

Changing file formats in Irfanview

How do I open an image file in IrfanView and save it as a different type?

The images saved from your camera to your computer's hard drive will probably be in .JPG format (abbreviation for Joint Picture Experts Group or JPEG) which is likely to lose quality every time you make alterations and save the file.

Therefore, before you start to make any alterations, save a copy of your image in a "lossless" type, such as .TIF (abbreviation for Tagged Information File Format).

Open IrfanView, then click on the **File Menu**, and choose **Open** (or click on the yellow folder icon on the toolbar).

Using the down-arrow in the **Look in** box, navigate to the file you want and open it.

When image is open, click on the **File Menu**, and choose **Save As**.

Using the down-arrow in the **Save in** box, find the location where you want the file saved on your hard drive.

Use the down arrow in the **Save as type** box to display a list of all the different files types available for saving. Choose .TIF.

Before you click on **Save**, make a habit of checking –

1. that the **Save in** box contains the location where you want to save this copy.
2. that the file name in the **File name** box is correct.
3. that the file type in the **Save as type** box is correct.

Click on **Save**.

You should now have two copies of your image with exactly the same name but with different file extensions. For example "birthday.JPG" and "birthday.TIF".

You can work on the .TIF version and save it repeatedly without risk of losing quality.

NOTE: The above procedures are applicable if using version 4.23 of IrfanView in Windows XP and, while they may not be exactly the same in other versions of IrfanView, or when using other imaging software, the basic procedures are likely to be very similar.

What should I do when I have finished making alterations to my .TIF image?

You should save it as a .JPG image but with a slight difference to the name.

In IrfanView, open "birthday.TIF" and go to **File > Save as** and follow the procedures described earlier but this time, to make sure you do not "over-write" your original .JPG version, re-type the name in the **File name** box to read "birthdayB" or "birthday02" or similar and in the drop-down list at the **Save as type** box, be sure to select .JPG. Set the **Save quality** slider at 100.

Once again check -

1. that the **Save in** box contains the location where you want to save this copy.
2. that the file name in the **File name** box is correct.
3. that the file type in the **Save as type** box is correct.

Where do I go in IrfanView to make alterations to my .TIF images?

On the top menu bar, click on the **Image Menu** and choose **Color Corrections** where you will find sliders to make various alterations.

You probably noticed many other options in the list that drops down from the **Image Menu** – Choosing **Resize/Resample** would show a window where you can make changes that influence the physical size, file size and quality of your image.

How do I cut out, or "crop", part of an image?

Hold down your left mouse button and draw a rectangular "marquee" around that part of the image you wish to obtain, then on the top menu bar, click on the **Edit Menu** and choose **Crop Selection**. You can then save the cropped area as a separate file.