

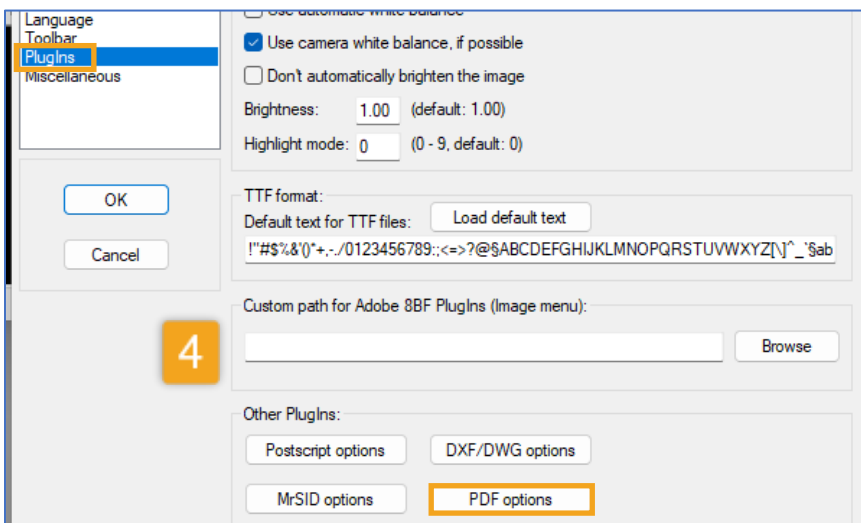
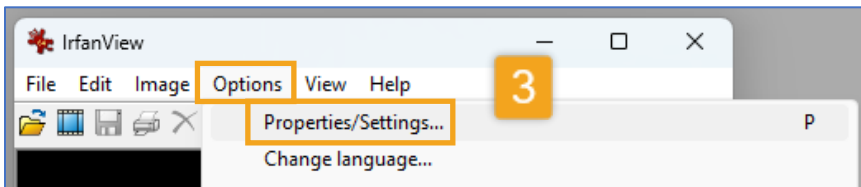


Records Management Guidance

Batch File Conversion (IrfanView)

This document explains how to use the IrfanView application to do **batch file conversions** of electronic records; including converting to **PDF/A**, **PDF**, and **TIFF** file format. Converting files to PDF/A or TIFF *might* be necessary for scanning projects to ensure that records comply with Destruction After Digitization (DAD) requirements (especially if they are archival or have a retention period of 6 or more years). Converting to PDF can be helpful for creating transitory access copies of records in a user-friendly format.

IrfanView is free and available for all King County employees to use and is administered by KCIT. If you have issues with using IrfanView, submit a Cherwell helpticket.



1. Install **IrfanView** from the [Software Center](#)

2. **Open** Irfanview after install

3. Select **Options** tab and then **Properties/Settings**

4. Select **Plugins** on the left column then **PDF options**

[continue to next page]



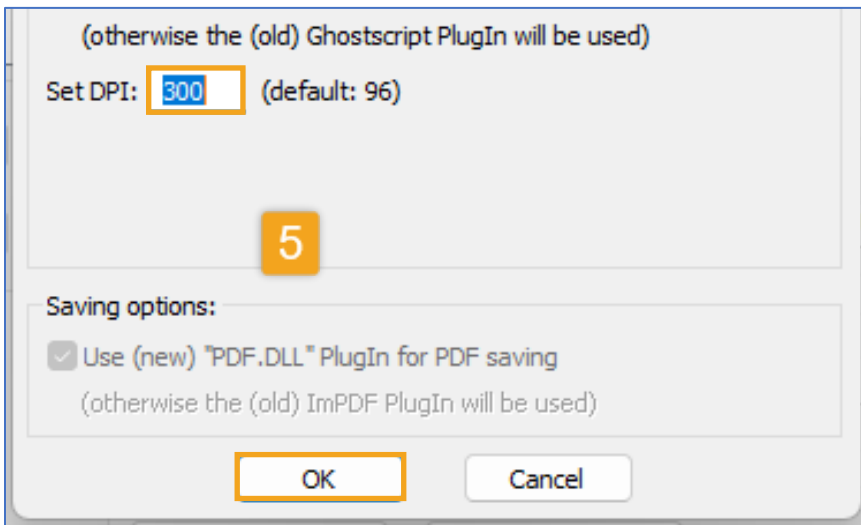
King County Records Management Program
206-477-6889 – records.management@kingcounty.gov
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10/2023



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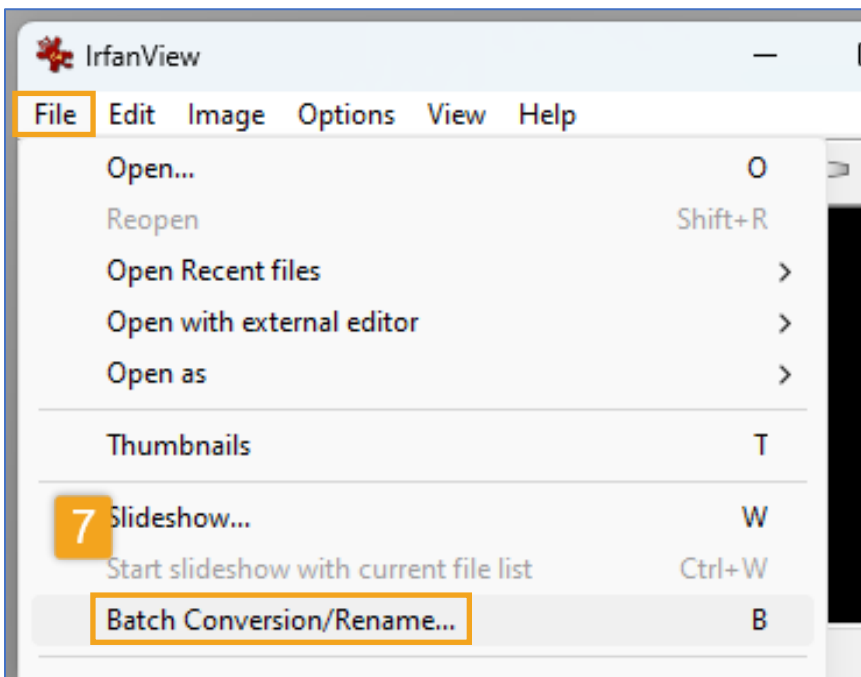
Batch File Conversion (IrfanView)



5. Next to **Set DPI** change to **300** and select **OK**

6. Close the window

*Note that these steps to change the DPI setting only need to be done **once**. For all batch conversions, proceed to step 7.*



7. Select **File** tab and then **Batch Conversion/Rename**

A "Batch conversion" window will open, where you will configure the batch conversion. Proceed to step 8 on the next page.





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Batch File Conversion (IrfanView)

8. Under “Work As:” in the top left corner, choose **Batch conversion**
9. Under **Batch conversion settings: Output format** select the file type that you want to convert the batch to (refer to **9A**, **9B** and **9C** below for settings for specific file formats).
 - 9A. for **PDF/A** – select a, Under Output format, select PDF – Portable Document Format and select Options and select “Set compliance mode to PDF/A-1B” and click OK
 - 9B. for **PDF** – Under Output format, select PDF – Portable Document Format and select Options and unselect “Set compliance mode to PDF/A-1B” and click OK
 - 9C. for **TIFF** - Under Output format, select TIFF – Tagged Image File Format and select Options. Select None under Save Compression. Select both Save all pages from original image and Save palette for grayscale images
10. Under **Look in** – choose the File Explorer folder where the records to convert are located (you might need to change “Files of type” to view the files you want).
11. Select **Add all** to add all files in that folder. (If instead you want to only convert *some* of them, tag them individually in the white window and select Add.)
12. Under **Output folder**, select the folder where you want the converted files to be exported to
13. Select **Start batch**

That’s all. You can locate the converted files in the folder you chose in step 12. You can close windows when you are finished. Repeat as needed.

Screenshots on the next page(s).





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Batch File Conversion (IrfanView)

8 Work as: Batch conversion

9 Batch rename settings: Name pattern: image###

10 Look in: Orange Tree Planting Project

Name	Status	Date modified
van tahoma.JPG	✓	2/13/2023 3:50
RE Update to Archives info on RM webp...	✓	9/27/2023 7:55
RE Training Request.MSG	✓	9/27/2023 7:55
RE This is the error message when I click ...	✓	9/27/2023 7:55
RE Records Management News You Can ...	✓	9/27/2023 7:55
RE North Highline Check-In Materials.HI...	✓	8/9/2023 4:22
RE Girmay IH General Thoughts and App...	✓	8/9/2023 4:22
RE CM filing not working.MSG	✓	9/22/2023 3:32
Photo-Test.jpg	✓	9/13/2023 9:16
Photo-Test - Copy2.JPG	✓	9/13/2023 9:38
17097386 RM Staff Summer 2016 2.JPG	✓	10/12/2020 5:0
0419UGSI013.JPG	✓	4/29/2019 12:5
000 0001.JPG	✓	1/23/2008 12:2

11 Add all

12 Output folder for result files: C:\Users\wadleir\OneDrive - King County\Desktop\Orange

13 Start Batch

See 9A, 9B and 9C on pages 5-6 for settings for PDF/A, PDF, and TIFF



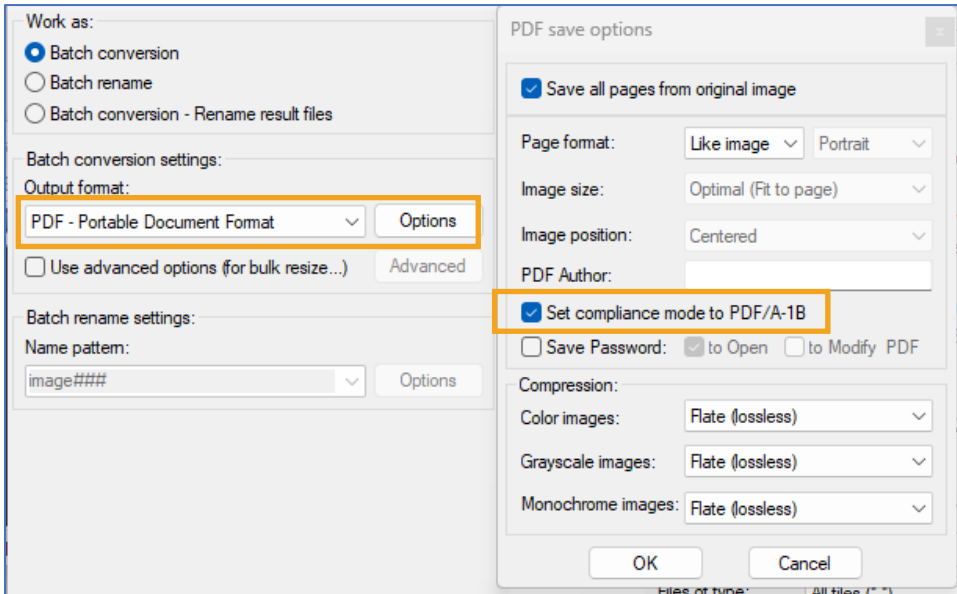
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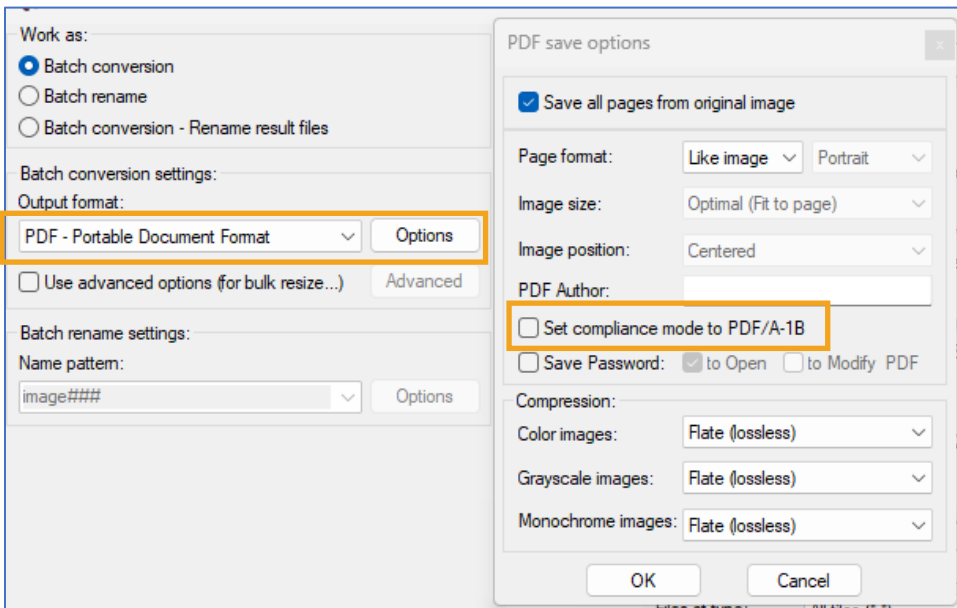
Records Management Guidance

Batch File Conversion (IrfanView)

Settings for PDF/A



Settings for PDF



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Batch File Conversion (IrfanView)

Settings for TIFF

