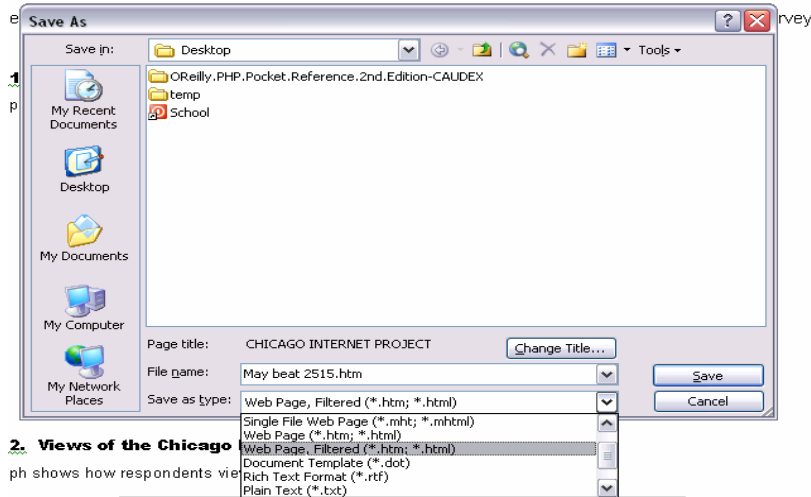


Saving graphs from Microsoft Word to a Gif file with a specific size, all at once.

By lucasmanual.com

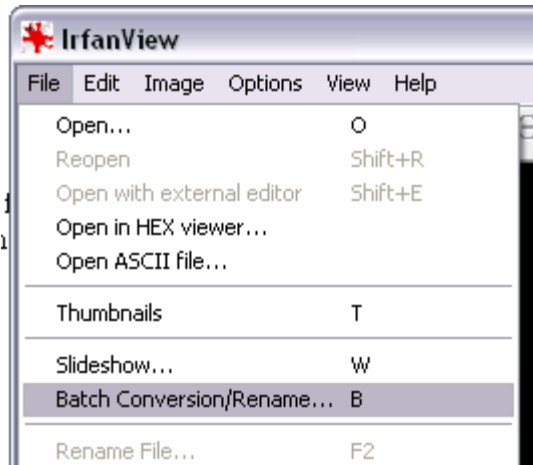
1. Always save files in a different location so you don't overwrite the original files.
2. If the Word has a graphs (not tables), save each of the word documents as a "Filtered Web Page".



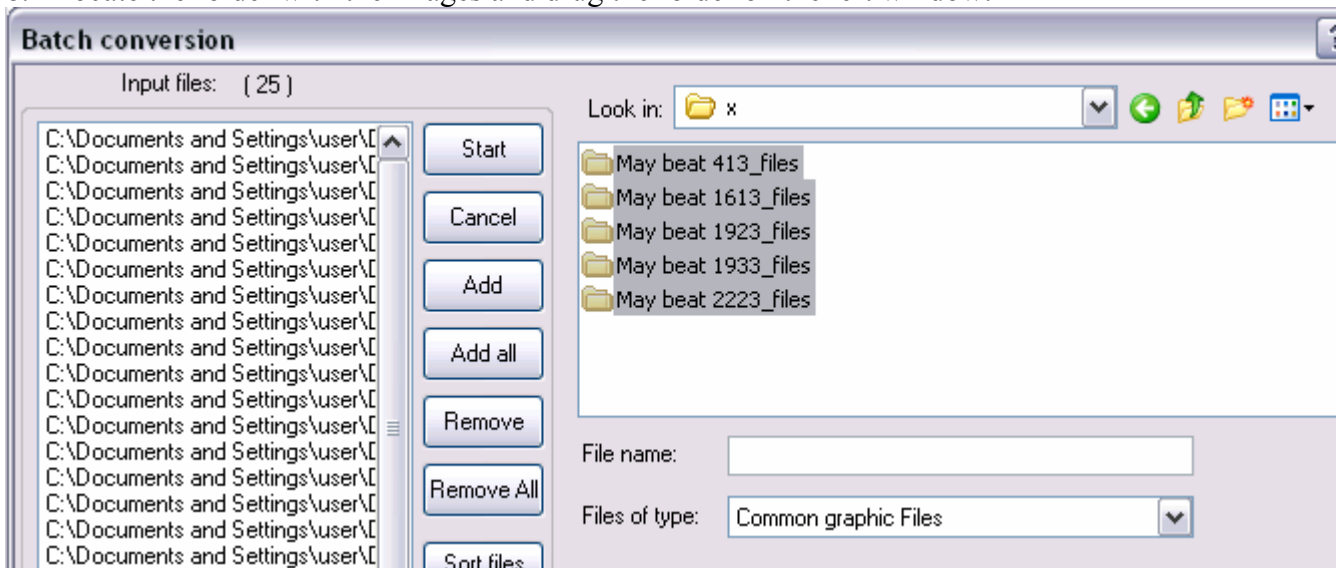
3. If you saved these file on the desktop this should create two files. One folder and one file with same name:



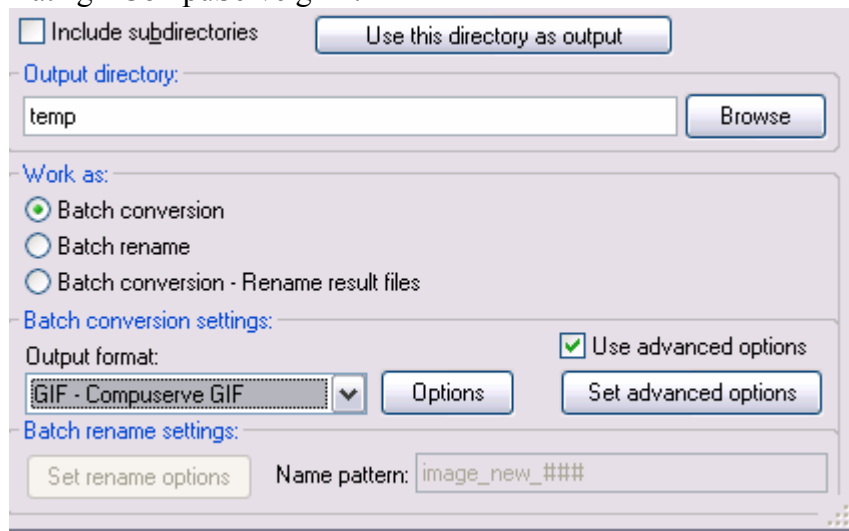
4. Inside the folder you should have all the graphs saved as gif files. You can go inside the folder to make sure.
5. Now its time to convert the gifs to the right size. We open irfan view, (you can download it from <http://www.irfanview.com/>)
- 6.
7. Open it and go to "File>Batch Conversion"



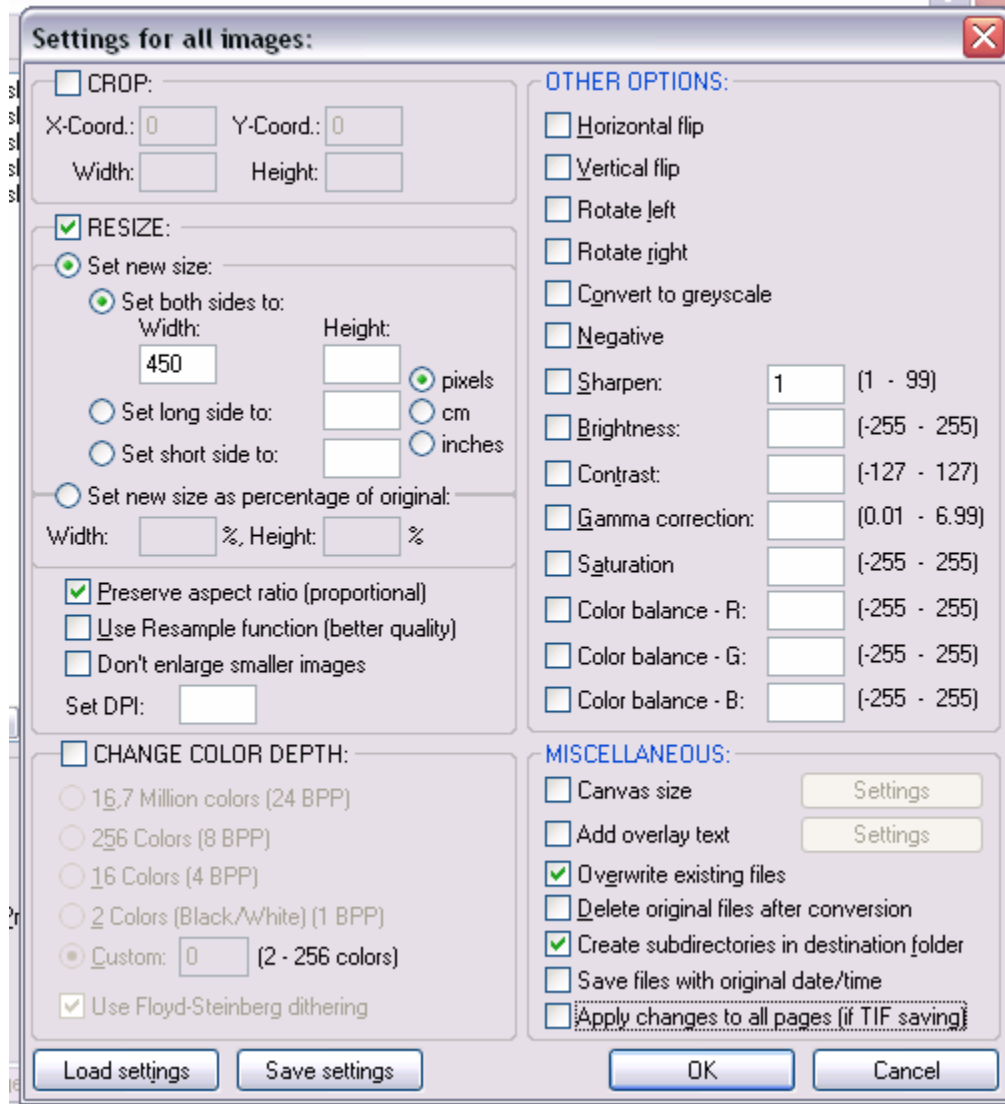
8. Locate the folder with the images and drag the folder on the left window:



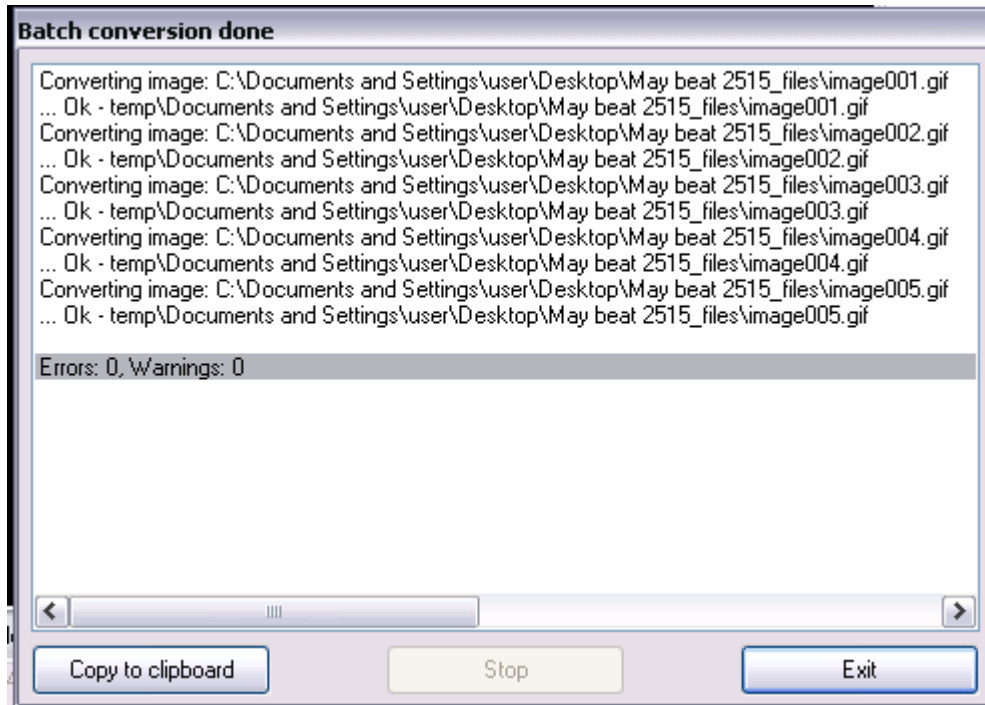
9. On the bottom right of the same window set output directory “temp” (make sure that no other folder with a same name exists on the desktop) , “Batch Conversion” , “Use Advance Option” and output format “gif CompuServe gif” :



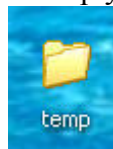
10. Now click on “set Advance Options” and do the following:
11. Top Left “ReSize”, “set new size”, “set both sides to”, Select the width to be “450”. Leave other blank. Few lines down select “Preserve Aspect Ratio.” And on the bottom right select “overwrite existing files”, “create subdirectories in destination folder”. Your window should look like this:



12. Press “Ok” and press “Start”.
13. You should get the following :



14. Press Exit. And close Irfan view. On your desktop you should find “temp” folder:



Inside this folder you should find the same folders you have dragged on the left side. If you used folder 1, 2, 3, 4 and dragged them on the left side of a window. You should find the same folders (1, 2, 3, and 4) and images in these folders with current sizes.