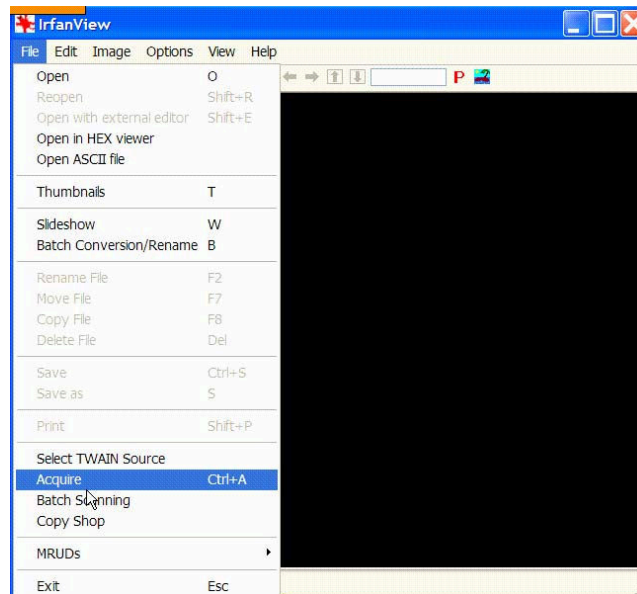


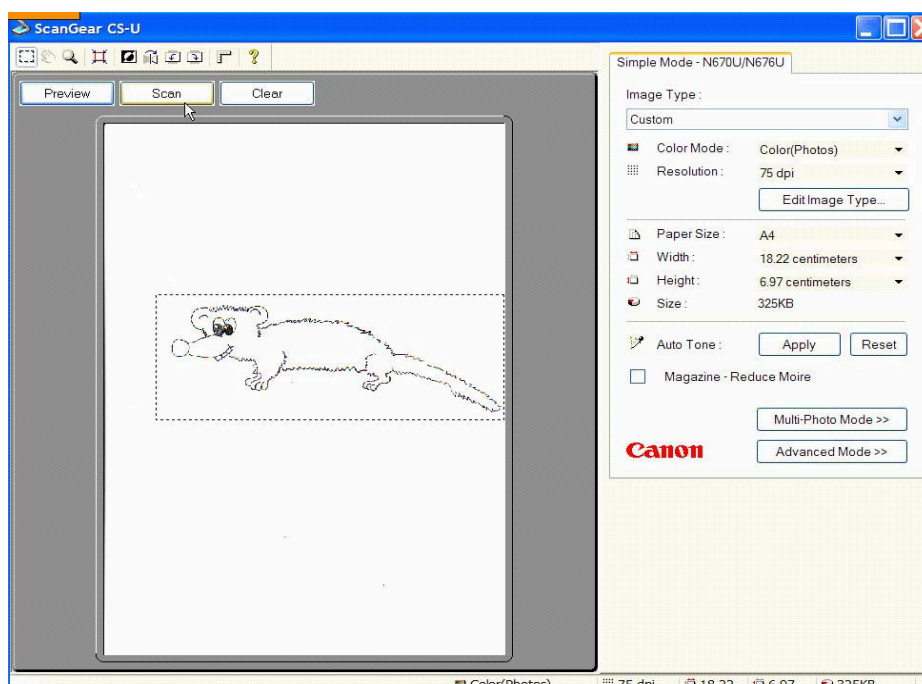
Useful Things To Do With Irfanview— Using a Scanner

Duncan Whitehurst ICT Advisory Teacher Pembrokeshire County Council

1. Open Irfanview by clicking on the Irfanview icon on your desktop, or by clicking on Start, Programs, then Irfanview.
2. Click on File in the top left-hand corner of the window, then click on Acquire.



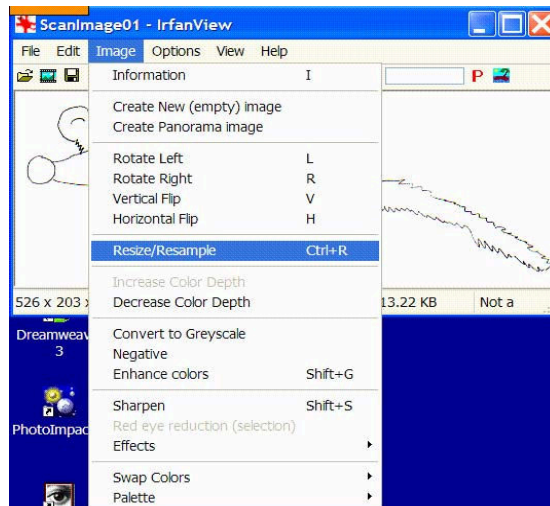
3. This action will automatically start your scanning software. Place a picture in the scanner.
4. Click on preview to see the picture.
5. Make a selection box around the part of the image you want to scan by clicking with the left-hand button of the mouse and holding it down, then dragging out a box around the image. Let go of the left-hand button when you are happy with your selection. If you are not, don't worry—just try it again!



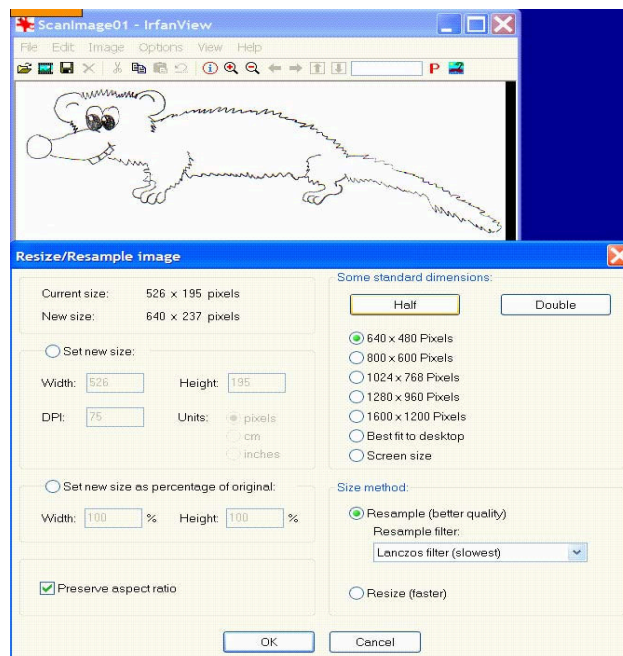
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- Before you make the final scan make sure that the image type is set to Colour Photo and that you scan at 75dpi. This is a low resolution which is the best for web sites because it uses less memory—this is important!
- Click on scan. Your image will be scanned and is sent automatically into Irfanview.
- Now we need to reduce the size of the image even more so that it will load quickly on the web. In Irfanview, click on Image at the top of the window, then click on Resize/Resample.



- Then check the box marked 640x680 and click on Half.

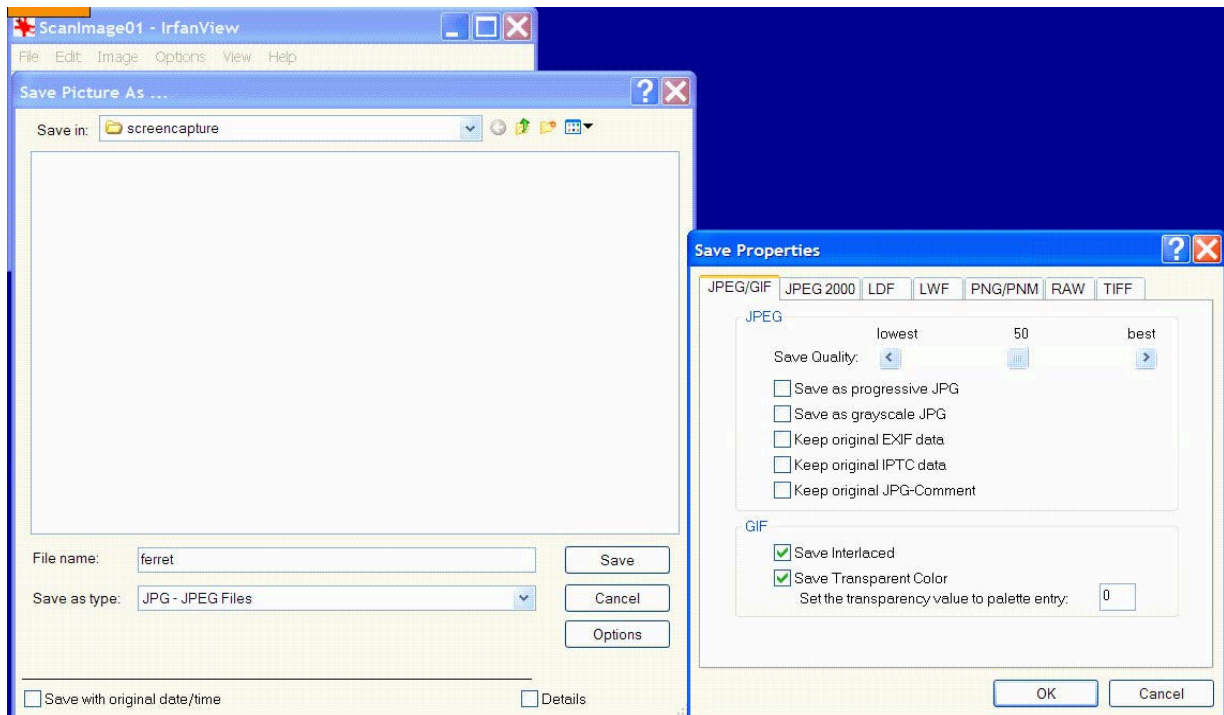


- You will now have a small image, which takes up very little memory which will load quickly on the web. Next you need to save it in a folder of your website images on the hard drive (C:\ drive) of your computer.

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11. Click on File, then click on Save As. Then select the folder you are saving your image to. Make sure you have a folder already made on your C:\ drive called something memorable like 'websiteimages'.



12. Give your image a name by typing in the File Name box using **lower case letters and no spaces**—this is important!

13. In the Save As Type box, click on the arrow on the right of the box and select JPG Jpeg files from the drop down list. These are the best for the web as they are compressed, which means they take up less memory.

14. Now click on options. We are going to make the image take up even less memory. In the Save Quality box move the slider to the middle position (50%). This will halve the memory the image takes up.

15. Click on Save. You have now edited an image and optimised it for use on the internet saved into your website images folder.