

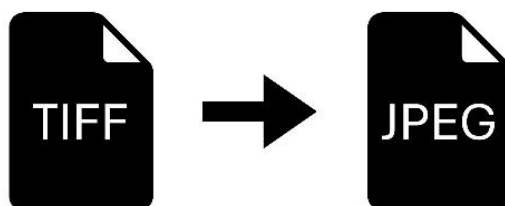
How to Create “Access Copies” of Preservation-Grade Files

Use this guide to create **JPEG copies** from the **TIFF files** you have already scanned.

Scanning items to TIFF format creates high-quality, preservation-grade files. These files stay clear and sharp, even when enlarged for printing or presentations. However, TIFF files are large and can be difficult to share.

A common solution is to keep two versions of each scan:

- A **preservation copy** (TIFF) for long-term quality.
- An **access copy** (JPEG) that is smaller and easy to view or share.



Equipment You Will Use:

- Memory Lab computer

Software You Will Use:

- IrfanView

Time Required:

- 5 minutes to prepare a batch, plus a few seconds per image to convert.
- **Allow 15 minutes at the end of your appointment to transfer the digital files to your external storage device or upload to the cloud.**

Step 1: Convert the Files

Step 1: Open the Software

On the desktop of the Memory Lab computer, double-click the **IrfanView64** icon. When you first open the program, the window will be black.

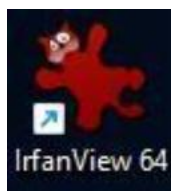


Figure 1: Software icon.

Step 2: Convert the Files

Option A: Convert one file (quick method)

1. Drag the **TIFF** file into the black window.
2. Save the file as **JPEG**.

Option B: Convert multiple files (batch method)

1. Open the **File** menu in the top left of the IrfanView window.
2. Select **Batch Conversion/Rename** (see Figure 2).

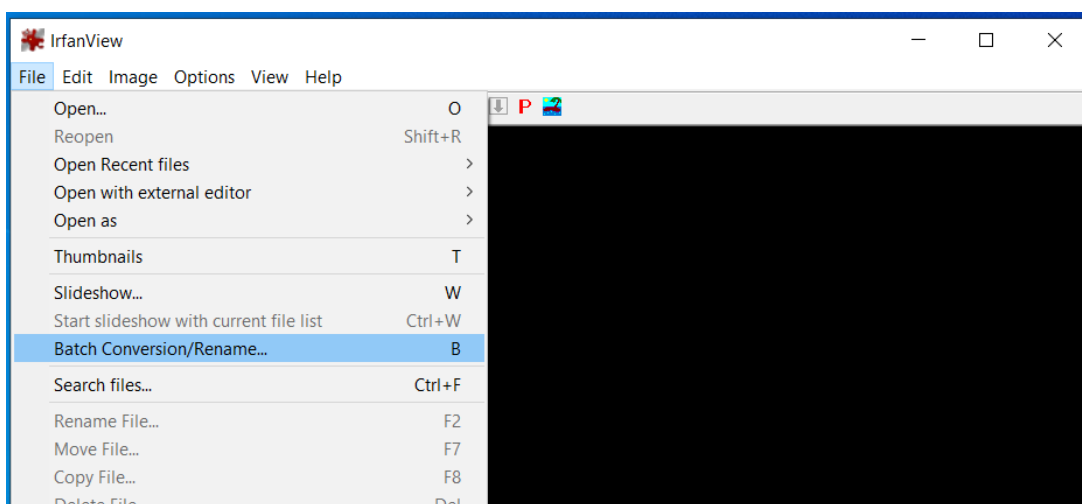


Figure 2: Batch Conversion/Rename window.

3. In the Batch Conversion window, navigate to the folder containing your TIFF files.
4. Click **Add all**, then remove any files you do not want to convert by selecting them and clicking **Remove**.

The selected images will be listed in the **Input files** text box at the bottom of the window. Figure 3 shows that four photos are selected.

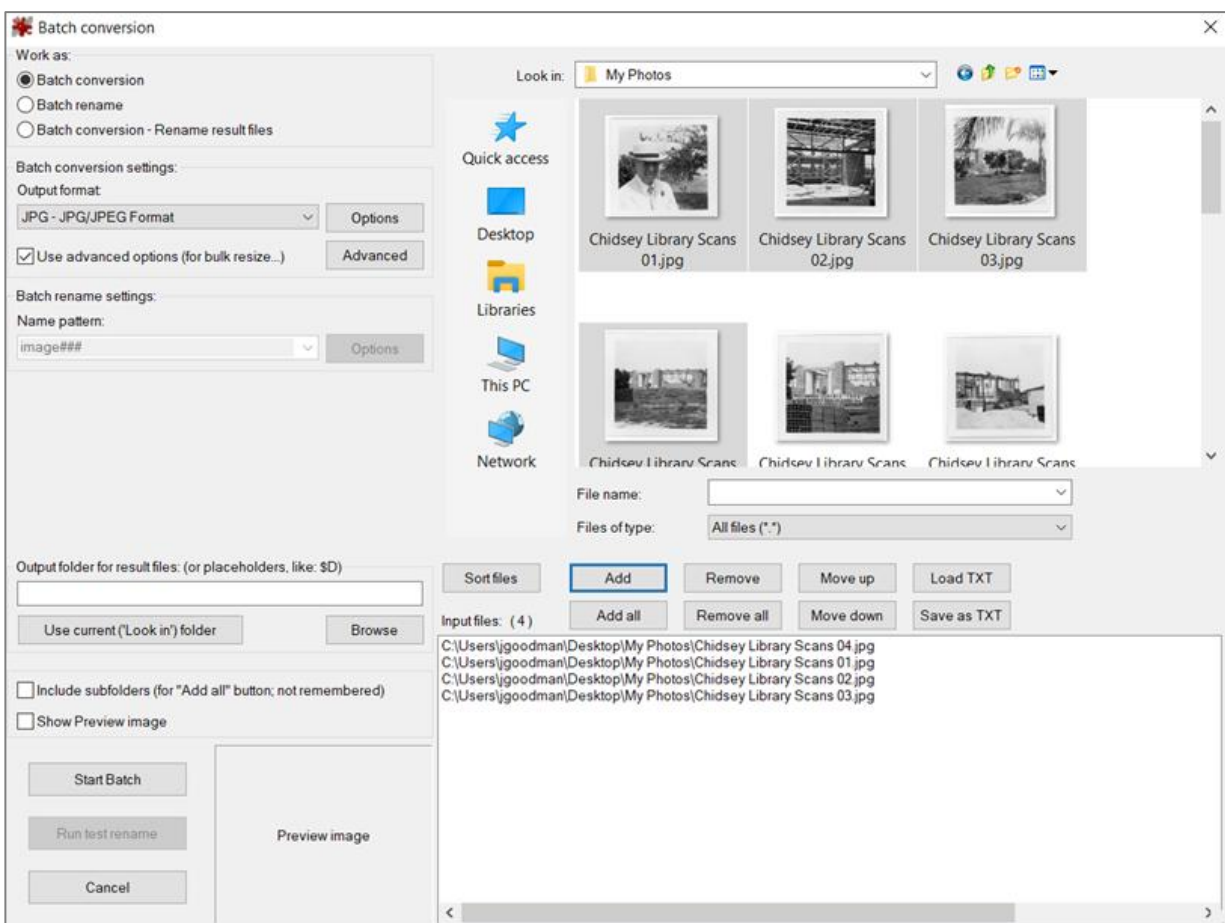


Figure 3: Four images are highlighted (top right); four files are listed in the text box (bottom right).

5. On the top left of the Batch Conversion window, under **Work as**, select the button for **Batch conversion**.

6. Under **Batch conversion settings** (see Figure 4, next page), make the following selections:
 - a. For **Output format**, select **JPG – JPG/JPEG Format**.
 - b. Skip the **Options** button.
 - c. Check the box **Use advanced options**.
 - d. Click the **Advanced** button. The following settings are recommended:
 - i. Uncheck the **CROP** box.
 - ii. Check the **RESIZE** box.
 - iii. Click the button for **Set new size**.
 - iv. Click the button for **Set long side to**.
 - For images 8x10" or smaller, use 3000 pixels.
 - For documents, use 4000 pixels.
 - e. In the bottom left list, check **only** these three boxes:
 - **Preserve aspect ratio**
 - **Use Resample function**
 - **Don't enlarge smaller images**
 - f. For **Set new DPI value**, enter **96**.
 - g. Uncheck all other boxes in the second or third columns.
 - h. Click **OK** in the bottom right to apply changes and return to the Batch Conversion window.

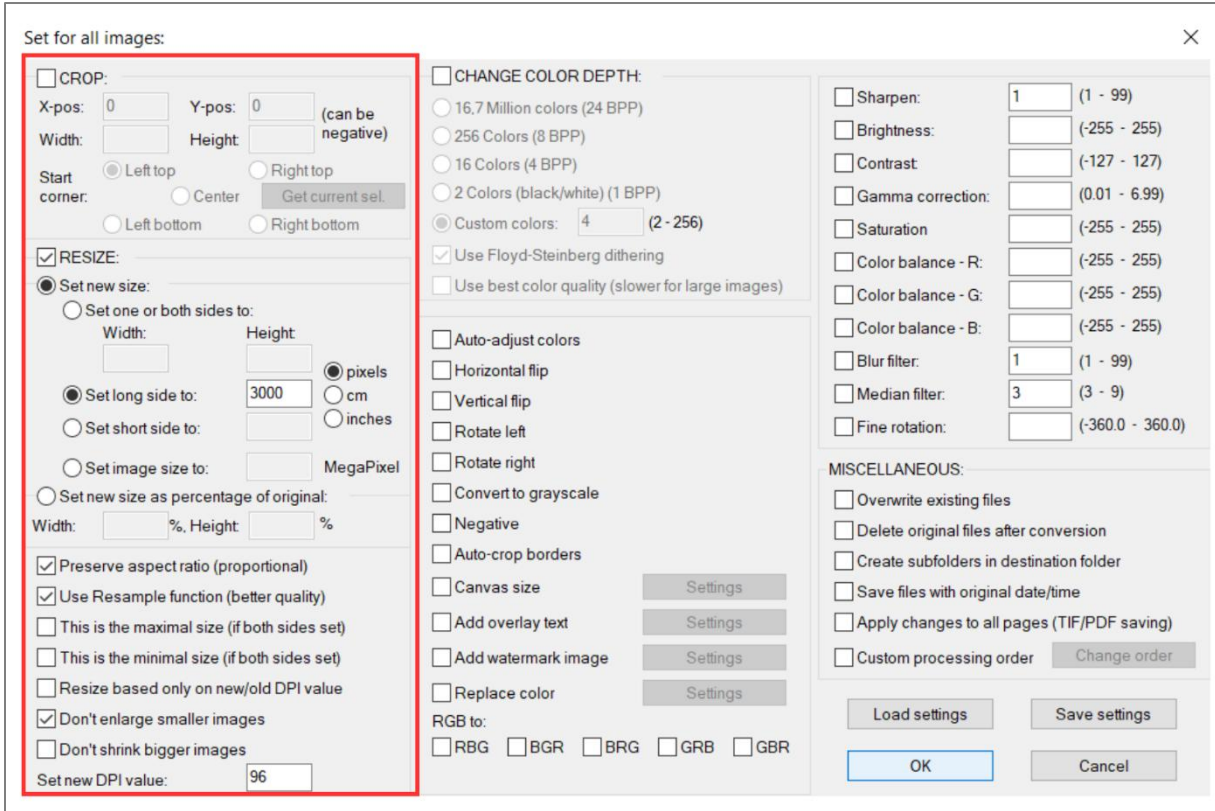


Figure 4: Recommended settings are in the left panel.

7. In the field **Output folder for results files**, select a folder to save your files. *Best practice is to save the converted JPEGs to a different folder than the original TIFFs.*

To easily create a new subfolder for your JPEGs:

- a. Click **Use current ('Look in') folder** to select the folder with your originals.
- b. Click in the text box listing a file path and enter a new folder name such as **Access Copies** or **JPEGs**. (See Figure 5.)

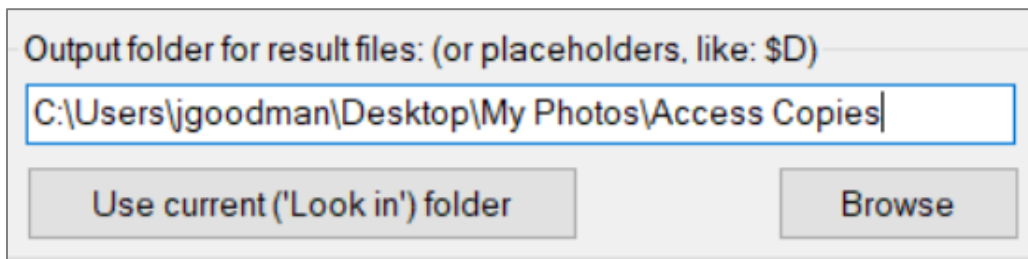


Figure 5: Enter a name such as “Access Copies” to create a subfolder.

- Click the **Start Batch** button. A window showing the progress of the file conversion process will appear. At the end of the process, the program will display the number of files successfully converted and will indicate if any errors were encountered (see Figure 6).

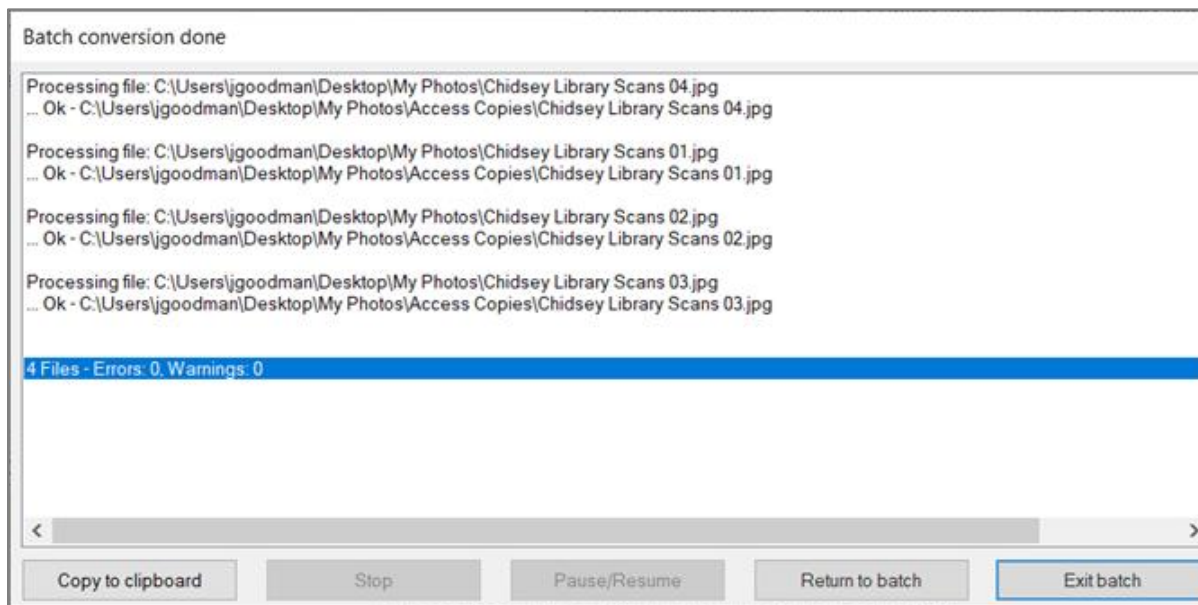


Figure 6: The number of files and errors is highlighted.

- Click **Exit Batch**.
- Navigate to the folder selected in Step 7 to save your converted files. The JPEG files should be much smaller than the TIFF files, but the quality should be sufficient for sharing and viewing.

Continue to the next page for instructions to transfer your files and complete your Memory Lab session.

Step 2: Transfer Files and Complete Memory Lab Session

Transfer your new digitized files from the desktop folder to your own storage using one of the options below. **Large files or multiple files may take up to 15 minutes to transfer.**

OPTION A: Use an external storage device (e.g. a hard drive or thumb drive):

1. Connect your external device to a USB port on the Memory Lab computer.
2. Double-click your folder on the desktop to open it.
3. Select all files by pressing **Ctrl + A** (or by clicking and dragging over them).
4. If **File Explorer** isn't already open, click the yellow folder on the taskbar.
5. Click **This PC**, then locate and select your external storage device.
6. Drag the files from the desktop folder to your external storage device. A file transfer progress bar will show the status of the transfer; see Figure 7.
7. Once complete, the files should appear in the external storage device.
8. After all files have transferred, right-click on your desktop folder and select **Delete**.

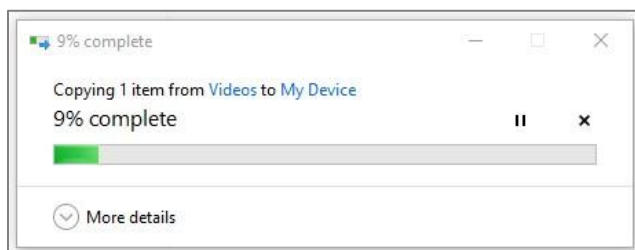


Figure 7: File transfer progress bar.

OPTION B: Upload to a cloud storage service (e.g. Dropbox or Google Drive)

1. Use a browser on the Memory Lab computer to access the internet.
2. Log in to your web-based email or cloud storage service to upload your documents.
3. After all files have uploaded, right-click on your desktop folder and select **Delete**.

Before You Leave:

- **Confirm your files are saved to your personal storage.**
Files are deleted daily from the Memory Lab computer!
- **Collect your original media from the Memory Lab equipment.**