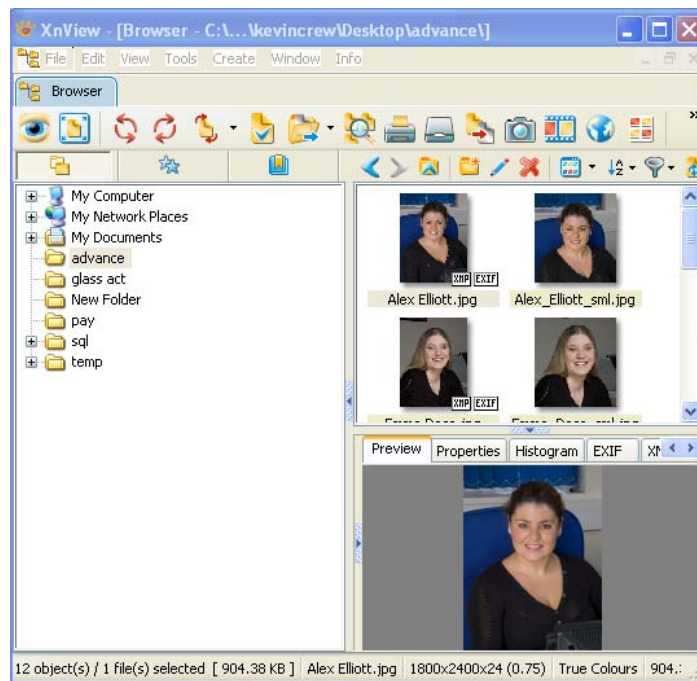


Using XN View to resize images for use on the internet

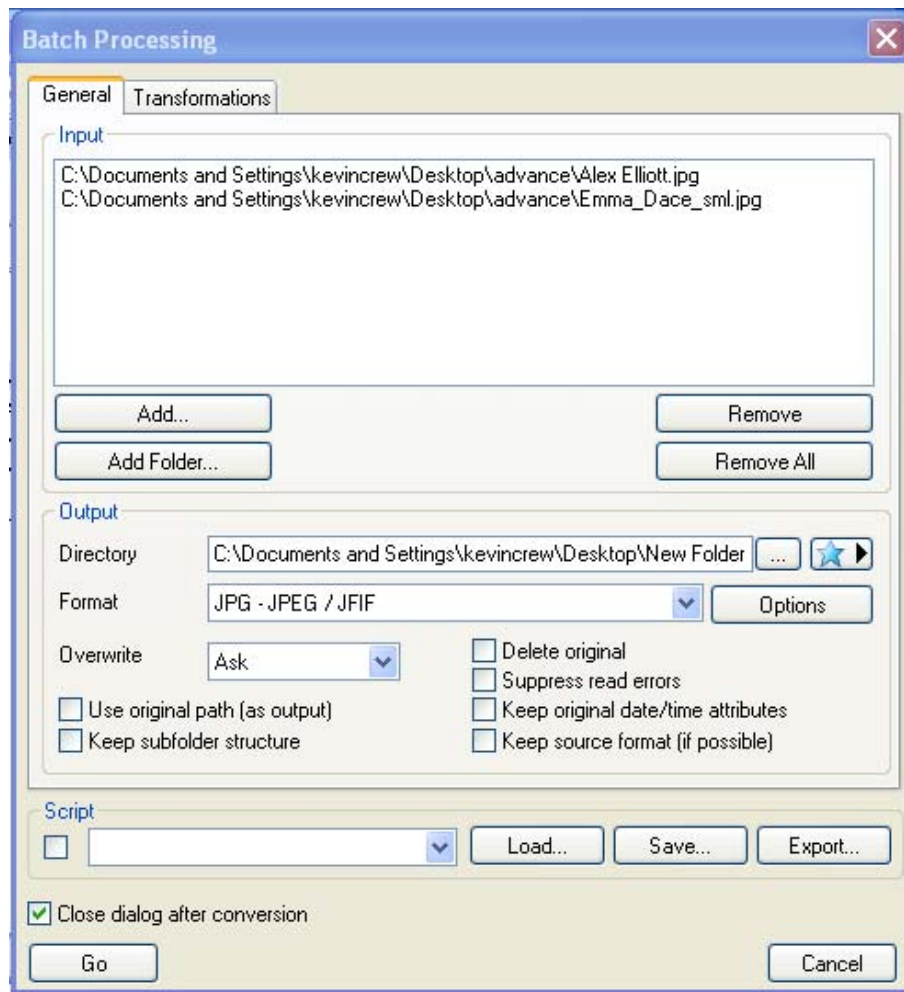
XN View is a free piece of software for image manipulation which can be downloaded from the internet at <http://www.xnview.com/en/xnview.html>

Note. ADVOSIS accept no responsibility for any problems that may be caused by installing this software!

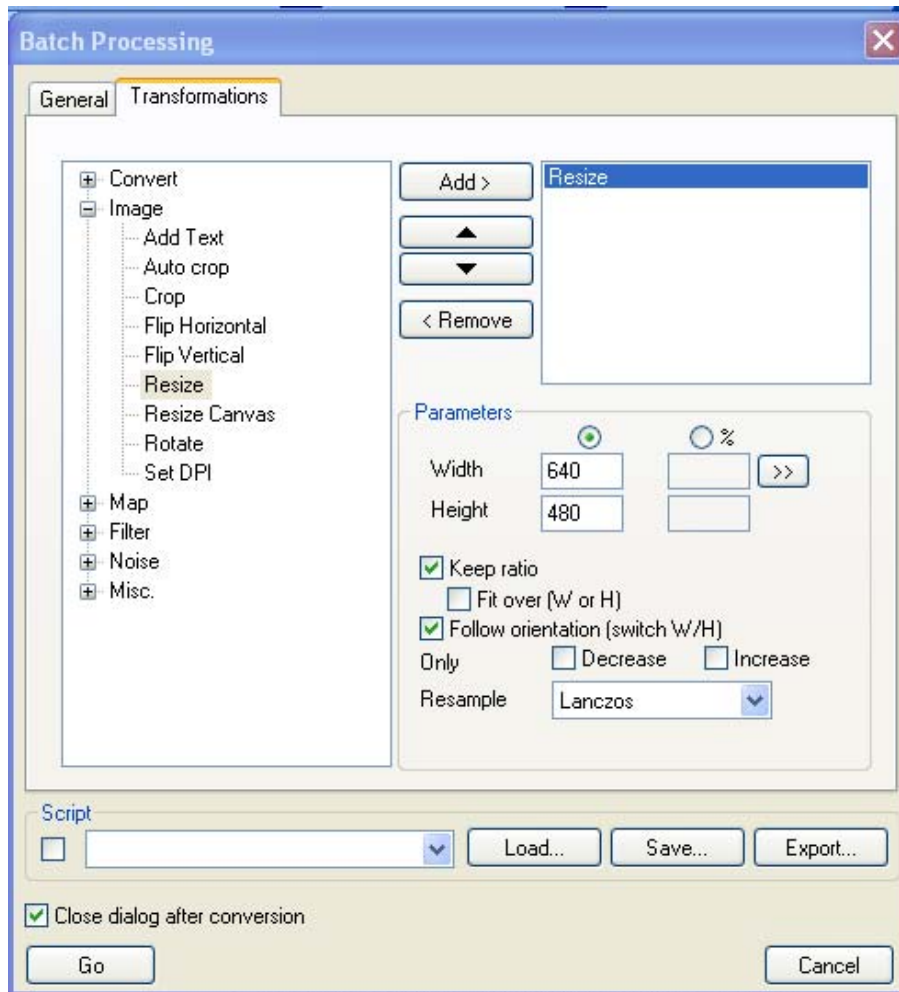
- Open XN View
- You will be presented with a file explorer type window



- Navigate to the folder containing your images to be resized in the left pain.
- In the right pain you will see the photos within the folder and a larger version of the selected image
- Select all the images which you would like to resize (left mouse click and CTRL) make sure the images have the same orientation, either all landscape or all portrait otherwise you will resize the images in the wrong aspect.
- Once you have selected your images to be resized right click on one of the selected images.
- .From the pop up menu select **Batch Processing** in the 5th section



- In the Output section make sure you create a new folder for your resized images otherwise the program will overwrite the originals
 - Click on the button with the dots on it next to the directory field
 - In the pop up window click create new window and name it
 - Click ok an the Batch processing page will be displayed with the new directory name it.
- Click on the Transformations tab at the top of the page



- Click on the image tree item on the left
- Click on the **RESIZE** item (NOT the RESIZE CANVAS!)
- Click on the Add button on the right hand side of the screen
- Resize will be added to the right pane and the size parameters will now be shown.
- If the image to be resized is **portrait** then it should be set to **width 480 Height 640**
- If the image to be resized is **Landscape** then it should be set to **width 640 Height 480**
- Now click the GO button at the bottom of the page.
- You will get a timer on the screen and your images will be resized to the new folder you created.
- These new images can now be uploaded to the website via the ASCMS
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