

1. Download Irfanview at www.irfanview.com
2. Before opening Irfanview, make a new folder inside the folder containing your existing pictures. Label it Red (reduced) so you know which is which
3. Click on the Red bear icon of Irfanview
4. File
5. Batch conversion/rename
6. Tick Batch Conversion button (top one)
7. Check the Output option is JPEG
8. Tick Use Advanced options then click on Advanced
9. Tick Resize. You will need to treat the landscape ones and portrait ones separately. For landscape it's 640 pixels wide. Make sure the pixels button is selected
10. Check Preserve aspect ratio, Overwrite existing files, Use Resample function (better quality) and Apply changes are ticked.
11. Click OK
12. Back on previous screen click on Use Current folder (this is where the resized photos will go). If you have made a sub-folder, you need to then Browse to find this sub-folder
13. On top right side of screen select your photos folder. There are 3 ways to get your photos into the empty box below 1) Drag in the Landscape photos individually into the box below 2) Highlight (use Shift key to highlight adjacent photos) the landscape photos and click Add 3) Add all then highlight the Portrait ones and remove them
14. Then Start Batch
15. Remove the landscape photos from the box and replace with the Portrait ones. Reset the Advanced Options/Resize so that the **height** is 640. Repeat the process.
16. Go to your Red (reduced subfolder) and hover over the bottom right of a portrait and a landscape and check the biggest dimension is 640 pixels.

Notes:

Making a Reduced file means if there are any problems you still have your existing photos. Also sometimes Irfanview doesn't like accepting the reduced photos in the original folder.