

## User Guide – Loading Images onto SAHometraders

Do you realize that resizing/compressing your images before uploading them can save you time and money, as well as ensure better quality images? Reducing the size of your images means that it will upload faster and save you costly bandwidth. It also reduces pixels making images appear sharper therefore clearer and of better quality.

Resizing images can be done in **3 easy steps**.

1. Download and Install Programme (once off)
2. Resize/Compress the Images
3. Upload the Images

### **Step 1: Download Programme**

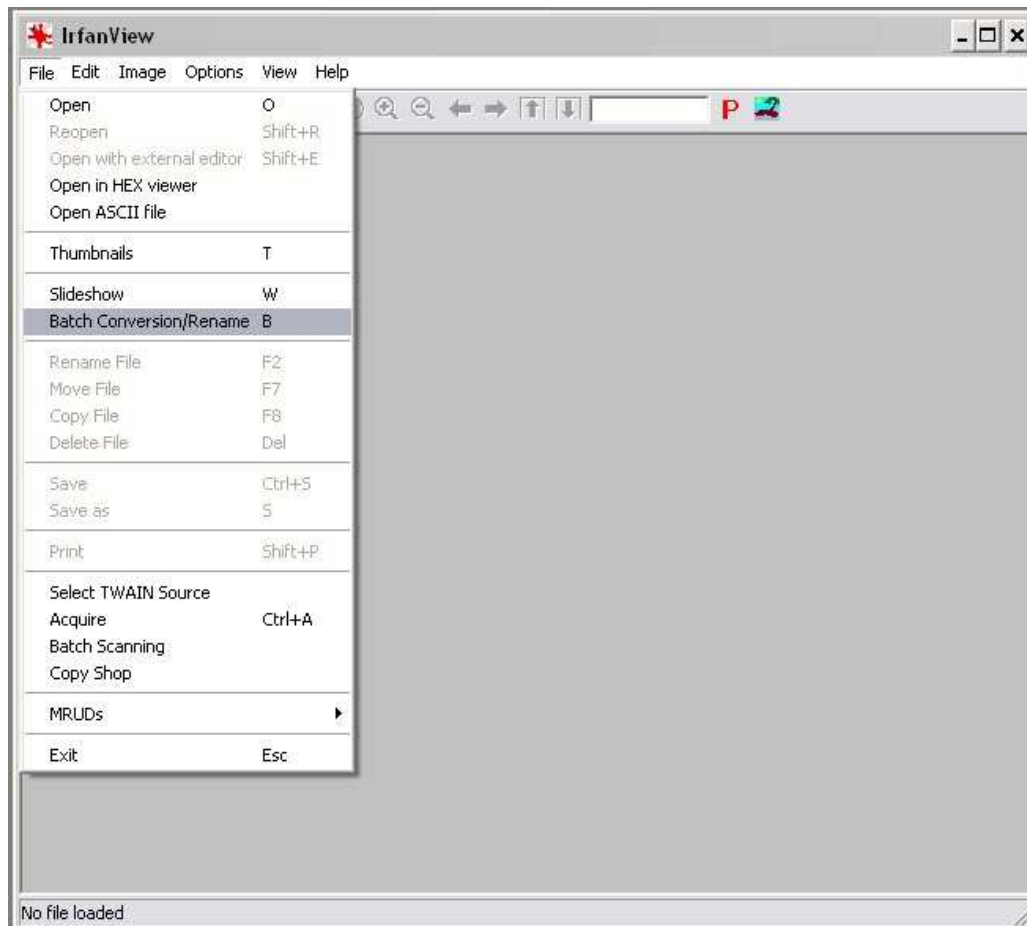
[http://agencyadmin.saht.co.za/agencyadmin/agency\\_help/iview370.exe](http://agencyadmin.saht.co.za/agencyadmin/agency_help/iview370.exe)

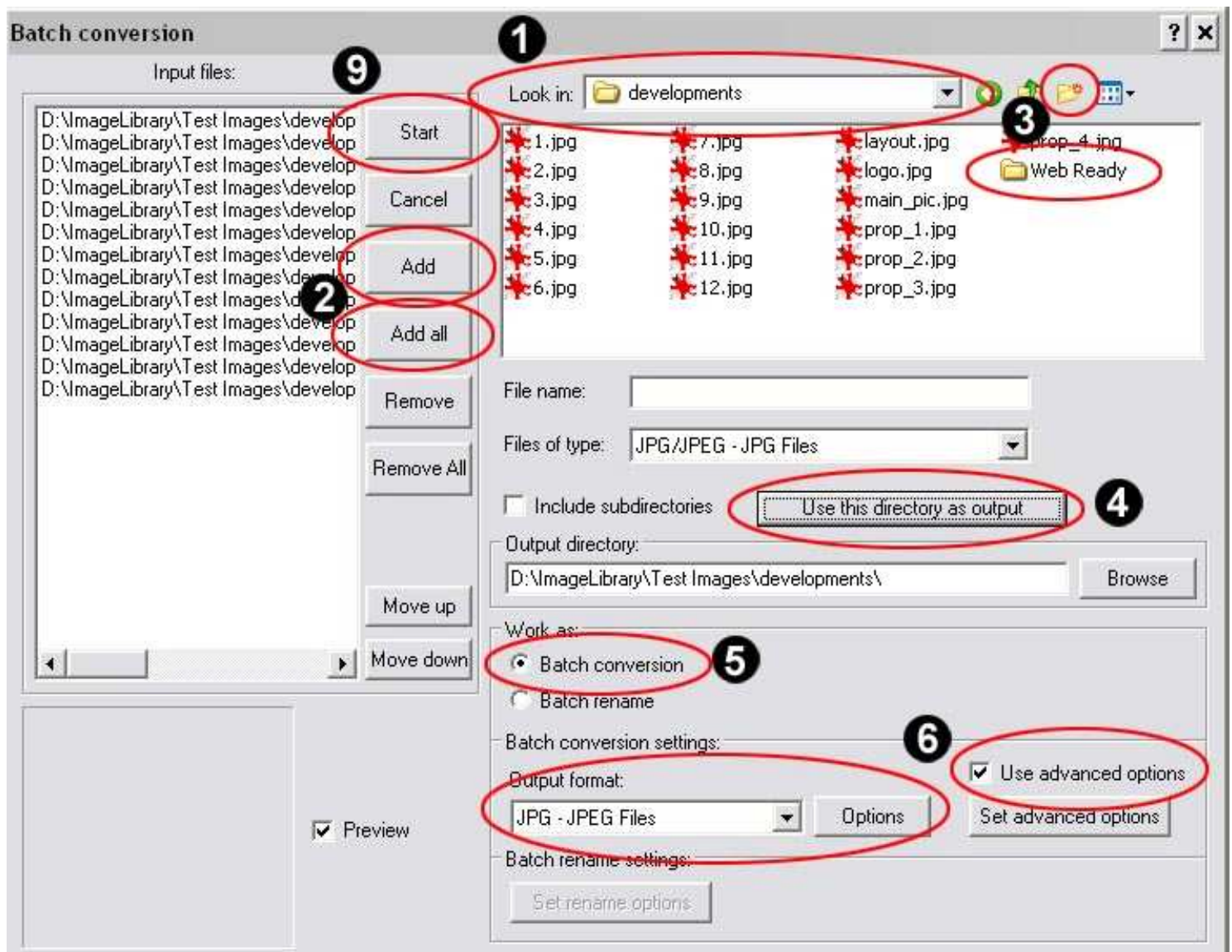
Click on the above link to download and install the IrfanView Programme. You only need to install this programme once, where after you can use it every time you need to upload images.

To install, click on the link and then select *Save File*. Choose a folder where you want this file to be saved and wait for the file to download. When it is finished downloading, double click on the file to start the installation process. Click *Next, Next, Next, Next* and *Done*. There should now be an IrfanView icon on your Desktop.

### **Step 2: Resize/Compress**

Open IrfanView, click on “**File**” and scroll down to “**Batch Conversion/Rename**” or use the short cut key **B**.



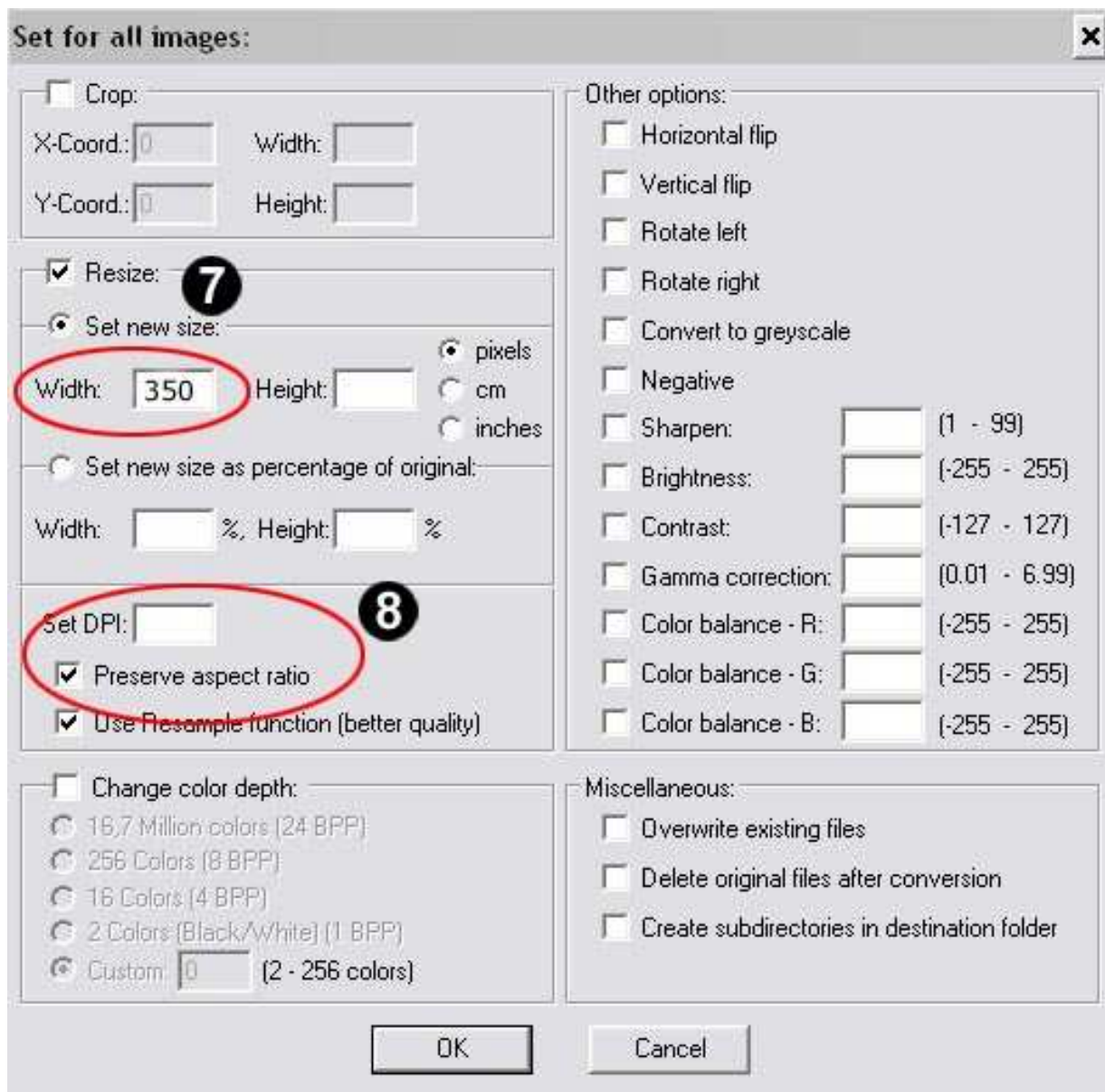


From the “*Look in*” (1) option near the top center of the popup, navigate to the folder where your images are saved, select the images you want to use by selecting the file and clicking the “*Add*” (2) button or click the “*Add All*” (2) button to include all the files.

Create an output folder called “*Web Ready*” by clicking on the create new folder (3) button to the right of the drop down (the folder icon with a star on the top right hand corner). Click on the “*Use This Directory as Output*” (4) button then click the “*Browse*” button and select the “*web ready*” folder that you created. This is where the images will automatically be stored once you have resized it.

Next, make sure that the “*Batch conversion*” (5) radio button is selected and that the “*Output format*” drop-down is selected as “*JPG-JPEG Files*”. Click on “*Options*” and use the “*Save Quality*” slider to move to 50%. Click *OK* when you are done.

Tick the “*Use Advanced Options*” (6) box and click on the “*Set Advance Options*” button.



Tick the “**Resize**” check box (7) and select the “**Set New Size**” radio button. Change the “**Width**” to **350**. Make sure that *Pixels* are selected and not cm or inches. Do not enter a height size – rather tick the box that says “**Preserve Aspect Ratio**” (8) - this setting will make sure the reduced images have the same proportions as the originals, so the new images don't appear squashed or stretched. Click *OK*.

Now you can press the “**Start**” (9) button to begin the compressing process. It is very important to check that there are no errors and to read the error messages and adjust your images accordingly. Once this is finished you can *Exit*.

Well done, you have just resized all your images!

### Step 3: Upload

Now that all your images are resized and saved in the Web Ready folder, you are ready to upload it onto the web fast and effectively. Be sure to follow Step 2 and 3 next time you want to load images.

If you require any further assistance, please contact our support team on [support@sahometraders.co.za](mailto:support@sahometraders.co.za).