



# USER MANUAL *for the* PICTURE CATALOG



LEARN HOW TO USE  
THE PICTURE CATALOG

## HOW DO I USE THE PICTURE CATALOG?

This user manual contains all the instructions for properly managing and using the picture catalog, ensuring a smooth and efficient experience.

## ABOUT THE PICTURE CATALOG



### WHAT IS THE PICTURE CATALOG ABOUT?

This Picture Catalog contains organized photos of the College of Public Affairs and Development (CPAf) from the year 2005 to 2024.

This user manual is designed to help users understand how to manage the Picture Catalog.



# USER MANUAL for the PICTURE CATALOG

## STEPS GUIDE AND INFORMATION

### 1 FILTER IMAGES

Delete duplicates, dark, overly bright, and blurred images.

### 2 PLACE THE FILTERED IMAGES IN A FOLDER

Create a designated folder for the filtered images to facilitate organization.

### UPLOAD RAW IMAGES ON ONE DRIVE

### 3

Transfer the original, unedited images to a cloud storage service like OneDrive.

### CREATE A SEPARATE FOLDER FOR THE COMPRESSED IMAGES

### 4

Organize a specific location for the compressed versions of the images.

### INSTALLER AND LINK

### 5

This installer and link direct you to a page where you can find the site or utility for compressing images.



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## STEPS GUIDE AND INFORMATION

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### COMPRESS THE IMAGES

#### OPTION 1: REDKETCHUP.IO

Step 1: Adding the images

Step 2: Input the predefined tasks  
and Image dimensions

Step 3: Process Batch

#### OPTION 2: MICROSOFT POWER TOYS

Step 1: Installation process

Step 2: Selecting the images

Step 3: Resizing the Images

## EXTRACT FILES

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Transfer the compressed images to a cloud photo storage service like Google Photos.

## UPLOAD COMPRESSED IMAGES TO GOOGLE PHOTOS

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Transfer the compressed images to a cloud photo storage service like Google Photos.

## TRACK IMAGES

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Optionally, implement a tracking system to monitor changes or updates to the image collection.



# USER MANUAL for the **PICTURE CATALOG**

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## FILTER IMAGES

DELETE



The first step is to filter images, deleting duplicates or unnecessary ones, including dark, overly bright, and blurred images. This process aids in storage management and ensures a clean, organized collection.

2

## PLACE THE FILTERED IMAGES IN A FOLDER



If the Image you edited is from year 2024 create a folder for example:  
**CPAf Pictures\_2024**



Inside the **CPAf Pictures 2024** folder you can create another folder depending on the type of the Image for example: **2024\_Seminar**

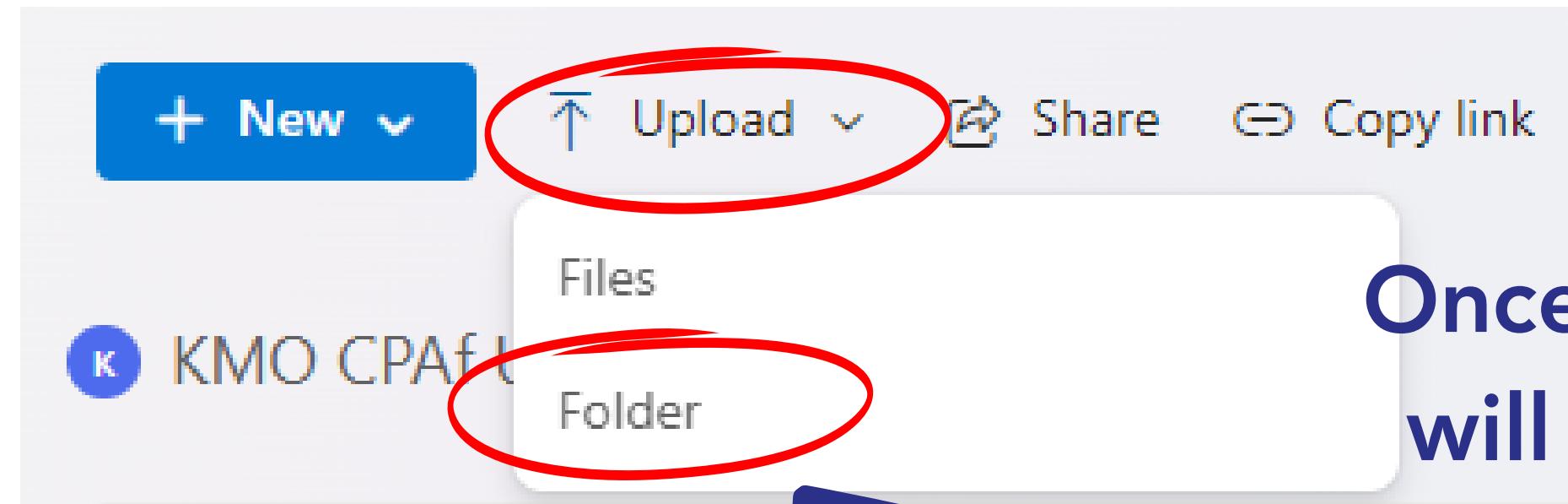


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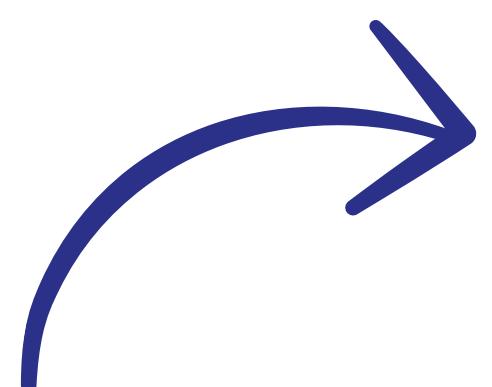
## UPLOAD RAW IMAGES ON ONE DRIVE

The third step is to upload the images to OneDrive. Simply select the "Upload" button within OneDrive.



Once selected, a dropdown menu will appear. Choose "Folder" to streamline the process and reduce hassle, as it eliminates the need to select multiple files individually.

	CPAf Pictures 2020	4/3/2024 11:43 AM	File folder
	CPAf Pictures 2021	4/3/2024 10:42 AM	File folder
	CPAf Pictures 2022	4/3/2024 10:07 AM	File folder
	CPAf Pictures 2023	4/2/2024 1:46 PM	File folder



Once the folder is selected, the folders will be displayed in the file viewer. From there, you can simply choose the location where you placed the folder and select the folder you want to upload.





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CREATE A SEPARATE FOLDER FOR  
THE COMPRESSED IMAGES

The fourth step is to create separate  
folders where the compressed images  
will be placed.

Compressed

Filtered and Sorted Images

As you can see, I have two different folders  
containing the filtered images and the  
compressed ones. This organization will simplify  
the process of compressing the images.

## INSTALLER AND LINK

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Redketchup.io Bulk image resizer Website:

<https://redketchup.io/bulk-image-resizer>



Microsoft PowerToys installer:

<https://github.com/microsoft/PowerToys/releases/tag/v0.80.1>

The first link allows instant image compression,  
while the second link directs you to the utility  
installation site. This step is crucial for saving  
storage space, especially when uploading images  
to Google Photos, The picture catalog.



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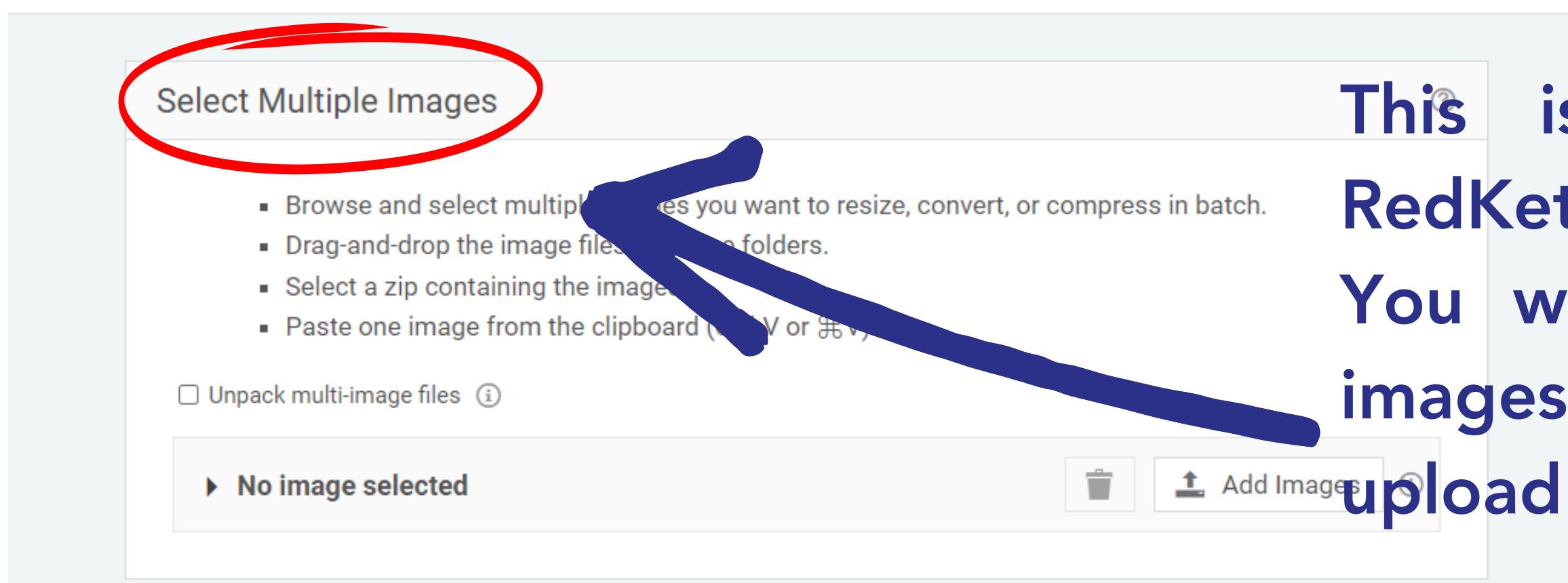
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## COMPRESS THE IMAGES

Option 1: [redketchup.io](https://redketchup.io)

This is our first option for compressing the images using Redketchup's bulk image resizer. This site allows you to upload multiple images and compress them simultaneously by clicking the link provided in step 5.

=  RedKetchup | Bulk Image Resizer ⓘ



Select Multiple Images

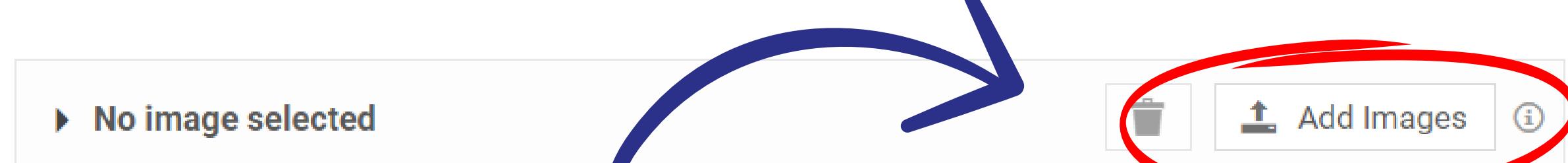
- Browse and select multiple images you want to resize, convert, or compress in batch.
- Drag-and-drop the image files into folders.
- Select a zip containing the images.
- Paste one image from the clipboard (Ctrl+V or ⌘+V).

Unpack multi-image files ⓘ

No image selected

Add Images

This is the User Interface of RedKetchup's Bulk image resizer. You will see the select multiple images this is where you will upload the Raw images



No image selected

Add Images ⓘ

To upload the images you just have to select the Add Images button on the bottom right corner of the Select Multiple Images



Add Images ⓘ

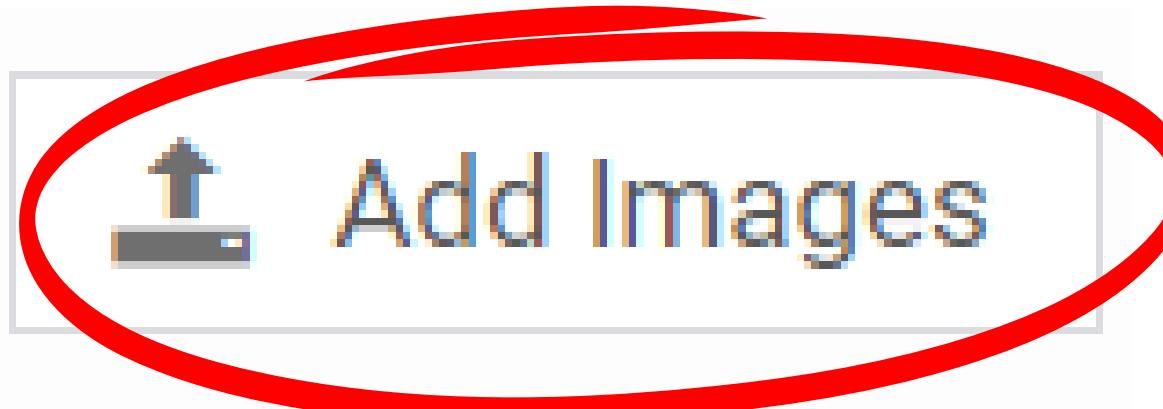


# USER MANUAL for the PICTURE CATALOG

## STEP 1: ADDING THE IMAGES

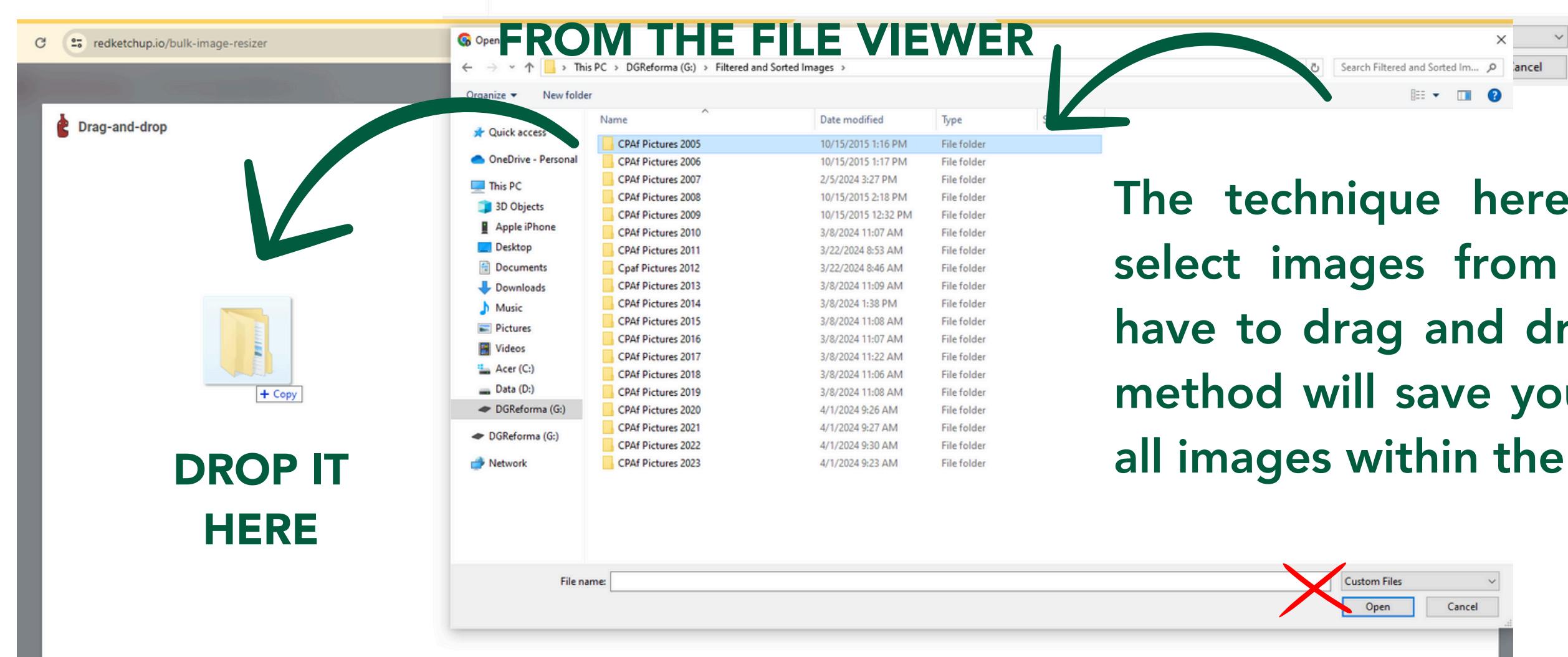
The seventh step is to add the images from the select multiple Images once the Add Images button is selected the file viewer would appear

ersonal	CPAf Pictures 2005	4/3/2024 3:54 PM
ne	CPAf Pictures 2006	4/3/2024 3:54 PM
:	CPAf Pictures 2007	4/3/2024 3:54 PM
(G)	CPAf Pictures 2008	4/3/2024 3:54 PM
G)	CPAf Pictures 2009	4/3/2024 3:54 PM
	CPAf Pictures 2010	4/3/2024 3:53 PM
	CPAf Pictures 2011	4/3/2024 3:53 PM
	CPAf Pictures 2012	4/3/2024 3:53 PM
	CPAf Pictures 2013	4/3/2024 3:53 PM
	CPAf Pictures 2014	4/3/2024 3:53 PM
	CPAf Pictures 2015	4/3/2024 3:52 PM
	CPAf Pictures 2016	4/3/2024 3:09 PM
	CPAf Pictures 2017	4/3/2024 3:09 PM
	CPAf Pictures 2018	4/3/2024 1:11 PM
	CPAf Pictures 2019	4/3/2024 11:44 AM
	CPAf Pictures 2020	4/3/2024 11:43 AM
	CPAf Pictures 2021	4/3/2024 10:42 AM
	CPAf Pictures 2022	4/3/2024 10:07 AM
	CPAf Pictures 2023	4/2/2024 1:46 PM



DRAG THE SELECTED FOLDER

FROM THE FILE VIEWER



DROP IT  
HERE

The technique here is not to choose "open" and select images from inside the folder. Instead, you have to drag and drop the folder onto the site. This method will save you time by automatically selecting all images within the folder.



All the images from that folder will then be selected, displaying the size of each image and the total number of images uploaded. You can also view the selected images by pressing the arrow on the left side of the check



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## STEP 2: INPUT THE PREDEFINED TASKS AND IMAGE DIMENSIONS

This step is where we have to input the predefined tasks and image dimensions. In this configuration batch, we will start by selecting a task template from a drop-down menu.

Configure Batch

Predefined Tasks ⓘ

Select a task template ▾

Manage Settings ⓘ

Load Save Reset

Resize ⓘ

Resize by Do not resize

Optional Effect ⓘ

Effect None

Export As ⓘ

Original format - Do not convert

Quality ⓘ

Quality 92

Predefined Tasks ⓘ

Resize to exact dimensions ▾

Resize to exact dimensions

Scale from a percentage

Downscale to a maximum file size

Resize for a slideshow

Compress images

Convert to another image format

Center images

Crop the center

Apply an image effect

Set a background color

Resize to desktop resolution

### Dimensions ⓘ

Width	2000
Height	1333

Since the only task we need to do is to compress the image and reduce its size for efficient storage in Google Photos, we'll simply select "resize to exact dimensions."

The last step in configuring the batch is to enter the dimensions of the image we desire. I have chosen the aspect ratio of 2000(width) x 1333 (height), which maintains good quality suitable for printing or magazines.



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## STEP 3: PROCESS BATCH

This step is to process the selected images based on the dimensions we inputted in the configure batch. Afterward, we select "Process Batch" from the bottom right corner.

Process Batch

Process images in parallel (i)

▶ 0 image ready

>Delete Download All

Process Batch

Process images in parallel (i)

▶ 36 images ready, 19.13 MB (-0.08%)

Delete Download All Process Batch

Stop (37%)

The images will be processed. Please wait for a few minutes.

Download All

Downloading

The download will begin in 19 seconds.

To avoid the countdown and download files immediately

Recent download history

redketchup (18).zip  
19.1 MB • 2 minutes ago

After a few minutes, the images will be ready to download. Simply click "Download All," and then a window with a timer will pop up. Wait for a moment, and the images will be downloaded. You can find them in the recent download history in your Chrome browser or the file viewer.



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## COMPRESS THE IMAGES

Option 2: Microsoft PowerToys

This is our second option for compressing images: Microsoft PowerToys Resize with Image Resizer. This utility allows you to resize multiple images at once.

### Installer Hashes

Description	Filename	sha256 hash
Per user - x64	<a href="#">PowerToysUserSetup-0.80.1-x64.exe</a>	25105E7B33C6F24237BCA3D5E8EDF9B3BD4802DD656C402B40A4FC82670F8BE3
Per user - ARM 64	<a href="#">PowerToysUserSetup-0.80.1-arm64.exe</a>	C5EECF0DAD23AB8C14307F91CA28D2CF4DA5932D705F07AE93576C259F74B4D1
Machine wide - x64	<a href="#">PowerToysSetup-0.80.1-x64.exe</a>	62373AC3BB8E1C1173D047509F3EA5DCC0BE184578E07BCDA3F6A09DA2A0C17
Machine wide - ARM 64	<a href="#">PowerToysSetup-0.80.1-arm64.exe</a>	061EF8D1B10D68E69D04F98A2D8E1D8047436174C757770778ED23E01CC3B06C

After clicking the link in step 5, you'll be redirected to a GitHub site where you'll find installer hashes. Simply select the appropriate .exe file based on your computer's specifications.

Once you've selected the .exe file, it will automatically begin downloading. This Microsoft utility is free of charge.

### Recent download history



[PowerToysUserSetup-0.80.1-x64](#)

(1).exe

↓ 54.5/254 MB • 1 minute left

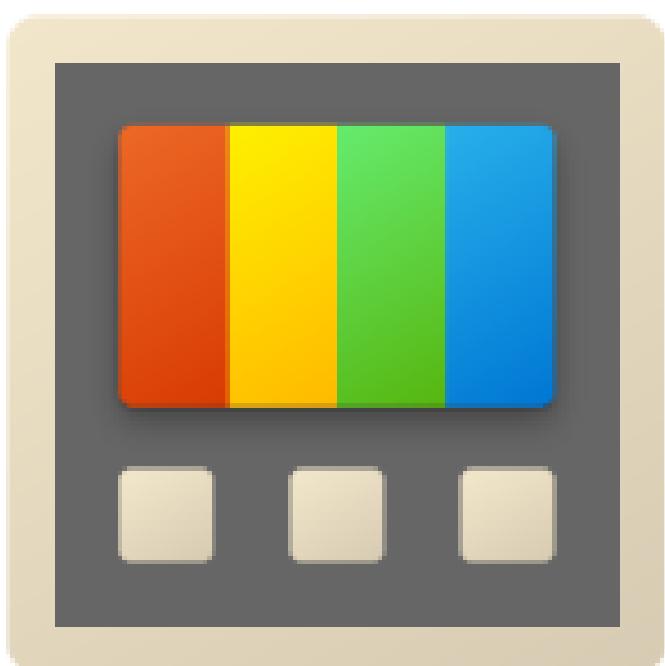
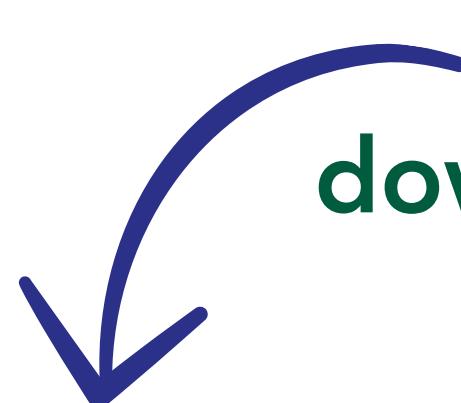




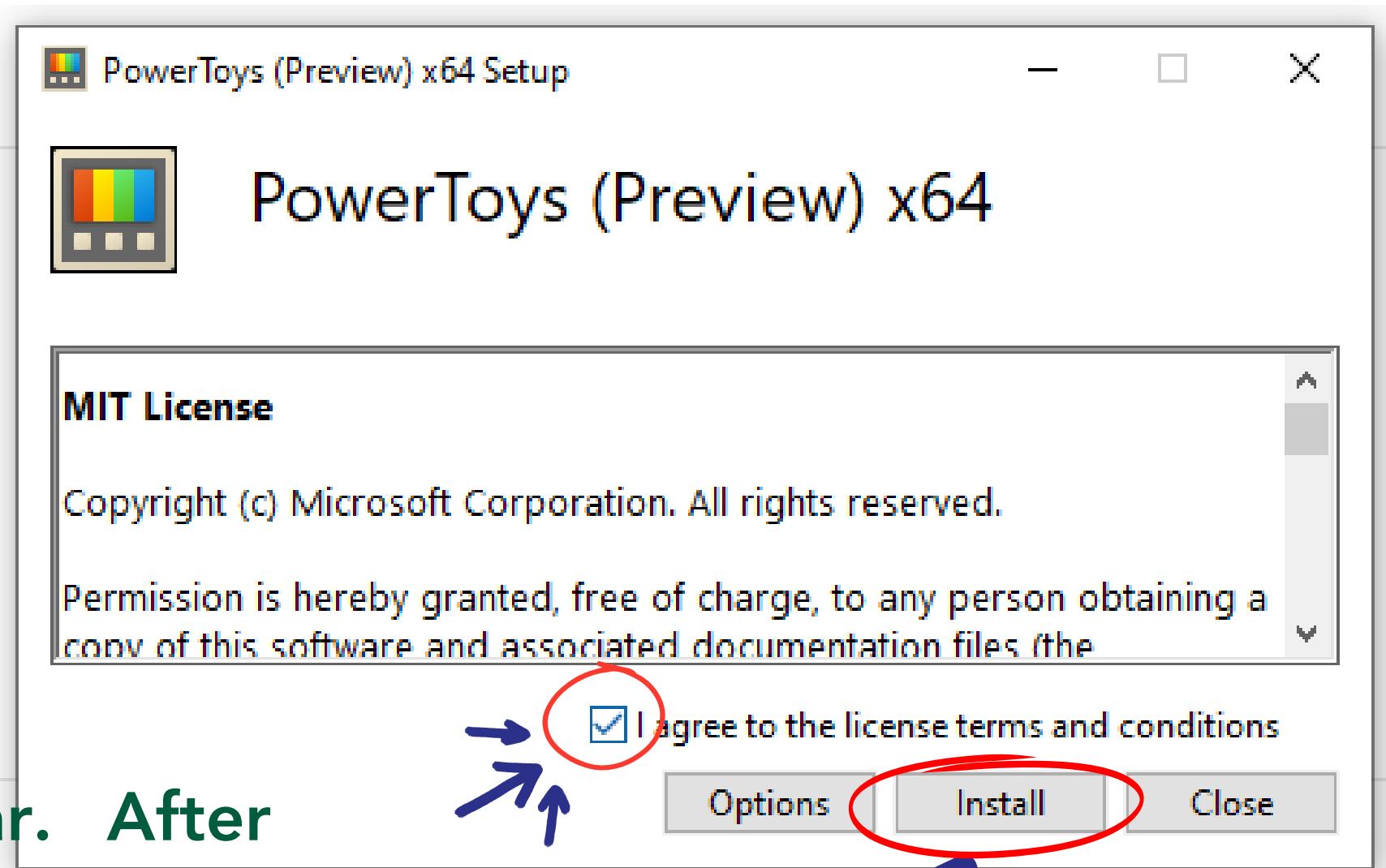
# USER MANUAL for the PICTURE CATALOG

## STEP 1: INSTALLATION PROCESS

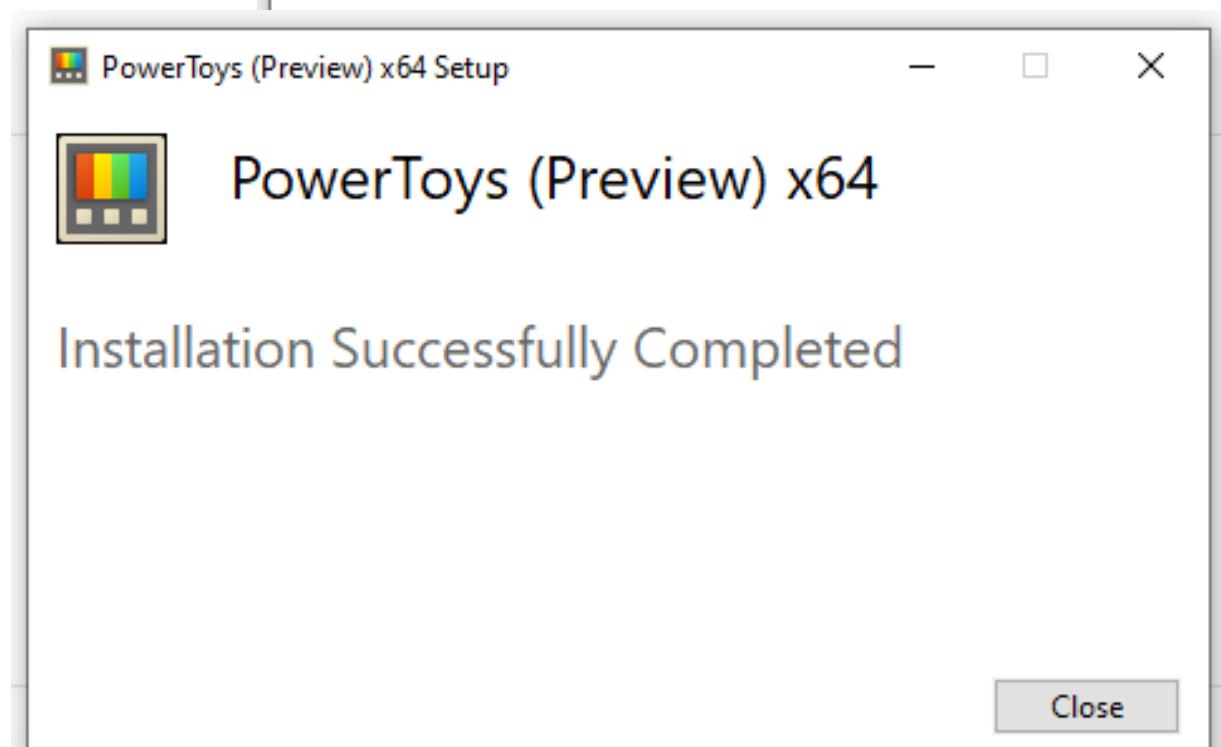
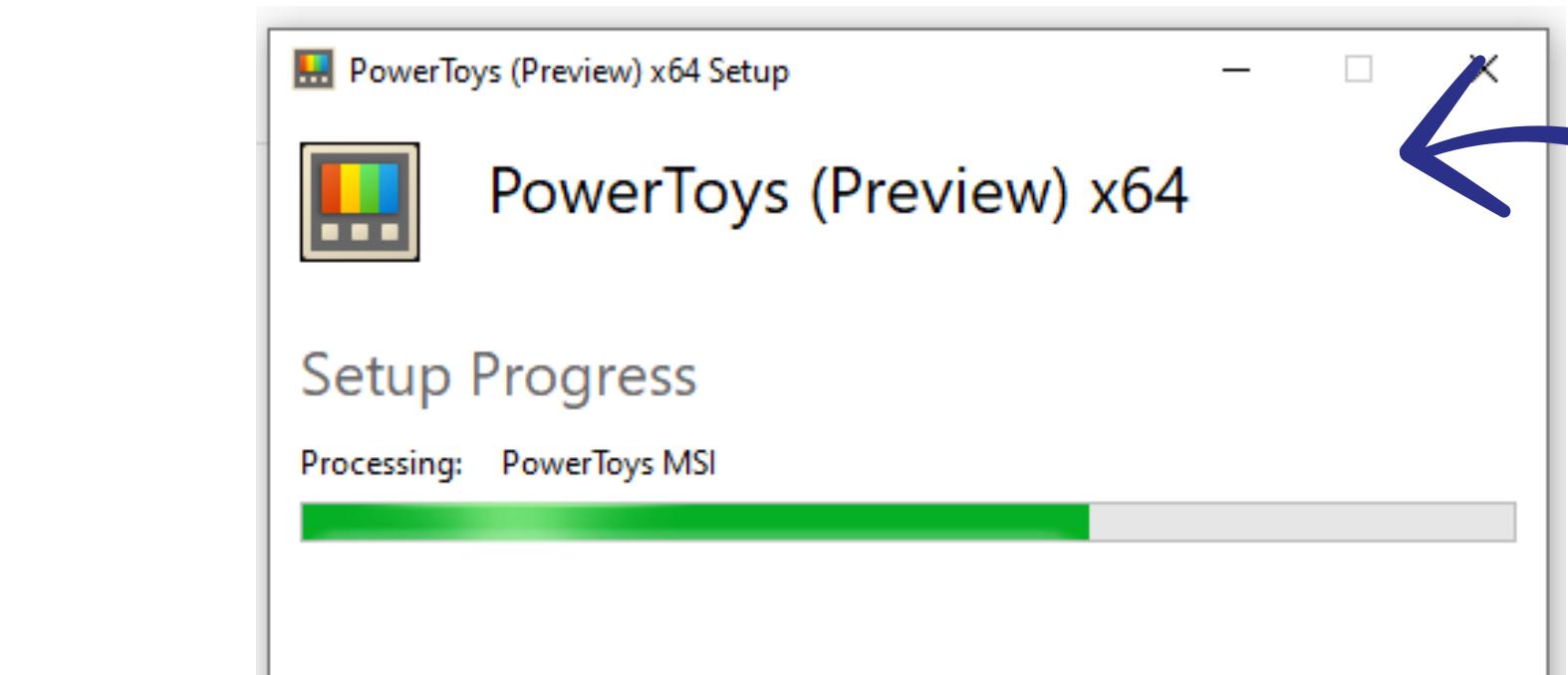
After installation, simply select it and you'll be redirected to the file location where the downloaded file is stored. Once you locate it, just click on "PowerToysUserSetup."



PowerToysUserSetup-0.80.1-x64



Once clicked, a small window will appear. After reading the MIT license, simply check the box to agree to the terms, then proceed with the installation.



Now, just wait for the process to complete. Once finished, you'll see a message confirming that the installation was successful. You're now all set and ready to start compressing images.



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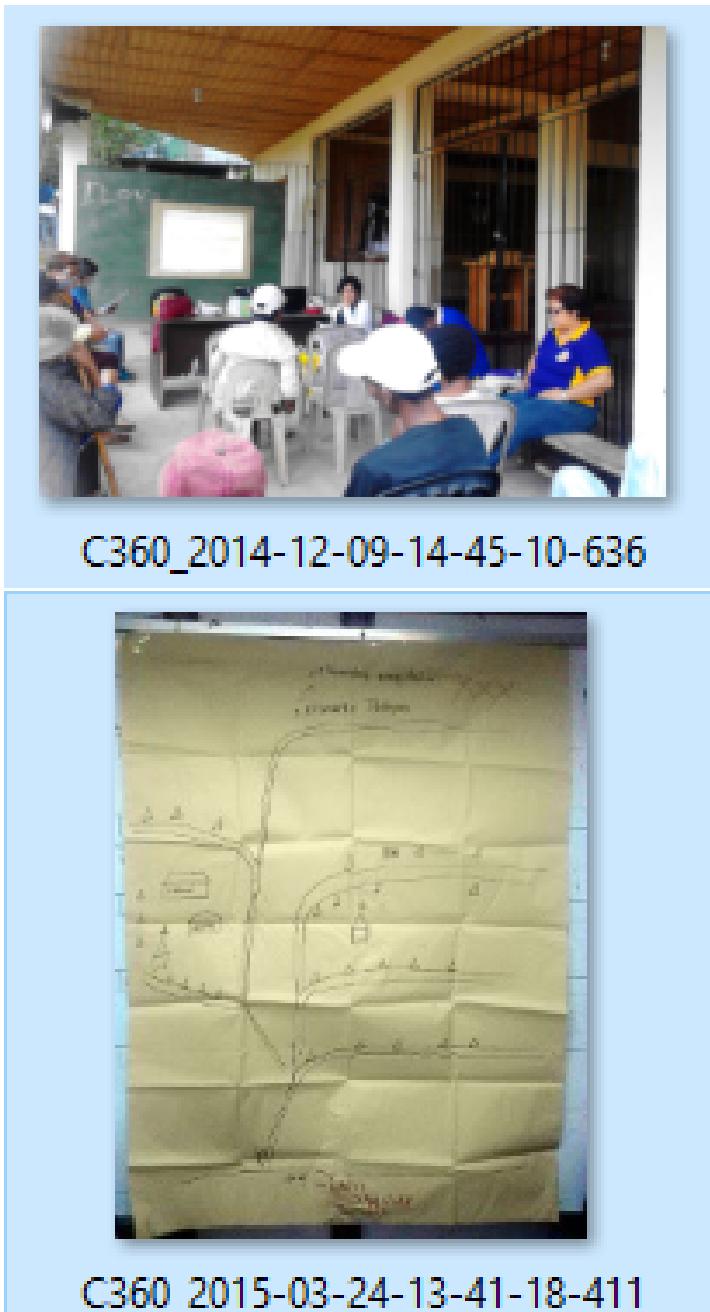
## STEP 2: SELECTING THE IMAGES

Resizing images with Microsoft PowerToys:

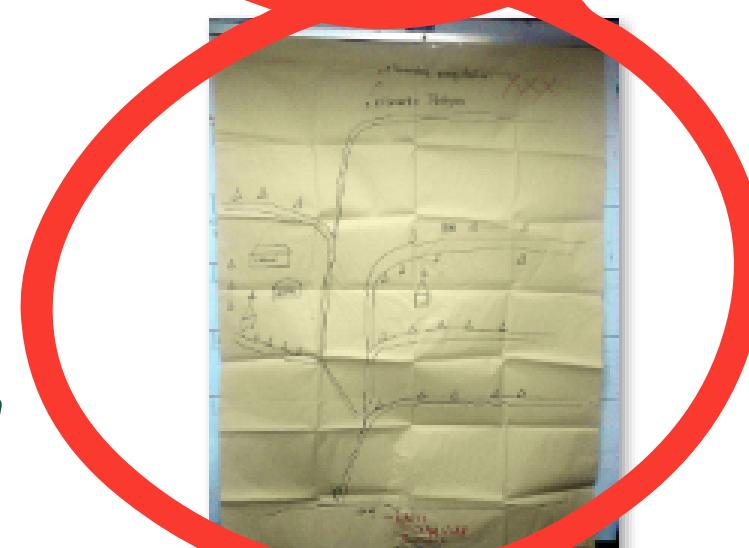
Resize with Image Resizer is simple. Just navigate to the folder where you've stored the compressed images.

Let's use this set of images for example

As you can see, there are two different layouts of images: portrait and landscape. Don't worry, this utility tool can resize both layouts simultaneously without distorting the images, ensuring they won't be stretched.



C360\_2014-12-09-14-45-20-637



C360\_2015-03-24-13-41-18-411



C360\_2014-12-09-14-45-20-637



C360\_2015-03-24-13-44-14-275

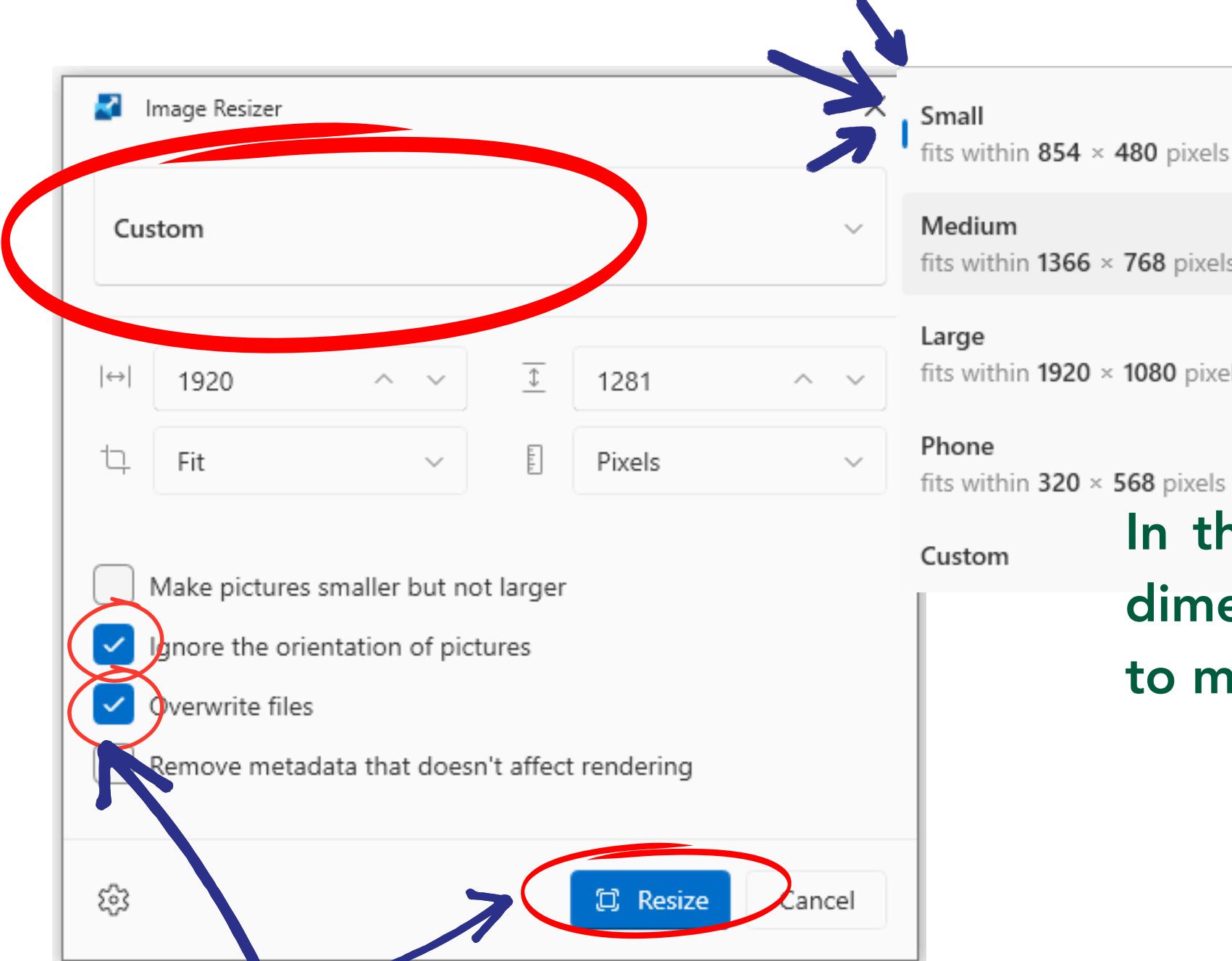
Let's begin by selecting the images. You can either use Ctrl + A to select all images or Ctrl + Left-click to select specific images one by one.



# USER MANUAL for the PICTURE CATALOG

## STEP 3: RESIZING THE IMAGES

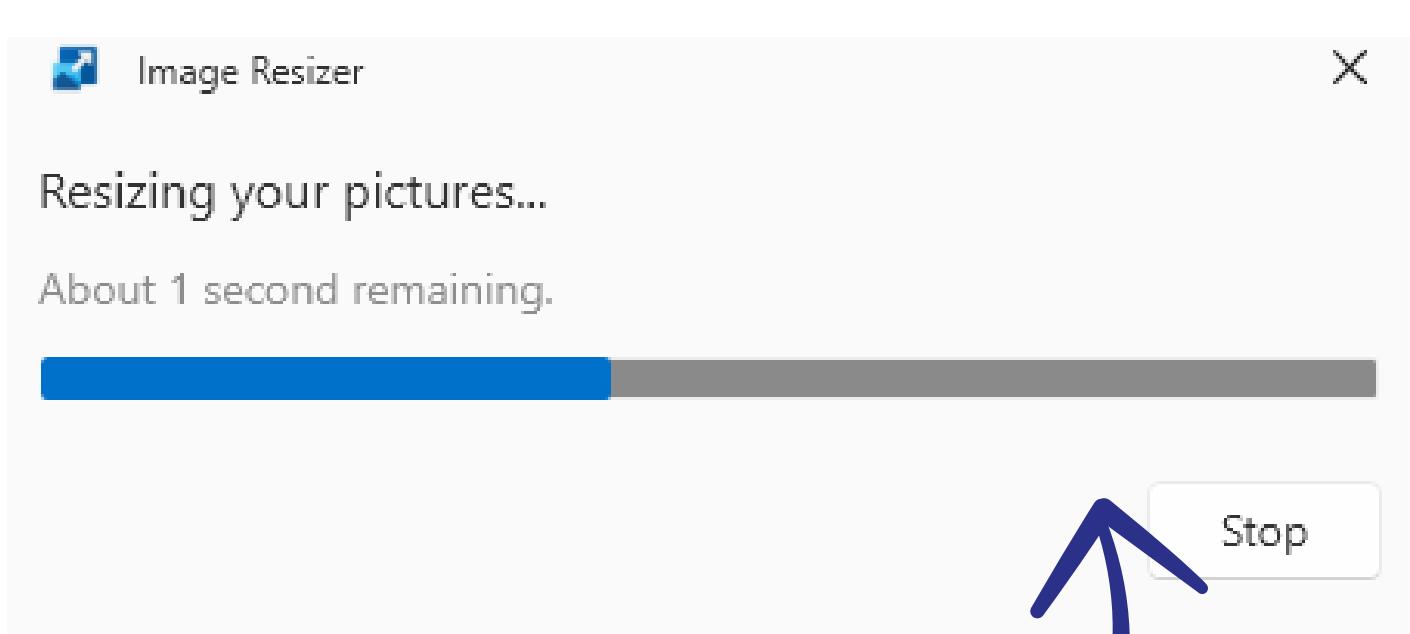
After selecting the images you want to resize, simply right-click with your mouse. A menu will appear, from which you should select "Resize with Image Resizer."



Make sure to check "Ignore picture orientation" to avoid stretching portrait images. Also, consider selecting "Overwrite files" when resizing within the same folder to prevent duplicate confusion; skip this step if creating a separate folder. Then, simply click the Resize button.



In the Image Resizer window, choose your preferred dimensions or opt for custom dimensions if you need to maintain a specific aspect ratio.



Wait a few seconds, and the image will be resized automatically.

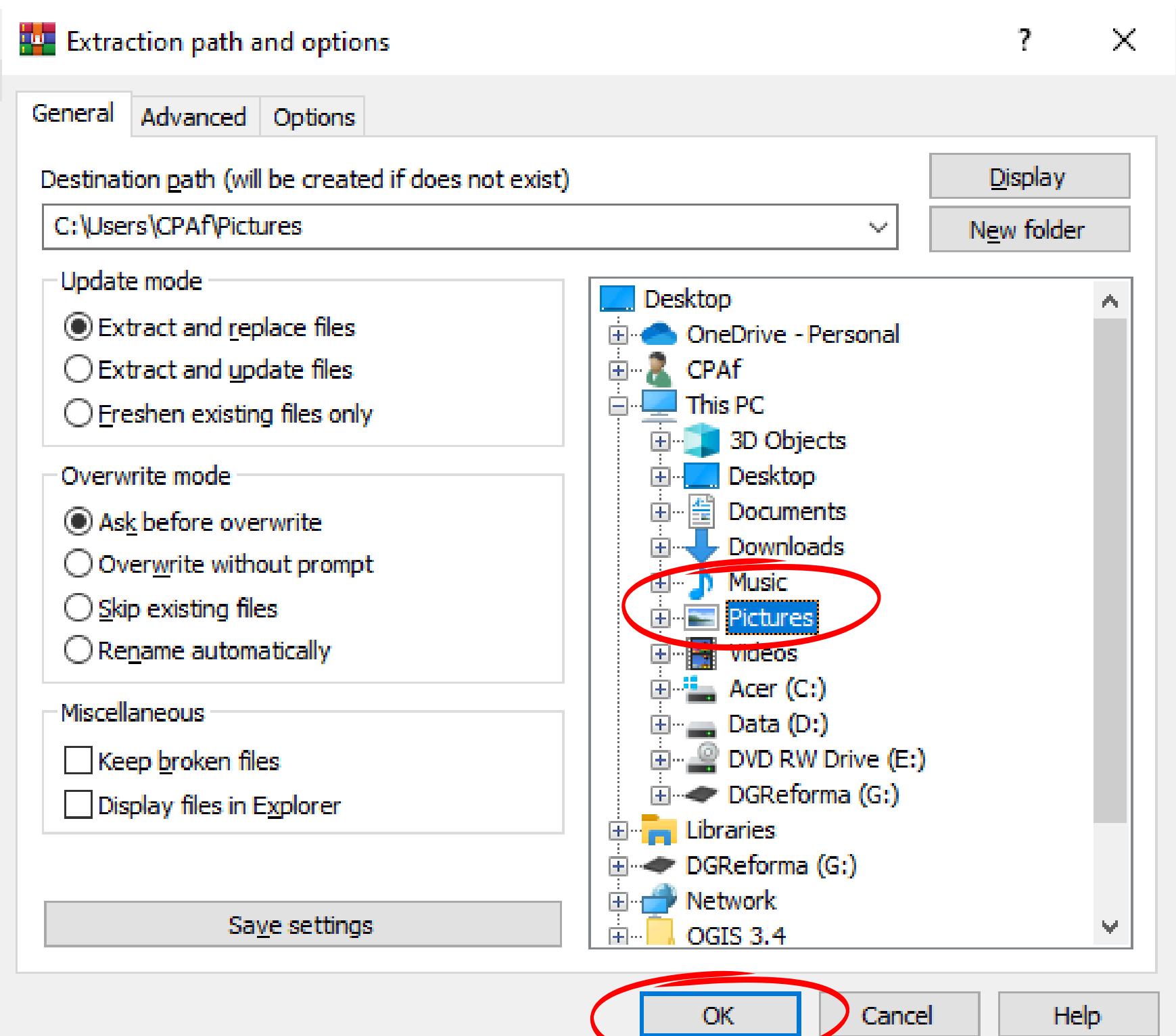
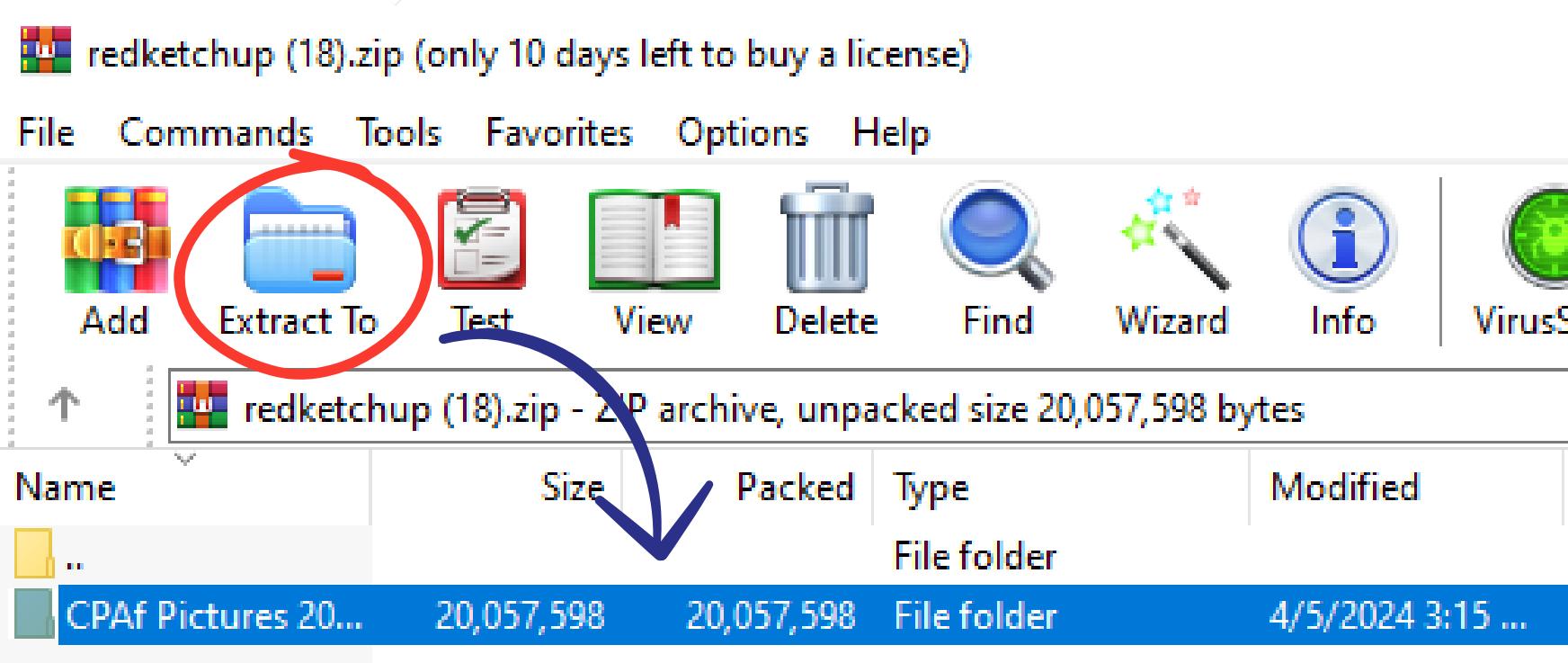


# USER MANUAL for the PICTURE CATALOG

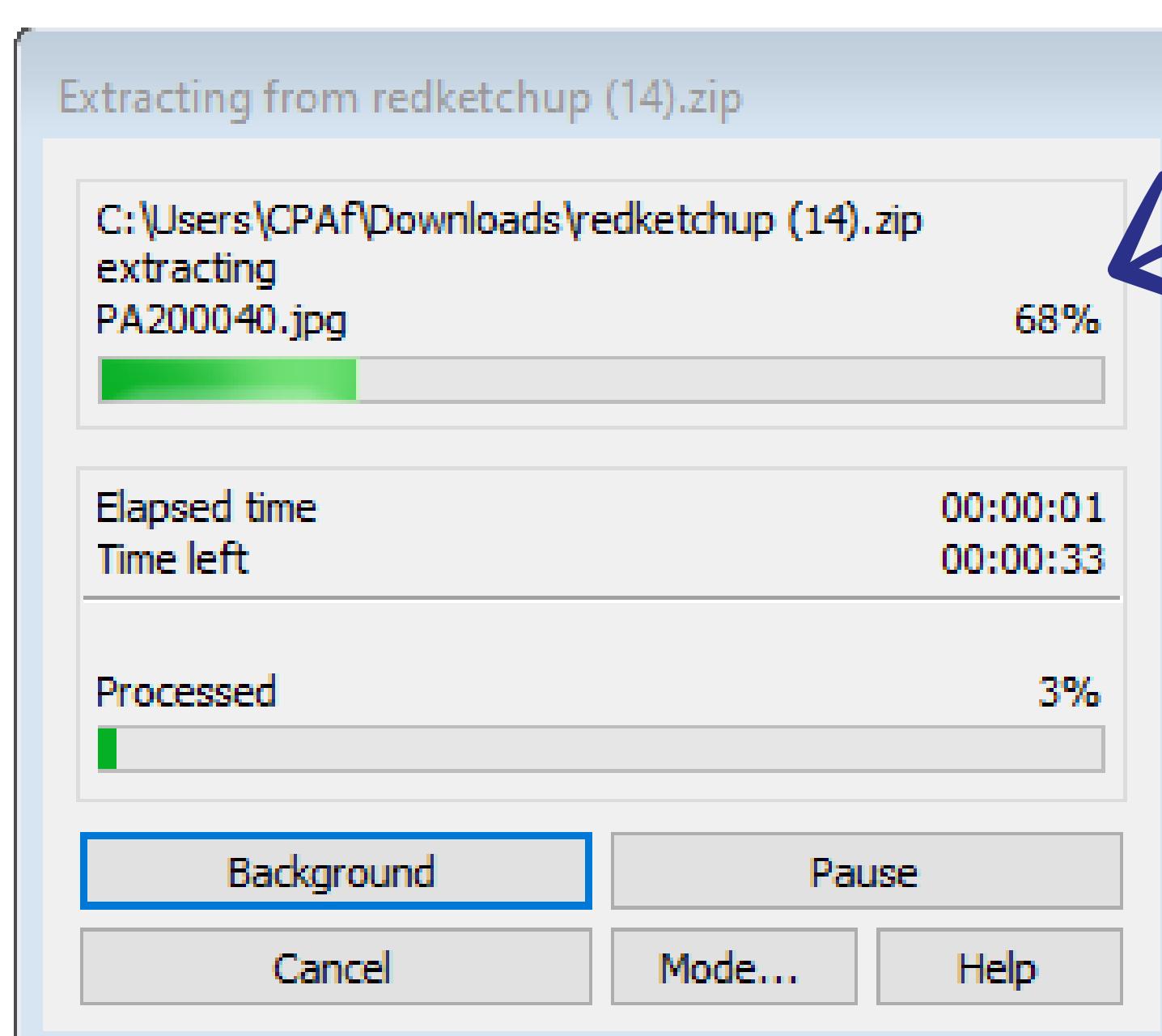
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## EXTRACT FILES

The tenth step is to extract the downloaded zip file. First, select the zip file from the downloads. Then, choose "Extract to" from the upper left menu. Don't forget to highlight the folder that you are going to extract.



A window will pop up; simply select any directory or location where you want to place your compressed images, then proceed.



Just wait for a few seconds or minutes, and the extracted files will be in your chosen location. The Zip File extractor used is WinRAR. You can download it for free using this link:

<https://www.win-rar.com/download.html?&L=0>



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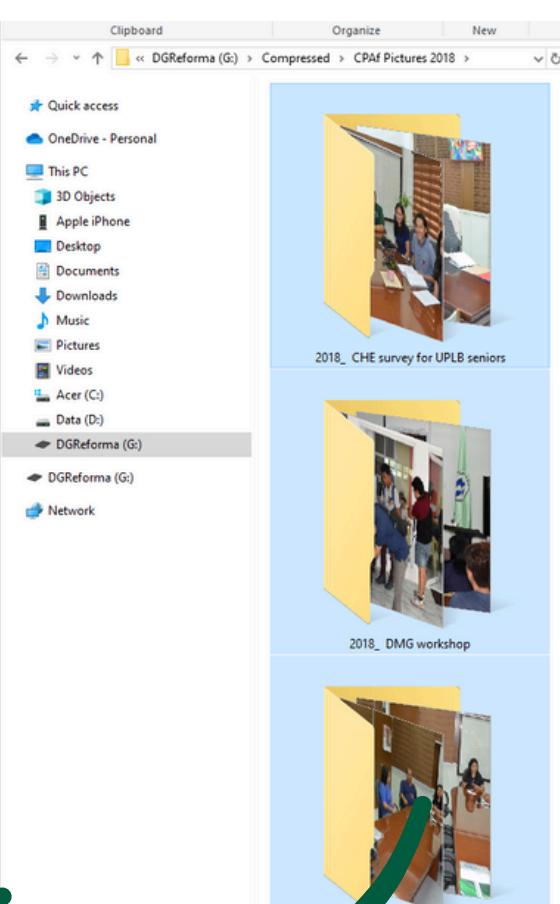
## UPLOAD COMPRESSED IMAGES TO GOOGLE PHOTOS

This is the eleventh step where the user will upload the compressed images to Google Photos. The user simply needs to create albums corresponding to the year or type of the image and then upload the images using the drag and drop technique.

Drag all the folders from the file viewer, ensuring that they do not contain any nested folders that contains Media, otherwise they wouldn't be downloaded.



drop the folders in  
the selected album



503 of 695  
Backing up your  
items will take about  
2 hours 11 minutes

Stop

Show more



2015



2016



2017



Wait for the items to be backed up,  
and then the process is complete.



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## TRACK IMAGES

Take your media management to the next level with this optional step. By tracking your images, you gain better control over your storage usage. Monitor how much space your media files occupy and easily keep tabs on the number of media uploads per year. Upgrade your organization effortlessly

Type	Total Amount of Images	Size	Size on Disk	Total amount of Videos	Total of files in a different format
Unfiltered and Unsorted (Original)	72,956 Files, 1,252 Folders	394 GB	399 GB		
Filtered and Sorted (Raw)	23,097 Files, 938 Folders	134 GB	136 GB	360 Videos	714
Filtered and Sorted (Compressed)	22,368 Files, 922 Folders	11.9 GB	13.3 GB	360 Videos	714

A	B	C	D	E	F
Year	Content	Type	Size	Size on Disk	Videos
2023	806 Files, 14 Folders 789 Files, 13 Folders	Raw Compressed	5.29 GB 425 MB	5.34 GB 473 MB	17 17
2022	1,376 Files, 64 Folders 1,368 Files, 63 Folders	Raw Compressed	6.25 GB 690 MB	6.33 GB 775 MB	8 8
2021	470 Files, 24 Folders 427 Files, 23 Folders	Raw Compressed	7.74 GB 202 MB	7.77 GB 228 MB	43 43
2020	449 Files, 24 Folders 401 Files, 23 Folders	Raw Compressed	8.06 GB 217 MB	8.09GB 192 MB	48 48
2019	2,243 Files, 76 Folders 2,223 Files, 75 Folders	Raw Compressed	20.4 GB 1.05 GB	20.5 GB 1.18 GB	19 19
2018	1,871 Files, 81 Folders 1,851 Files, 80 Folders	Raw Compressed	21.9 GB 970 MB	22.0 GB 1.06 GB	19 19
2017	1,280 Files, 62 Folders 1,218 Files, 60 Folders	Raw Compressed	8.85 GB 606 MB	8.93 GB 682 MB	4 4
2016	1,231 Files, 48 Folders 1,147 Files, 47 Folders	Raw Compressed	10.3 GB 641 MB	10.4 GB 712 MB	5 5
2015	2,135 Files, 113 Folders 2,038 Files, 107 Folders	Raw Compressed	35.9 GB 1.00 GB	36.1 GB 1.13 GB	17 17

This data is generated using Google Sheets, providing a versatile platform for managing your information. It allows for easy sharing with multiple users, facilitating collaborative efforts in maintaining the Picture Catalog. Additionally, users can input formulas to expedite calculations, enabling quicker summation and analysis of data.

if you want to Access the Data use this link below:  
[https://docs.google.com/spreadsheets/d/1UDSnBwdpMfFB2\\_c018siUY\\_B5y01wlwkSIUGshk67c/edit?  
usp=sharing](https://docs.google.com/spreadsheets/d/1UDSnBwdpMfFB2_c018siUY_B5y01wlwkSIUGshk67c/edit?usp=sharing)



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# USER MANUAL *for the* PICTURE CATALOG



## ABOUT THE CREATOR

This user manual has been created and designed by **Ana Nicole L. Ramilo**.



## CONTACT ME THRU

If you have any further questions or inquiries,  
please feel free to contact me.



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