.

2. Click on the **Image** menu.

3. Click **Red-eye reduction**.

## Cropping the image

You will want to crop the image if you have a set size that the image needs to be. For example, you may need specific sizes for your image rotators.

1. To crop the image, go to the **Edit** menu.

2. Choose, **Create custom crop selection**.

3. Set the size you need for the image and click **Save and apply to the image**.

**For example**, if you have a rotator or left navigation image that needs to be 149 x 228, enter that in the appropriate area.



4. To move the crop selection area, **right-click** on it and drag it where you want it.
5. If you want the crop area to be **larger**, hold down the **Control** key and use the left mouse button to drag the crop selection area while keeping it in proportion.

**NOTE:** The mouse should be a double-headed arrow when clicking. If you do not have a double-headed arrow when you click, the image will zoom in, and you will need to zoom out and go through the crop selection steps again.

6. Go to the **Edit** menu.
7. Select **Crop Selection**.

## Resizing the image

Even though the image is cropped, it may still be larger than what you need for your rotator or left navigation. Follow these steps to resize the image.

1. To resize the image, access the **Image** menu.
2. Choose **Resize/Resample**.
3. In the **New Size** area, you can set the pixel dimensions for the image.
4. Click **OK** once you enter the new size.
5. The image is now the appropriate size, and you are ready to save it.

## Saving the image

1. Go to the **File** menu.
2. Choose **Save As**.



**TIP:** When you are saving the image, a best practice is to add the word **web** to the name, so it is obvious it is an image that has been reformatted for your website or community.

3. There are also various file types you can save the image. The best options are JPEG or GIF.

## Batch Conversion

1. Select **Batch Conversion/Rename** From the **File menu**,



2. You will look for the images you want to batch process in the area.

*You can multi-select images using the Control key.*

3. Click **Add** to add the images you selected to the Input Area. Click **Add All** if you want images in a folder or area to move to the Input Area,

4. Set the **Output Format** (e.g., JPEG) in the lower portion of the window.

5. Select the **Output Directory** where you want to save the images.

6. Use **Advanced Options** to set items like Crop, Resize, Change color depth, Horizontal flip, Vertical flip, Rotate left, Rotate right, Convert to grayscale, Negative, Sharpen, Brightness, Contrast, Gamma correction, Saturation, Color balance, etc. After you click the **Use Advanced Options** box, you will click **Set Advanced Options** and set the options you want.



**TIP:** For Batch Resize - If you set both width and height to 640, for example, and activate the preserve aspect ratio option, the resulting image dimensions are: width = max. 640, height = max. 640, proportional.

7. Click **OK**.

8. Click **Start**. This will process your images. You will get a success message.

9. Click **Exit**. The images you just worked with will now be in the destination area you selected.

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## **KB Product**

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