

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.