

## How to Resize A Digital Image With IrfanView

What is IrfanView?

Irfanview is a photo editing tool available for the Windows environment. Best of all is that it is FREEWARE. For more information, and to obtain a copy of IrfanView, go to [www.irfanview.com](http://www.irfanview.com).

How do I resize an image with IrfanView?

Go to “Image -> Resize/Resample”. Be sure “Set new size” is selected, and select “pixels” for the Units. Change the larger number in pixel dimensions to 1024. Make sure “Preserve aspect ratio” is checked so your image isn't distorted. You can enter the appropriate dots per inch (DPI) setting for your printer if you want (typically 300), but this is not required. Select “Resample (better quality)”, and it is generally recommended to set the resample filter to “Lanczos filter (slowest)”. Then click “OK”.

Go to “File -> Save as” and save as a .jpg. The file name should include photo title, membership number, and Open or Topic. Each of the three components of the filename are separated by a hyphen (-). Use \_ (underscore) to represent spaces in the title name. Under the JPEG/GIF save options box, set the Save quality to 100 (best). Click Save. Note that by default IrfanView will save the file to the folder to which you last saved a file, which is not necessarily the folder from which the file was opened.