

## Instructions to format pictures with IrfanView

Each case study must have two pictures, one in landscape and one in portrait format, with the following recommended sizes (see DB 2.1.3).

Photo 1 (landscape) - 12.36 cm x 7.96 cm (1460 x 940 pixel), 300 dpi

Photo 2 (portrait) - 6.32 cm x 7.96 cm (746 x 940 pixel), 300 dpi

The formatting can easily be done by using the IrfanView program, which can be downloaded for free from: [www.irfanview.com](http://www.irfanview.com). Once you have installed it, please follow the instructions below.

### 1) Format for a portrait picture

1. Open the IrfanView
2. File → open (*choose your picture*) → open
3. Image → Resize/Resample... → height: 940 → ok
4. Edit → Create custom crop selection → (1) set ratio for width:height → NONE; 2) Width: 746, Height: 940; 3. DPI: 300) → save and apply to image
5. *Using the left/right keys on your keyboard you may choose, which part of the pictures you want to cut off*
6. Edit → copy
7. Image → Create New (empty) image → **width: 746, height: 940 and DPI:300** → ok
8. Edit → paste
9. File → save as .jpg (*save it where you want to save it*)
10. Upload the picture to the WOCAT QT or QA database

### 2) Format for a landscape picture

1. Open the IrfanView
2. File → open (*choose your picture*) → open
3. Image → Resize/Resample... → width: 1460 → ok
4. Edit → Create custom crop selection → (1) set ratio for width:height → NONE; 2) Width: 1460, Height: 940; 3. DPI: 300) → save and apply to image
5. *Using the up/down keys on your keyboard you may choose, which part of the pictures you want to cut off*
6. Edit → copy
7. Image → Create New (empty) image → **width: 1460, height: 940 and DPI: 300** → ok
8. Edit → paste
9. File → save as .jpg (*save it where you want to save it*)
10. Upload the picture to the WOCAT QT or QA database



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