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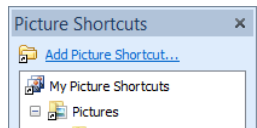
PLEASE NOTE: If you'd like to preserve the original picture sizes, you will need to make a copy of the folders/images as the process below will resize the images in place.

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.
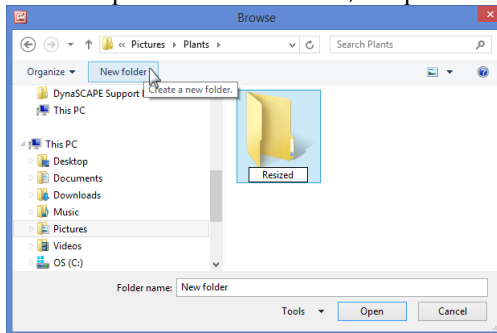
Resize Pictures

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
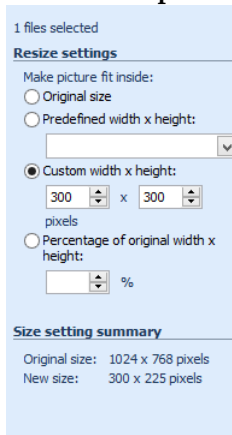

3. Browse to the location of the photographs and then click **Add**
4. Click **Thumbnail View** on the taskbar above the picture window

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

   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
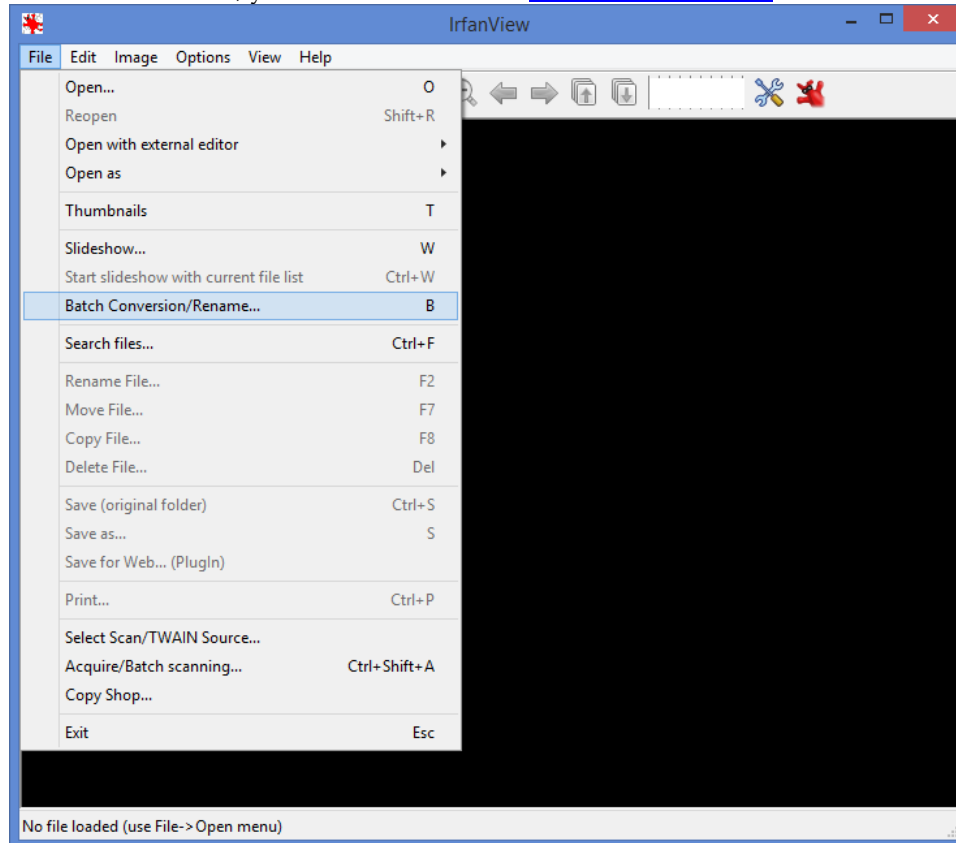

   d. Click **OK** and close Microsoft Office Picture Manager
   e. Choose to **Replace All** when prompted to overwrite and resize the images.
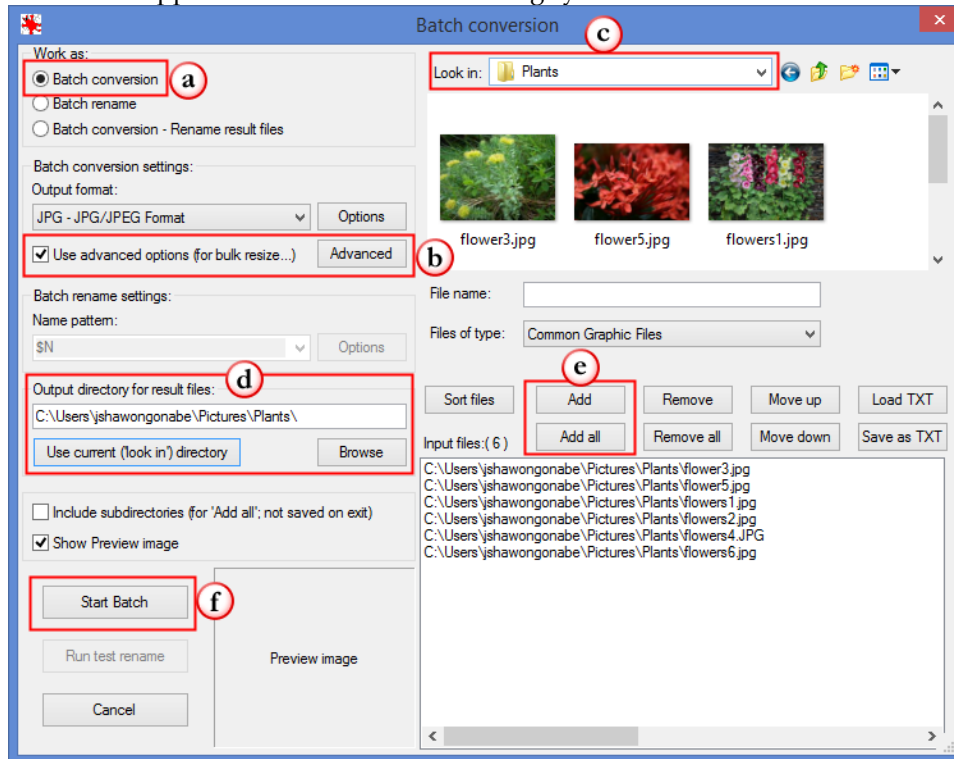
Batch Conversion and IrfanView

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.

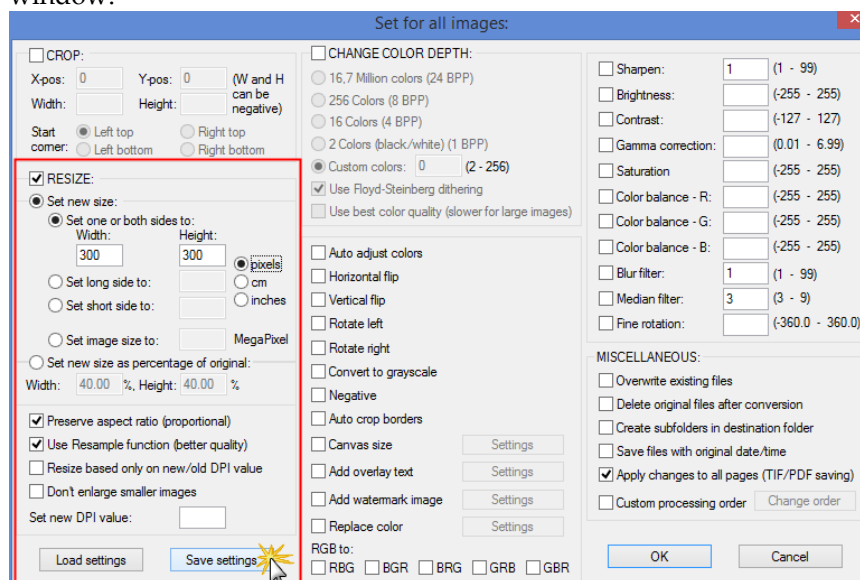1. Launch IrfanView and click File then click on Batch Conversion/Rename…
   If you do not have IrfanView, you can download it at www.irfanview.com and click Download

2. This window should appear now. Below are the settings you will need to ensure are correct:

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.

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**