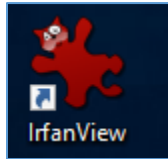# Recollection Wisconsin Digitization Initiative

Using Irfanview For Batch Conversion of File Formats (2026)

IrfanView software (4.73) can be used for batch conversion of file formats. The following steps will be used to create access files (jpeg format) from the master files (tiff formation).
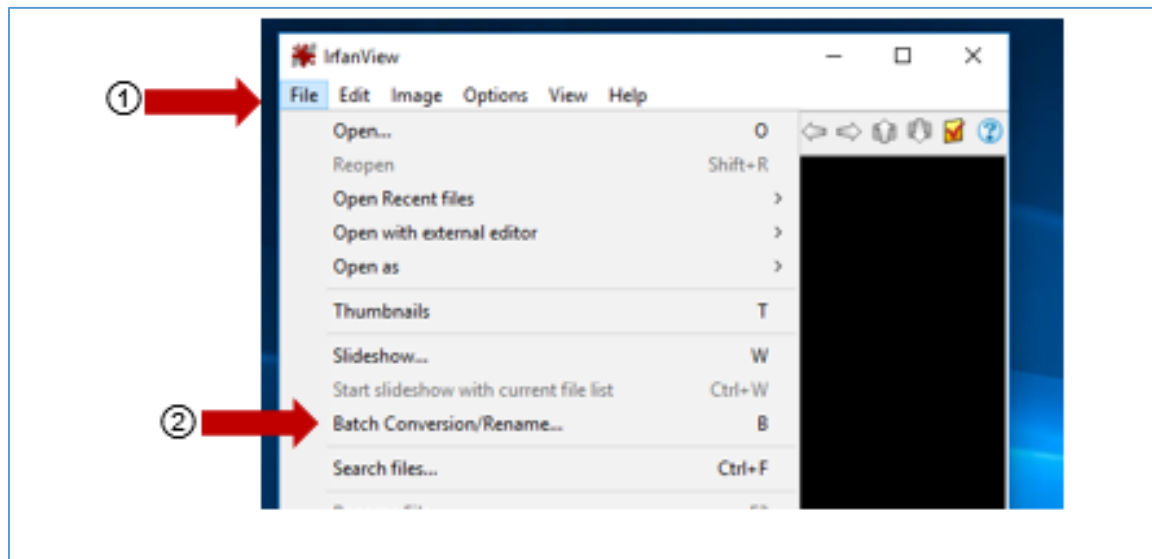

TIPS

- Make a file to save JPEGs into **FIRST** (before opening IrfanView.)
- Use same root name as the original file. Add _Access to the Jpeg's file name.
- Example:
  - Master (Tiff) files = Photos
  - Access (Jpeg) files = Photos_Access

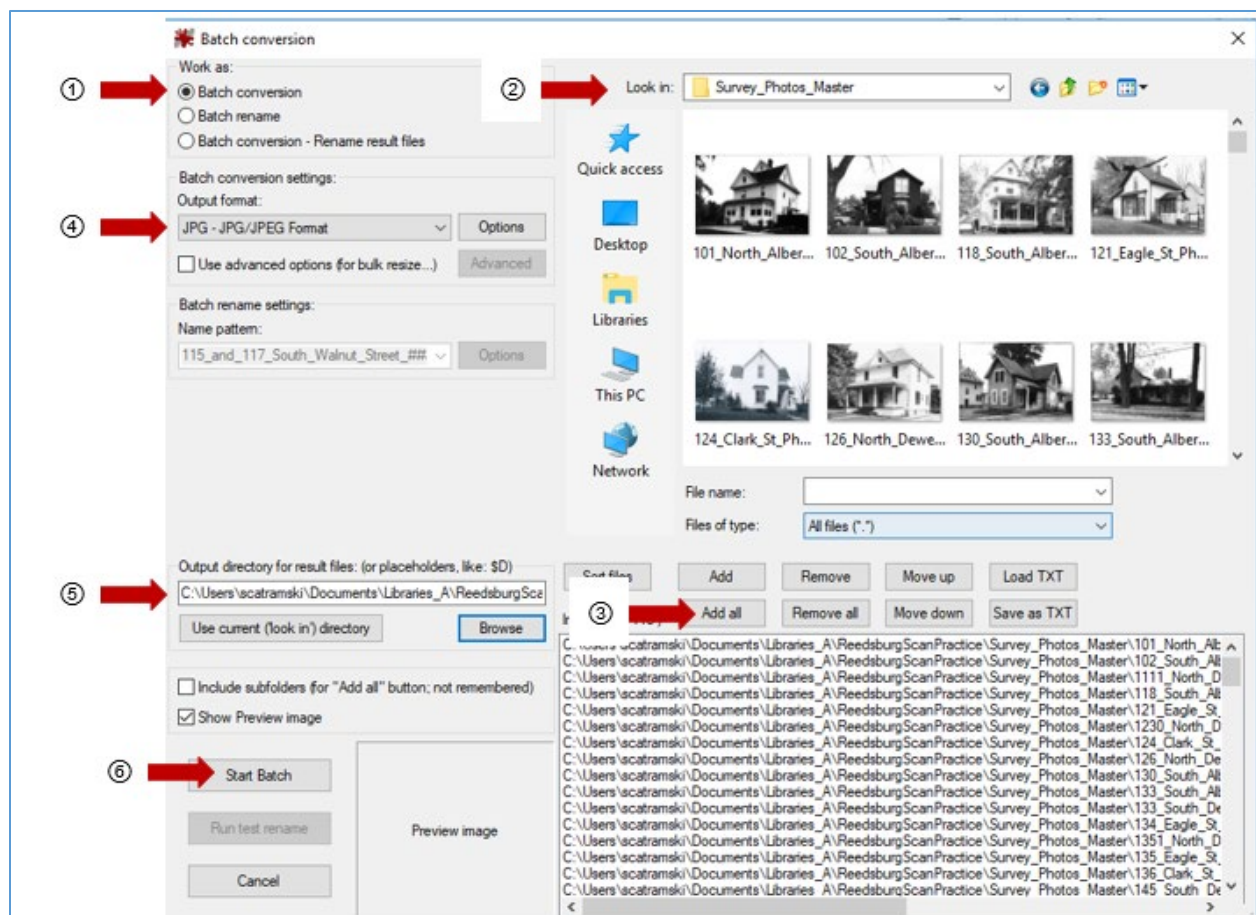**Note: Every FOLDER has to be done separately!**

BATCH CONVERSION

1. Create a folder on the external hard. Example: Photos_Access
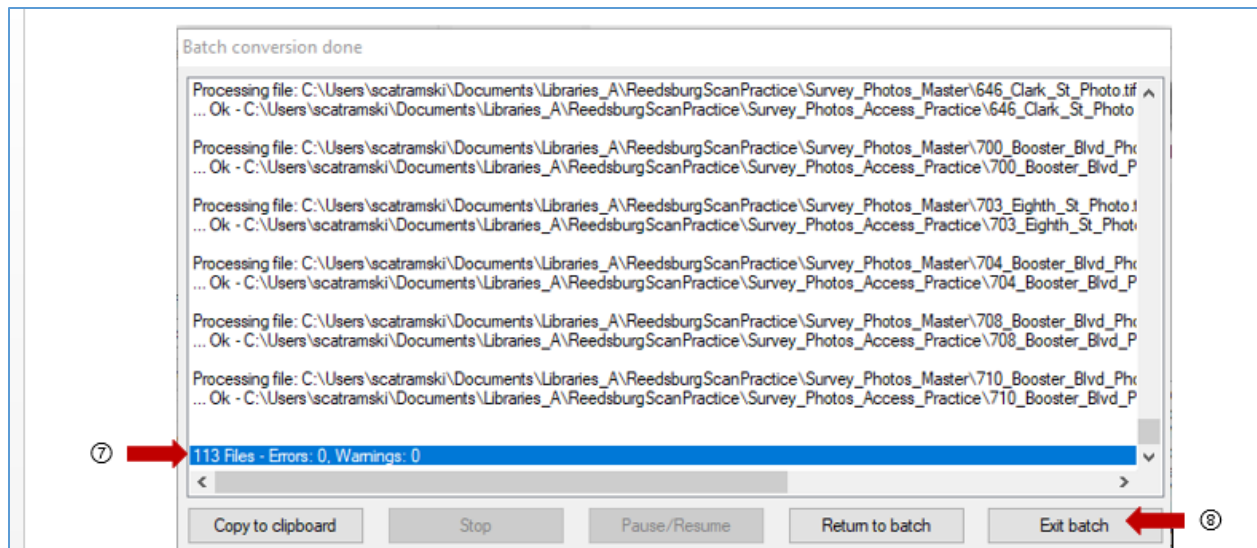2. Open IrfanView

Select ① File and ② Batch Conversion/Rename…

Next, select:

① **Work as**: Select Batch conversion

② **Look in**: Select folder with the files (master tiffs) to be converted.

③ Select: **Add all**

④ **Batch conversion settings: Output format:** Select desired file format (usually JPEG). (Leave Use advanced options UNCHECKED)

⑤ **Output directory of result files**: Change to appropriate folder (Example: Photos_Access) on external hard drive by using **Browse**

⑥ **Start batch**

After the conversion:

⑦ **Notice any errors**

⑧ **Exit batch**

Any files that were previously converted and are in the same folder the conversion is being saved to will show as errors. Verify both the Master folder and Access folder have the same number of records.

Open the folder on external hard drive to verify that the conversion was successful and that the files can be opened. View files by DETAILS (View-Details) to verify that they are converted into the correct file format (usually JPEG).

Version date: 1-27-2025