

# IrfanView

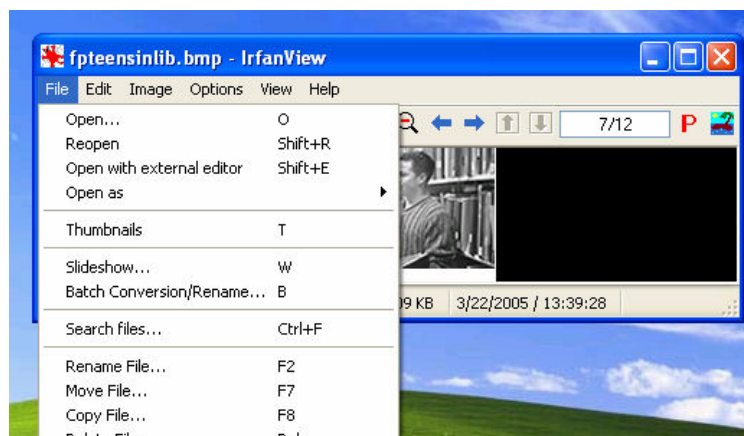
(Picture Viewing Software on the New Dell Public Computers)

IrfanView (pronounced ear-fan-view) is a program for viewing, manipulating, and printing digital pictures such as JPG, GIF, BMP, PNG, and TIF. These instructions will cover the most basic functions, including: opening picture files, cropping, rotating/resizing/special effects, saving, and printing. Pictures can be opened from or saved to your disks (floppy, CD, CD-R, USB flash thumb drive, digital camera w/your own USB cable, "P: Drive" temporary storage space on the library's server, or other external USB storage devices). Pictures can also be downloaded from the web and temporarily saved to the "P: Drive".

To learn more about IrfanView visit the website <http://www.irfanview.com>.

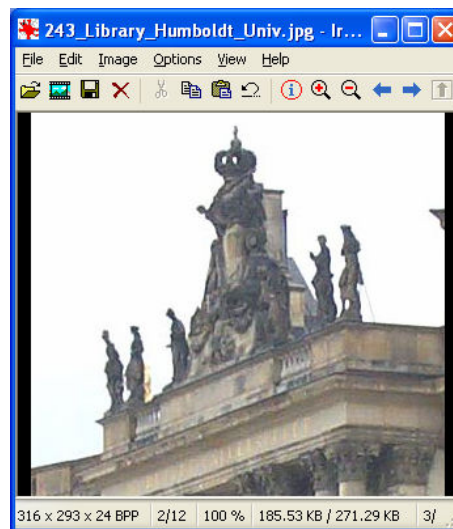
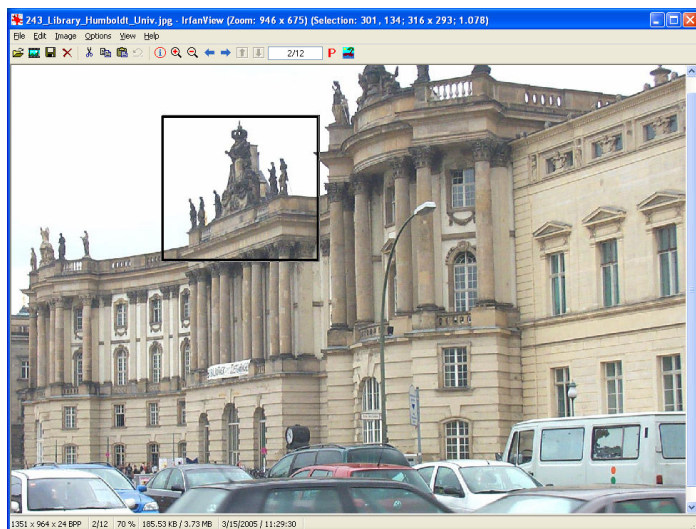
## Opening Pictures w/ IrfanView

- To open a **picture file stored on a disk**:
  - ◆ **Start IrfanView** directly from the application list of the **Library Online** window (the same as you would to start Internet Explorer or MS Word).
  - ◆ In IrfanView, use the **File** menu and select **Open** to browse for your disk and find the desired picture file.
- If you open a picture file from Windows Explorer or open it as an email attachment, the computer should **automatically load IrfanView** to view the picture.



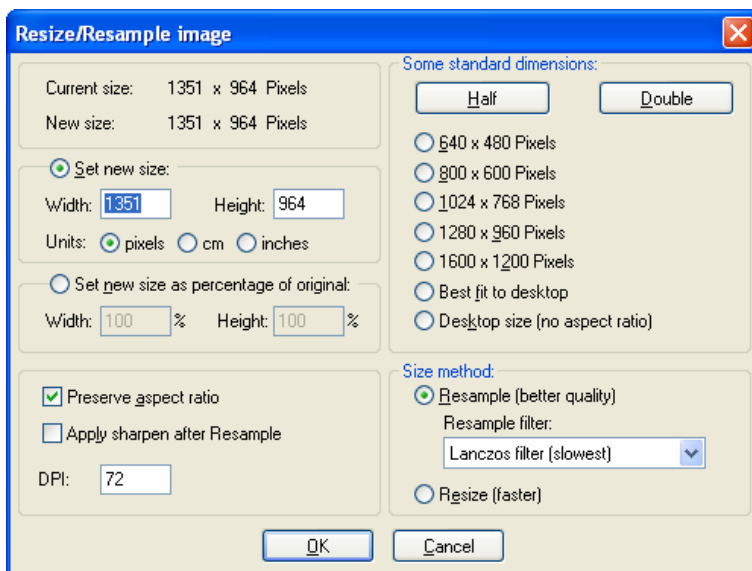
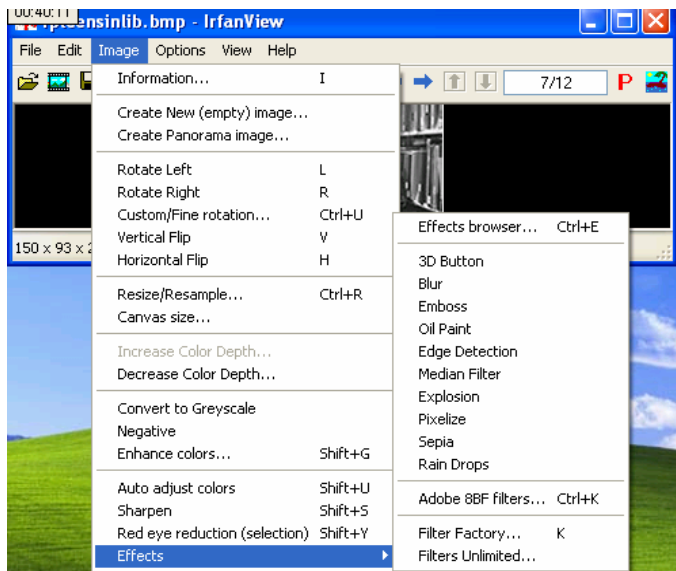
## Cropping

1. Position the **mouse** in the **upper left corner** of the area you want to save.
2. **Click the left mouse button, hold it, and drag** down to the **lower right** of the area you want to save.
3. A **box** will show the outline of the area to be saved (below left).
4. Click the **Edit** menu, click **Crop selection**, and it will remove everything outside the box (below right).
5. **Save** cropped picture (see section on Saving).



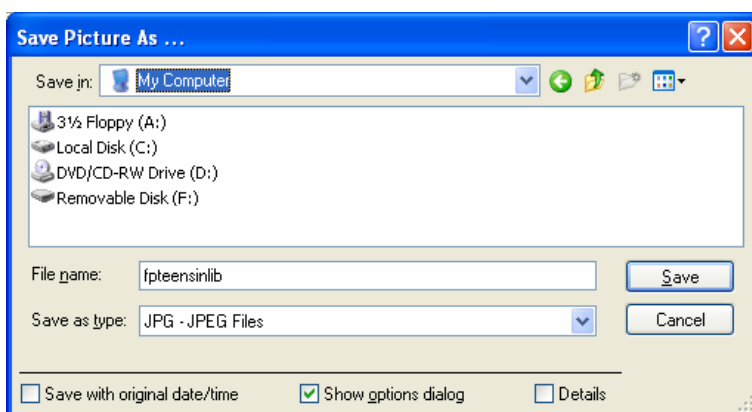
## Rotating, Resizing, Special Effects

1. Use the **Image** menu to select **various options** to modify the picture file (below left). You can **rotate**, **flip**, **resize**, or apply special **"Effects"**.
2. To **Resize**, click on the **Resize/Resample** option on the **Image** menu. A menu will popup (below right) and you can choose from many options to make the picture smaller or bigger. The easiest to use properly would be to select **"Set new size as percentage of original"** and adjust.
3. **Save** the resized or otherwise modified picture (see section on Saving). If you **only wish to print**, you can skip all the resizing steps and go straight to printing. The print command offers sizing options.



## Saving

1. If you have made any changes to a picture, you will probably want to **save it to your disk** (USB flash thumb drive, floppy, CD-R, etc.).
2. Click the **File menu** and select **Save as...**
3. **Browse** to the letter of your disk drive, **change the File name** (recommended to change file name to preserve the unaltered original), and it is recommended to **change the "Save as type" to JPG-JPEG Files** unless you specifically need a different format such as BMP.
4. Click the **Save** button.



## Printing

1. Click **File menu** and select **Print**.
2. **Print dialog box** will appear (see left).
3. Some libraries have color printers (limit 10 pages per week). If you want color prints, choose the color printer name from the drop-down box under Printer settings.
4. Make sure that the **Paper size** is set to **Letter**.
5. If the picture is **too big** to fit the page, you can change the **Print size** option to **Best fit to page (aspect ratio)**.
6. You can choose between **Portrait** or **Landscape** mode to better fit the shape of the picture.
7. To make the picture smaller or bigger, select **Custom** print size and adjust dimensions.
8. Click the **Print** button.

