

How to Resize a Batch of Images

If your custom rasters (image) dimensions are too large, a PDF of your drawing or your Plant Picture Catalog will be as well, the reason being is because the rasters are cumulative, so custom rasters, especially large ones, will cause the Plant Picture Catalogue to be large in size as well. You can check your image size in Windows by right-clicking an image file, selecting Properties, Summary, and Advanced >> if it is an option. Your settings should not exceed any of the following specifications:

Width:	300 pixels
Height:	300 pixels
Horizontal resolution:	96 dpi
Vertical resolution:	96 dpi

The images do not need to exceed 300 pixels for the width and height and this quality level is perfectly acceptable for Design's Plant Picture Catalog. Keep the images small if you plan to use a lot of them.

These instructions explain how to take a "batch" of photos and reduce the file size. For those who don't know what batch processing is, it's taking a group of photos and editing them all at once using the same set of editing commands.

PLEASE NOTE: If you'd like to preserve the original picture sizes, you will need to make a copy of the folders/images as the process below will resize the images in place.

Batch Conversion and Microsoft Office Picture Manager

If you have Office 2010 or earlier you will have Microsoft Office Picture Manager. This program has tools that allow you to batch convert both file size and file type.

Resize Pictures

- 1. Open Microsoft Office Picture Manager
 - a. In Windows XP, Vista and 7: Click Start>All Programs>Microsoft Office>Microsoft Office Tools >Microsoft Office Picture Manager
 - b. In Windows 8: Click Start, type in Picture Manager, click on Microsoft Office Picture Manager
- 2. Click the Add Picture Shortcut link in the Picture Shortcuts pane

Picture Shortcuts
Add Picture Shortcut
My Picture Shortcuts
🖃 📠 Pictures

- 3. Browse to the location of the photographs and then click Add
- 4. Click Thumbnail View on the taskbar above the picture window

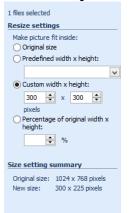




- 5. Click the Edit menu and choose Select All
- 6. Click the **File** menu and choose **Export**.
- 7. In the Export pane:
 - a. In the Export Selected files to, keep the original location

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Organize ▼ New folder → DynasCAPE Support → This PC → This PC → Decuments → Downleads → Downleads → Pictures → Pictures → Pictures → Difference →	e a new folder.	Resized		•	
Folder name:	New folder				
		Tools 👻	Open	Cancel	

- b. In the Export with the File name, select Original file names
- c. In the Export using this size area, click **Resize** and type in **300** in **Width** and **Height**, click **Return to Export** or the back button



- d. Click OK and close Microsoft Office Picture Manager
- e. Choose to Replace All when prompted to overwrite and resize the images.



Batch Conversion and IrfanView

If you do not have Photo Gallery or Microsoft Picture Manager, luckily there is a free batch imaging software, IrfanView which can batch resize photos quickly and easily.

- 1. Launch IrfanView and click File then click on Batch Conversion/Rename...
 - If you do not have IrfanView, you can download it at <u>www.irfanview.com</u> and click Download

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	Thumbnails	т	
	Slideshow	W	
	Start slideshow with current file list	Ctrl+W	
	Batch Conversion/Rename	В	
	Search files	Ctrl+F	
	Rename File	F2	
	Move File	F7	
	Copy File	F8	
	Delete File	Del	
	Save (original folder)	Ctrl+S	
	Save as	S	
	Save for Web (PlugIn)		
	Print	Ctrl+P	
	Select Scan/TWAIN Source		
	Acquire/Batch scanning	Ctrl+Shift+A	
	Copy Shop		
	Exit	Esc	
No fi	le loaded (use File->Open menu)		
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2. This window should appear now. Below are the settings you will need to ensure are correct:

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Work as: Batch conversion Batch rename	Look in: 📗 Plants 🗸 🌍 📂 🖽 🗸	^
Batch conversion - Rename result files		
Batch conversion settings: Output format:		
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Use advanced options (for bulk resize) Advanced	b	~
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Name pattern: \$N V Options	Files of type: Common Graphic Files V	
Output directory for result files:	e	
	Sort files Add Remove Move up Load	ТХТ
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Use current (look in') directory Browse	Input files:(6) Add all Remove all Move down Save as C:\Users\ishawongonabe\Pictures\Plants\flower3.jpg	
☐ Include subdirectories (for 'Add all'; not saved on exit) ✔ Show Preview image	C:\Users\shawongonabe\Pictures\Plants\flower5.jpg C:\Users\shawongonabe\Pictures\Plants\flower5.jpg C:\Users\shawongonabe\Pictures\Plants\flower5.jpg C:\Users\shawongonabe\Pictures\Plants\flower5.jpg C:\Users\shawongonabe\Pictures\Plants\flower5.jpg C:\Users\shawongonabe\Pictures\Plants\flower5.jpg	
Start Batch		
Run test rename Preview image		
Cancel		
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- a. Choose **Batch conversion**
- b. Click on the **Advanced** button
 - Choose Resize>Set new size>Set on or both sides to>300 in width and height and choose pixels to customize your preferences for processing the selected images.
 Click Save Settings to save your current preferences. These preferences will be saved as an INI file. Once you're done click the OK button and you will exit the Advanced menu window.

	Set for all images:	×
CROP: Xpos: 0 Ypos: 0 (W and H Width: Height: negative) Stat Eff top Right top start Left top Right bottom Right bottom Image: Comparison of the state state Image: Comparison of the state state Image: Comparison of the state state Image: Set new size: Image:	CHANGE COLOR DEPTH: 16,7 Million colors (24 BPP) 256 Colors (8 BPP) 16 Colors (4 BPP) 2 Colors (elack/white) (1 BPP) Custom colors: 0 (2 - 256) V Use Floyd-Steinberg dthering Use best color quality (slower for large images)	Sharpen: 1 (1 - 99) Brightness: (-255 - 255) Contrast: (-127 - 127) Gamma correction: (0.01 - 6.99) Saturation (-255 - 255) Color balance - R: (-255 - 255) Color balance - G: (-255 - 255)
300 300 Set long side to: ○ inches Set short side to: ○ inches Set mage size to: MegaPixel Set new size as percentage of original: Width:	Auto adjust colors Horizontal flip Vertical flip Rotate left Rotate right Convert to grayscale	Color balance - B: (-255 - 255) Blur filter: 1 (1 - 99) Median filter: 3 (3 - 9) Fine rotation: (-360.0 - 360.0) MISCELLANEOUS: Overwrite existing files
Preserve aspect ratio (proportional) Use Resample function (better quality) Resize based only on new/old DPI value Don't enlarge smaller images	Negative Auto crop borders Canvas size Settings Add overlay text Settings Add watemark image Settings	Create subfolders in destination folder Save files with original date/time Apply changes to all pages (TIF/PDF saving) Custom processing order Change order
Set new DPI value: Load settings Save settings	Replace color Settings RGB to: RBG RBG BGR BGR GRB	OK Cancel



- c. Choose the Look in folder this is the location of the images
- d. Choose the Output Directory, if you've already added these images to existing drawings, then choose **Use current ("look in") directory**
- e. If need to resize all the images in the folder click **Add all**, if you only need to do a few, choose them and click **Add**
- f. Now you can batch process the images by clicking on Start Batch
- 3. Once you start the batch, this window will pop up when it's completed. To exit this window click on **Exit Batch**

	Batch co	nversion done			
Processing file: C:\Users\jshawongona Warning: Destination file already exists,			lants\flower3.jpg		
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Processing file: C:\Users\ishawongonabe\Pictures\Plants\flowers4.JPG Warning: Destination file already exists, NO overwrite: C:\Users\ishawongonabe\Pictures\Plants\flowers4.jpg					
Processing file : C:\Users\jshawongonabe\Pictures\Plants\flowers6.jpg Warning: Destination file already exists, NO overwrite: C:\Users\jshawongonabe\Pictures\Plants\flowers6.jpg					
6 Files - Errors: 0, Warnings: 6					
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Copy to clipboard	Stop	Return to be	atch	Exit batch	