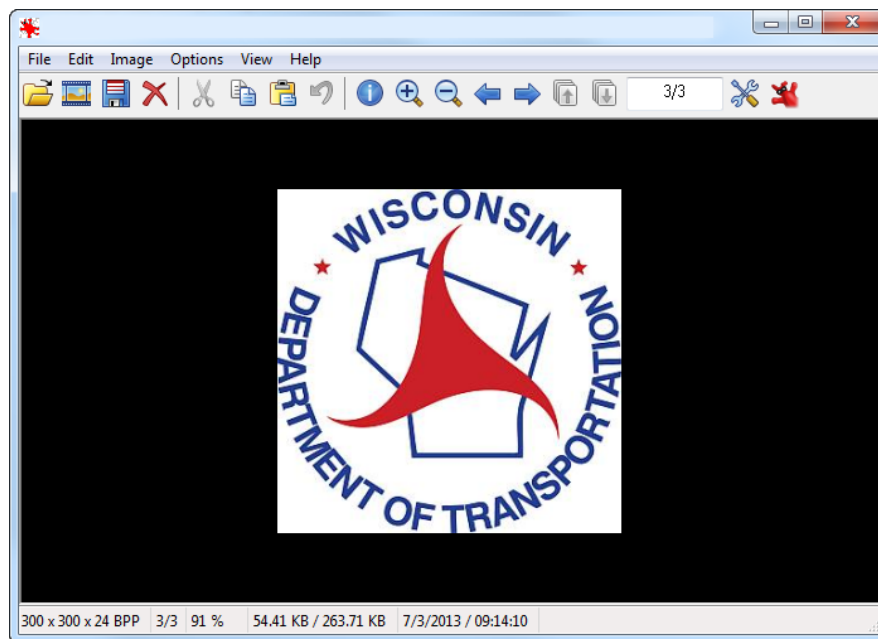


# How to Use IrfanView to Resize Images

Version: IrfanView 4.35

<http://www.irfanview.com/>



Created by Kerstin LaBuda, Web intern  
July18, 2013

Questions/comments please contact [Greg Simonis](#), Publications Editor

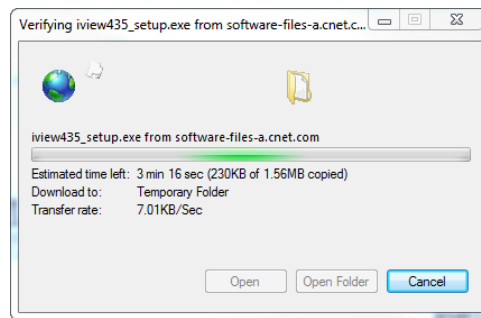
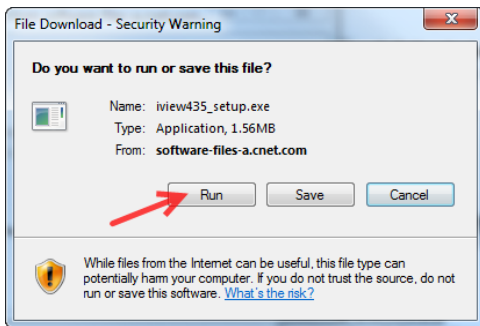
# HOW TO: Use IrfanView to resize images

## Purpose

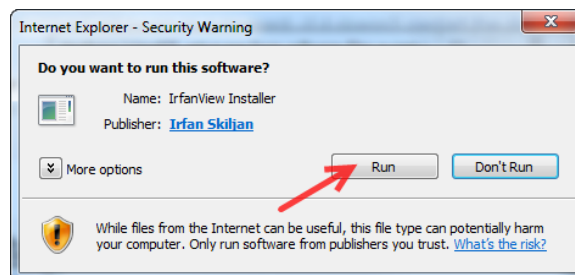
Use IrfanView software to resize images for a web page.

## Downloading and installing

1. Go to Irfanview's website (<http://www.irfanview.com/>) and click on 'Download' in the left navigation bar.
2. Click on the first option under '**Recommended (fastest) download option:**' It should be a green button that says "Download now!"
  - a. A new browser will open where you can download IrfanView.
  - b. Click the green download button.
    - i. Two windows will appear.

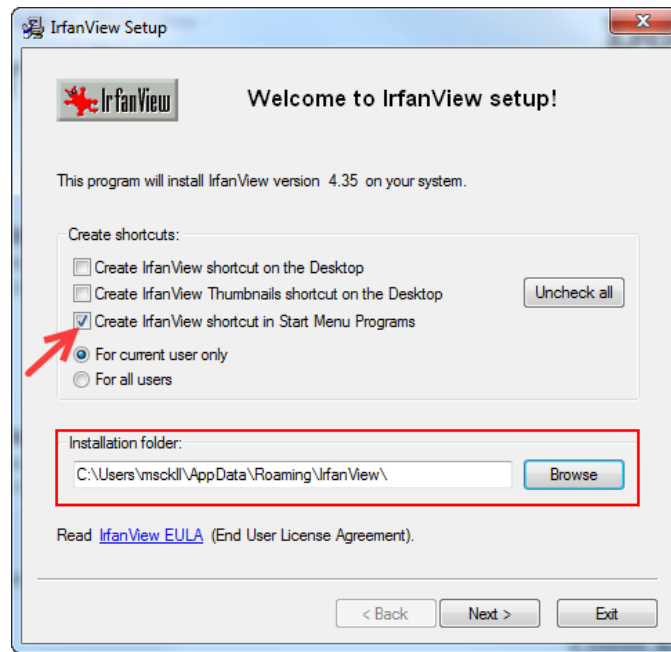


1. In the window called "File Download – Security Warning" click 'Run'
2. In the other window, wait for the download to complete.
3. A third window called 'Security Warning' might appear. If it does, click 'Run'



- ii. A window called "IrfanView Setup" will appear

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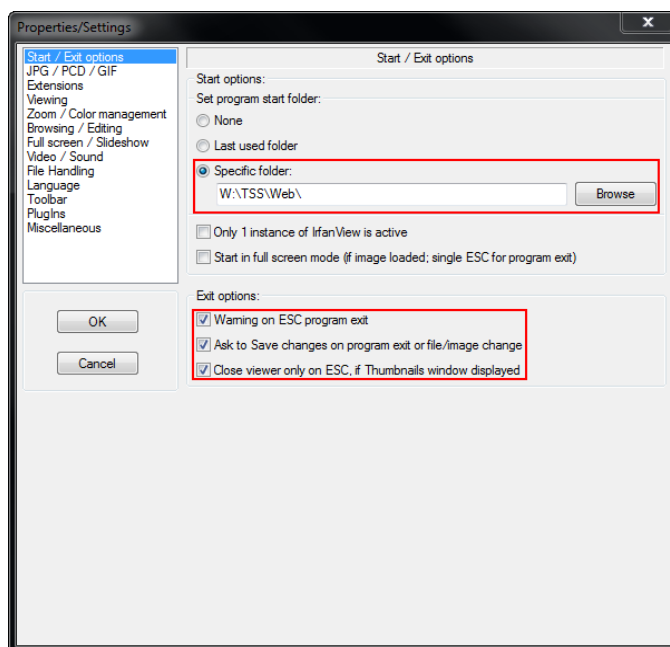


1. In the 'Create shortcuts' section one can choose to create shortcuts on the desktop and in the start menu. We recommend creating one in the start menu.
  2. In the 'Installation folder' section, click 'Browse' and navigate to where you want IrfanView to install.
  3. Click 'Next' four times then you should be at the last step.
  4. Click 'Done'
- iii. IrfanView and a browser window called "IrfanView Frequently Asked Questions" will open.
1. Browse through the FAQ at your own leisure, and then close it. It is not necessary for our purposes.

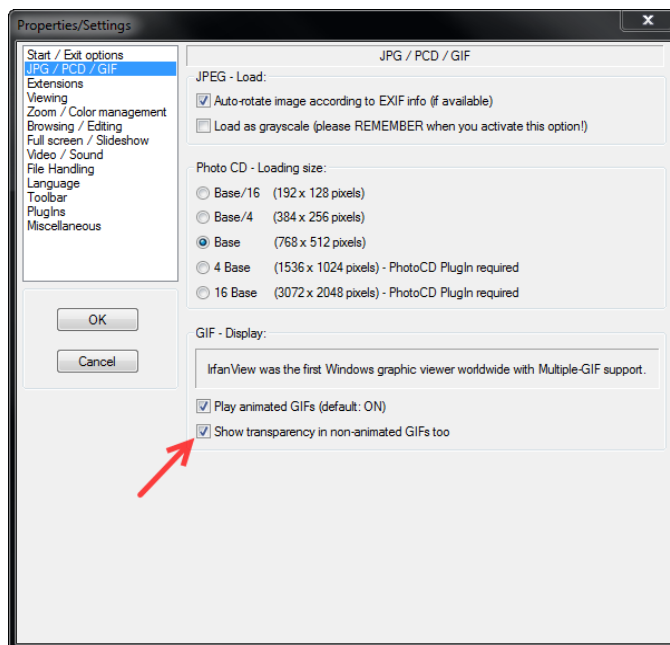
## Setting up preferences

1. In the top left of the screen of IrfanView click on 'Options'
  - A. Click 'Properties/Settings...'
  - B. A window called "Properties/Settings" should appear
    - I. In the top left click on 'Start / Exit options'
      - a. In Start options:
        - i. Click on 'Specific folder:'
        - ii. Click 'Browse' and navigate to the base folder where you are going to be opening and saving files.
      - b. In Exit options:
        - i. Make sure that all three boxes are checked

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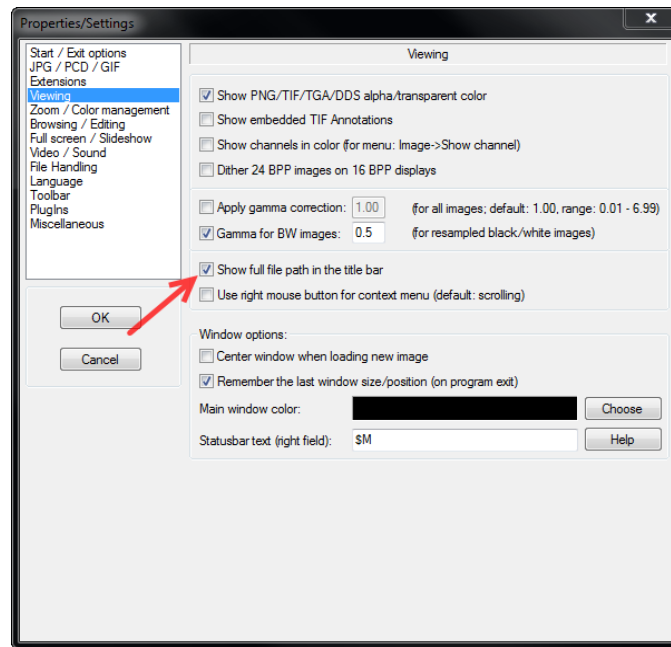


- II. In the top left of the screen click on 'JPG / PCD / GIF'
  - a. At the bottom of the window, check the box next to 'Show transparency in non-animated GIFs too'



- III. In the top left of the screen click on 'Viewing'
  - a. In the middle of the window, check the box next to 'Show full file path in the title bar'

## HOW TO: Use IrfanView to resize images



C. Click 'OK'

2. The original screen should now be visible

## Resize images for a web page

1. In the top left of the screen click on 'File'

A. Click 'Open...'

I. Find the image you want to resize (JPG, GIF, PING, or BMP)

II. Click 'Open'

III. Your image should appear in the IrfanView window

2. In the top left of the screen click on 'Image'

A. In the middle of the drop down menu, select 'Resize/Resample...'

I. A window called "Resize/Resample image" should appear

a. In the bottom left of the window, make sure that 'Preserve aspect ratio (proportional)' and 'Apply sharpen after Resample' are checked

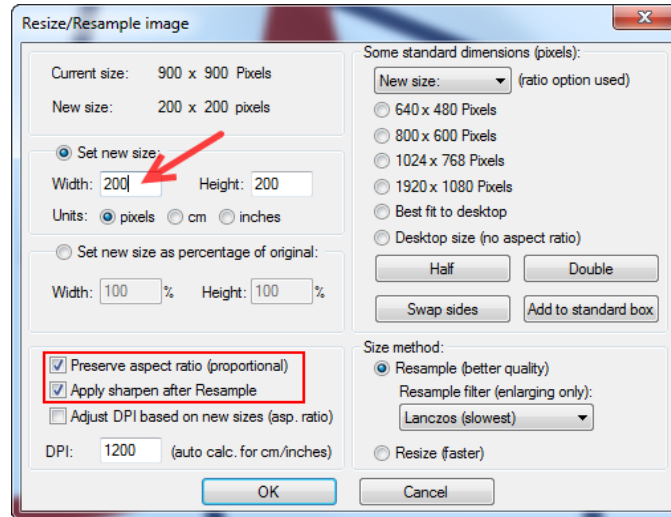
b. Under 'Set new size' set the Width to the desired size – Note: the height will automatically adjust to the new width

i. If image will go in top right corner of a web page, width should be 200 pixels

ii. If image will go in body of a 3 column template page, width should be 300 pixels

iii. If image will go in body of a 2 column template page, width can be either 300 or 500 pixels

## HOW TO: Use IrfanView to resize images

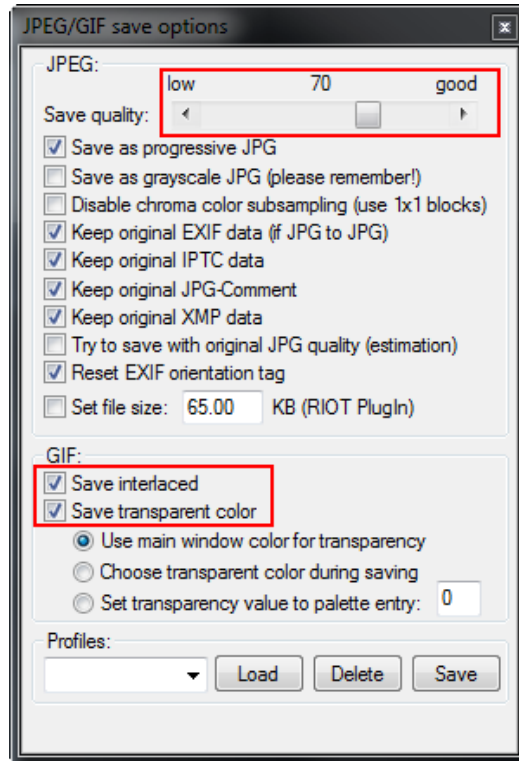


- II. Click 'OK'
- III. Image will reduce to the size specified

## Saving a resized image

- 1. In the top left of the screen click on 'File'
  - A. In the middle of the drop down menu, select 'Save (original folder)'
  - B. Two windows should appear, one called "Save..." and the other called "JPEG/GIF save options"
    - I. In the "JPEG/GIF save options" window (Fig. E):
      - a. In the top of the window, in the JPEG section, change the quality to 70 by moving the slider right or left
      - b. In the GIF section:
        - i. Check the boxes next to 'Save interlaced' and 'Save transparent color'

## HOW TO: Use IrfanView to resize images



II. In the “Save...” window:

- a. Rename the file by adding the image width to the end of the original name.
  - i. Original filename: “wisdot.jpg”
  - ii. New filename: “wisdot200.jpg”
- b. Click ‘Save’

2. You have completed resizing an image for a web page. Good job!

A. Resize another image or close IrfanView.

**End of training**