***After the Event, Step 9 workflow:***

*Creating Production Copies of all image files in the all-items folder*

To use IrfanView to create Production Copies of images in your collection and to reformat those copies as TIFF files, follow these instructions:

* 1. Open IrfanView.
* 2. Select File and in the file options select “Batch Conversion/Rename” option.
* 3. A window should pop up that reads “Batch Conversion” at the top.
* 4. In the “Work as:” section, make sure that “Batch Conversion” is selected.
* 5. In the “Batch conversion settings” section, select “TIF - Tagged Image File Format” as the “Output format.”
* 6. In the “Look in” section, navigate to the *all-items* folder for your event on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

* event#-YYYYMMDD-event-name
  + items
    - preservation-copies-f0
      * **all-items**
    - production-copies-f1
  + metadata
* 7. When you see that folder open in the “Look in” window on the screen, select the “Add all” button. The file path/location for each of the images in the *all-items* folder should now appear in the “Input file(s)” section at the bottom of the window.
* 8. In the “Output folder for result files” section, click on “Browse.” A window should pop up. Navigate to *production-copies-f1* folder for your event on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

* event#-YYYYMMDD-event-name
  + items
    - preservation-copies-f0
      * all-items
    - **production-copies-f1**
  + metadata
* 9. Select the folder and click “OK.”
* 10. Click on the “Start Batch” button in the IrfanView window. A pop up should show the conversion and copying process.
* 11. When the conversion and copying process is complete, the title of the pop up window should read “Batch conversion done” and any errors in conversion or copying will be listed.
* 12. If there are no errors, select “Exit batch.” The “Batch conversion” window should automatically close, bringing you to the blank IrfanView screen.
* 13. Look in the *production-copies-f1* folder for your event on the Digital Preservation Hard Drive and confirm that there are now TIF versions of the files in the folder.
* 14. Close IrfanView.