

# Using Irfanview (Pronounced Earfanview) for Picture editing.

I have chosen this Program or App for many reasons, it is free, it is easy and safe to down load, it is reliable, it is fast to load up, it has programs designed for 32 and 64 bit computers, it does almost anything to pictures.

**What I am telling you this morning is only a very small part of what this software can do.**

## **Cropping part of a picture.**

Use the mouse on a picture to mark a rectangle around the part of the picture that you wish to keep. *Hold down the left mouse button, then scroll across the picture to make your rectangle.*

*If you make a mistake simply let go the mouse button and start again.*

*Now that you have a line around what you want press buttons **Ctrl and Y***

*If you are not happy with the result press **Ctrl and Z**.*

## **Cloning something out of a picture.**

*Press the **F12** key a dialog box should open on the right, click on the **Clone icon head and shoulders**, put your mouse cursor on the source of colour that you wish to use and press the mouse right key this should show a vertical arrow on your screen. Now to clone hold down your left mouse button and paint out the object that you do not want in your picture move your brush around with your mouse, don't be afraid to move your source point. Cloning can be made much more accurate by going up to the tool bar (the numbers about 1/3 across in the tool bar) and increasing the size of the picture. You can also alter the size of your cloning brush in the dialog box*

## **Altering colour tones including brightness and darkness.**

*Press **shift and G** at the same time and a colour correction box will show on the screen. The screen is fairly self explanatory you have 2 pictures in that screen the right one is the result of your alterations and the left is the original view. You can now modify the big picture by clicking apply to the original, **if you like it press OK.***

## **Putting names on pictures.**

*Press **Ctrl and T** at the same time an add overlay text to image screen comes up, you have many choices in here you could play around for ages. I will tell you some simple settings, type a name in the box if you want the name up the top type in the box up the top, tick adjust font size to current zoom in size, text alignment tick left right or centre, background transparency set it at transparent, you can now press the preview button if you like it press the OK button and the prior to closing the picture save it as a different name that way you will still have your original picture.*

*In this text box please use the up and down arrow keys, to see what and where the text is*

*The text box can be a trap, you must scroll up and down because previous text can hide above or below the box. To preview because the Add overlay text to image page will most likely be over your picture take your mouse pointer to the top of the screen near where it says text overlay, hold down your left mouse button and use the scroll bar to slide this box so that you can see most of your picture. Now you can press Preview. If you like what you see, Press OK. To save the alterations, press S, here you should put in a different name if you want to keep the original picture. Please take note up the top of this screen where it is being saved, you can change this.*

## **Combining several pictures into one.**

*Open the picture that you want to put with another picture press buttons simultaneously **ctrl and A**, then press **ctrl C** (this copies the whole picture and puts it in the clipboard). Open the other picture, Click on edit in the tool bar and go down to Paste Special and choose where you want the picture that is in clipboard to be placed.*

## **Reducing picture dimensions, a must do for putting on a webpage.**

*Press **ctrl and R**, I set the screen on inches, click on select new size and for our website I use at a maximum 10 inches wide.*

## **Reducing the number of Kilobytes of a picture, a must do for putting on a webpage and sometimes for emailing.**

*I then go to save as and in the box that comes up I choose for a website 100kb. **Remember to uncheck this setting for saving regular pictures.** Another must for website pictures names must be in all lower case and no spaces.*

**Control and S will save your picture in its original folder.**