

(using **IrfanView**)



It is useful to convert a large number of images from one format into another. In particular, when capturing still images with Video Studio, a large number of bitmap images (.bmp) may be generated. You could convert them to JPG one by one in virtually any graphics program; however, you can also do so automatically using Irfanview's batch conversion. This tutorial uses the conversion of several .bmp files into .jpg files as an example, and should provide useful information on how to convert other formats into other output formats.

How to Batch Convert Several BMP Files into JPG Files

1. Open Irfanview (double-click the icon on the desktop).
2. Either select `FILE >> Batch Conversion/Rename` OR simply press the "B" key on the keyboard.
3. Locate your files using the "Look In" menu on the right top side of the `Batch Conversion` window. You can selectively look for BMP files by selecting the BMP option in the `Files of type:` drop down menu.
4. Highlight all the BMP files you want to convert. Click the `ADD` button. This adds the files to the `Input files:` list on the left side of the window.
5. Next, below the `Input files:` list, select the `Output format:` option (in this case, select JPG) in the drop down menu.
6. Click the `OPTIONS` button and set the output quality for JPG format to 100%. Click `OK`.
7. In the `Work as:` box below the `Input files:` list, be sure the `Batch conversion` radial is checked
8. Click the `Use this directory as output` button. Note that this changes the `Output directory:` path.
9. Click the `Advanced Options` button.
10. In the `Set for all images:` window check the `Preserve aspect ratio` and `Use Resample function` checkboxes about half-way down the left side. These options will produce good conversion results.
11. If you like, also check the `Create subdirectories in destination folder` in the `Miscellaneous` section.
12. Click `OK` to accept these changes.
13. Finally, in the `Batch conversion` window, click the `START` button. A window will pop up to indicate the progress of the batch conversion. It will alert you to any errors which arise during conversion.

How to Preview a Directory of Images

This procedure is very useful to preview all your images to be sure they are good.

1. Open Irfanview (double-click icon on desktop)
2. Select `File >> Open`. Open the first image in the directory.
3. Press `SPACEBAR` on the keyboard to advance to the next image.

If you come across any bad images, you can simply press the `DELETE` key when viewing a bad image and continue viewing others. If an image cannot be opened for some reason, Irfanview will prompt you for this. You can continue previewing other images.

To view images in full screen, press the `ENTER` key. In full screen mode you can use the right and left mouse buttons to scroll through the images. Pressing the `ENTER` or `ESC` key will return you to normal window view.