

How to Convert a Batch of Images

When you take digital photos with your camera, the images are jpegs. In addition, often the digital photos are large. For many TechnoKids activities, it is easier to work with the photos if they are smaller. These instructions explain how to take a “batch” of photos and reduce the file size.

Batch Conversion and Photo Gallery

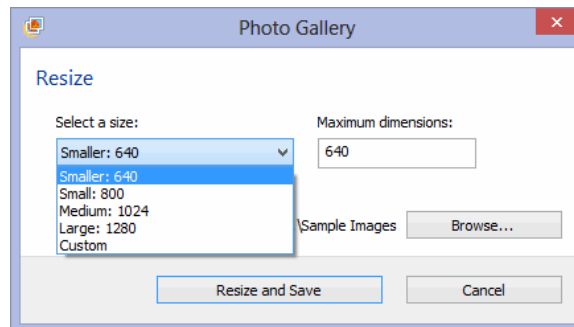
Windows Live Photo Gallery is a free program from Microsoft. If you have Windows 7 or 8 you can download this program.

Take Digital Photos

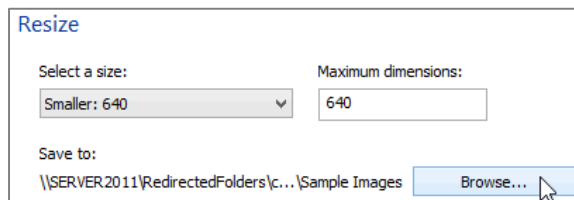
1. Take digital photos using your camera.
2. Download the photos from your camera to the computer into a folder.

Resize Pictures

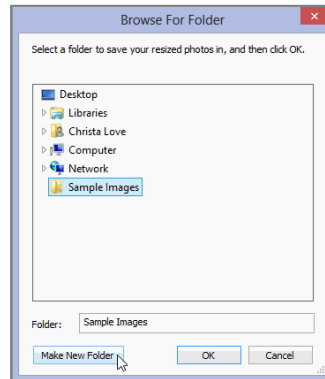
1. Open *Photo Gallery*.
2. From the left pane, select the folder with the photos.
3. Select the photo thumbnails that you wish to convert to JPG format. To select all the photos in a folder, use **Ctrl-A**.
4. Right click on the selection.
5. Click *Resize*.
6. Select a size such as *Smaller* or type in a *Custom* dimension.



7. Create a new folder to save the photos:
 - a. Click *Browse* in the Save to area.



- b. Select the folder with the original folders.
- c. Click *Make New Folder*.
- d. Type **resized** as the folder name.



- e. Click OK.
8. Click *Resize and Save*.
9. The photos will be resized. You will now see duplicate photos in the pane. This is because Photo Gallery displays all the photos in the main folder. Do not worry! Your resized photos are in the resized folder. Click on the resized folder to see just the smaller images.

Batch Conversion and Microsoft Office Picture Manager

If you have Office 2010 or earlier you will have Microsoft Office Picture Manager. This program has tools that allow you to batch convert both file size and file type.

Take Digital Photos

1. Take digital photos using your camera.
2. Download the photos from your camera to the computer into a folder.

Change the File Type and File Size

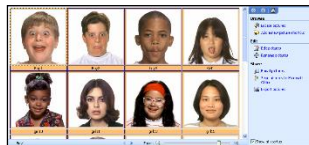
1. Open Microsoft Office Picture Manager. (Start – All Programs – Microsoft Office – Microsoft Office Tools – Microsoft Office Picture Manager).
2. Click the *Add Picture Shortcut* link in the Picture Shortcuts pane.



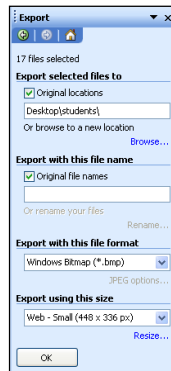
3. Browse to the location of the photographs and then click *Add*.
4. Click *Thumbnail View* on the taskbar above the picture window.



5. Click the *Edit* menu and choose *Select All*.



6. Click the *File* menu and choose *Export*.
7. In the *Export* pane:
 - A. Pick a location to save the photographs.
 - B. Select *Original file names*.
 - C. In the *Export with this file format* area, change the file type to **Windows Bitmap (*.bmp)**
 - D. In the *Export using this size* area, change the size to *Web – Small (448 x 336 px)*



8. Click *OK* and close Microsoft Office PictureManager.
9. **Your photos are now all 24-bit bitmaps and they are all smaller in size. Your students can now use them to easily complete TechnoKids activities.**