

# 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, you need the images to be **24-bit bitmaps** and for some tasks, it is easier to work with the photos if they are smaller.

These instructions explain how to take a “batch” of photos and convert the file type from jpegs to 24-bit bitmaps, as well as how to reduce the file size. This means that you will be able to alter quickly the file type and size of all photos in a folder, without having to edit them individually.

## Take Digital Photos

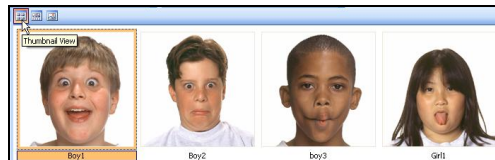
1. Take digital photos using your camera.
2. Download the photos from your camera to the computer into a folder.

## Change the File Type and File Size

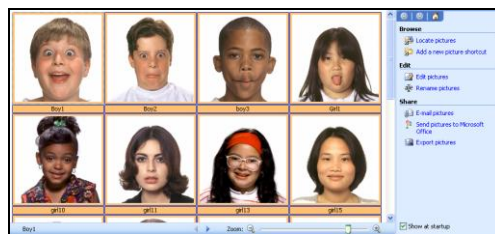
1. Open Microsoft Office Picture Manager. (Start – All Programs – Microsoft Office – Microsoft Office Tools – Microsoft Office Picture Manager).
2. Click the *Add Picture Shortcut* link in the Picture Shortcuts pane.



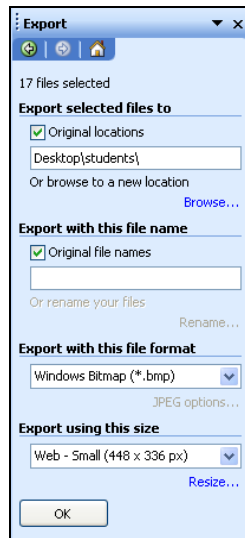
3. Browse to the location of the photographs and then click *Add*.
4. Click *Thumbnail View* on the taskbar above the picture window.



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.**