

IrfanView: Basic Image Editing

IrfanView is a simple-to-use, fast, and compact graphic viewer and image editing program. IrfanView is a freeware (for non-commercial use) program for the Windows environment (www.irfanview.com). These instructions cover the basic image editing processes for Web and slide show use. For photo usage guidelines, please see “[Guidelines for Effective Use of Photos in PowerPoint or on Web Pages.](#)”

When working with images for PowerPoint or Web use, there are three basic formats to use:

- JPEG (or JPG) - photos used in PowerPoint and Web pages,
- TIFF - used for editing only, and
- GIF - used in Web pages for logos, screen captures, and other images.

For more information, please see “[Using images: Select the correct file format and use the proper size.](#)”

The techniques covered here are:

- Converting a JPEG file to TIFF format,
- Cropping an image,
- Resizing an image,
- Rotating an image, and
- Converting a TIFF file to JPEG format.

Converting a JPEG file to TIFF format

JPEG (JPG) file formats are compressed and each time you edit and resave a JPEG file it will compress the file again and eventually result in a very poor quality image. TIFF files, however, are not compressed when saved so all the information will be retained when resaved.

1. Select File > Open from the menu bar and open the JPEG file.
2. Select File > Save As to open the “Save Picture As” dialog box.
 - a. If you want to change the folder location, click on the down arrow in the Save in: drop-down menu and select the folder you want to save the file into. NOTE: The default folder shown is the folder you last saved to, NOT necessarily the same as where the current photo is located.
 - b. If you want a different file name for the TIFF file, type it in the File name: text box.
3. In the Save as type: drop-down menu, select TIF - Tagged Image File Format. You will use the default values for No compression.
4. Click the Save button.

Cropping an image

The cropping tool is used to eliminate unwanted parts of an image. By drawing around the area you want to keep, the Crop command eliminates what is outside the box you have drawn.

1. Select File > Open and open the TIFF or GIF file.
2. Click-and-hold the left mouse button and then drag the mouse to outline the area you want to crop. As you drag the mouse, you will see the new image’s pixel size displayed in the IrfanView title bar (blue bar at the top). Release the mouse button when you have the size of image you want.
 - a. If needed, you can adjust the size by pointing to a border. When the 2-headed arrow appears, drag to enlarge or shrink the cropped area.
3. Select Edit > Crop Selection. The area outside the outline will be thrown away, only the inside will be left.
4. Select File > Save As to save the new file. Be sure to give it a new name or you will write over your original file.
5. Click the Save button.

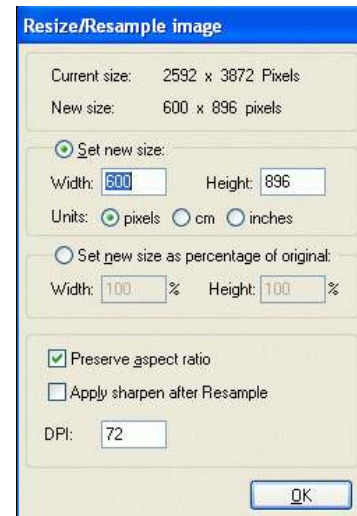
NOTE for GIF files: Next you will see the Choose Transparent Color dialog box. Press the Esc key to ignore this option.



Resizing an image

When working with digital images, you should resize the image based on the pixel dimensions needed (do not “stretch” or “shrink” the image in Dreamweaver or PowerPoint). For example, if you want a thumbnail image of a picture on the page or screen, you should create a second image file with smaller pixel dimensions (e.g., 50 pixels wide).

1. Select File > Open and open the TIFF or GIF file.
2. Next select Image > Resize/Resample. At the top left of the Resize/Resample Image dialog box you will see the Current size of your image in pixels (see sample screen at right).
3. Under the "Set new size" option, type in the number of pixels for either the width or height of your image. With the "Preserve aspect ratio" option active (checkmarked), you only need to type in one dimension as the other will automatically change. NOTE: You may also select to resize by percentage.
4. Click the OK button.
5. Select File > Save As to open the Save Picture As dialog box. Be sure to give the file a new name or you will write over your original file.
 - a. If you want to change the folder location, click on the down arrow in the Save in: drop-down menu and select the folder you want to save the file into. NOTE: The default folder shown is the folder you last saved to, NOT necessarily the same as where the current photo is located.
 - b. If needed, in the Save as type: drop-down menu, select the desired format.
6. Click the Save button.
NOTE for GIF files: Next you will see the Choose Transparent Color dialog box. Press the Esc key to ignore this option.



NOTE: Resizing an image to make it larger doesn't work — you get a fuzzy image. For more information on working with image size (and resolution), please view the CIT video "[Explanation of digital images - picture resolution and size](#)" (12 mins, requires [RealPlayer](#)).

Rotating an Image

When taking a picture, sometimes we rotate the camera to get a more vertical picture and now we need to change the orientation for presentation in a PowerPoint slide or on a Web page.

1. Select File > Open and open the TIFF file.
2. Select Image > Rotate Left (or Right).
NOTE: In version 4.2 the view of the image is automatically rotated when brought into the Edit mode.
3. Select File > Save As to save the new file. Give the file a new name so you don't write over your original file. NOTE: When all edits are finished, you may save this file as a JPEG file.
4. Click the Save button.

Converting a TIFF file to JPEG format

TIFF files need to be converted to JPEG format to be used on the Web or in PowerPoint slide shows.

1. Select File > Open and open the TIFF file.
2. Select File > Save As to open the “Save Picture As” dialog box. Make sure there is a check mark in the box in front of the “Show options dialog” option located at the bottom of the dialog box.
3. In the Save in: drop-down box, select the folder you want the file to be saved into.
4. If you want a different name, enter the name in the File name text box.
5. Click on the Save as type: drop-down menu and select JPG - JPG/JPEG Format.
6. You will then see the JPEG/GIF Save Options dialog box. At the top of the dialog box is a sliding



scale bar for selecting the JPEG quality (see sample screen at left). Slide the bar so it is between 70 and 80. The number above the bar shows the changed value. A value close to 70 works well for Web and PowerPoint images as it gives enough compression to make the file smaller but yet retains enough quality in the image to make it look good.

7. Click the Save button (in the Save Picture As dialog box) to save the file in JPEG format.