

PROCESS MULTIPLE FILES

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In Elements 5.0, you can change more than one file at one time — automatically. These changes can be:

- ✓ Renaming
- ✓ Change size
- ✓ Convert formats
- ✓ Quick Fixes
- ✓ Auto-Level Changes
- ✓ Contrast
- ✓ Color
- ✓ Sharpen

Here's how to use this procedure.

1. Create a folder and place all the files that you want modified into that file.

2. Either within that file or at another location, create a second file into which you will place the finished product. (While Elements will permit you to replace the originals with the changes, do NOT do that; for, if you make a mistake, you'll be unable to undo it.)

3. From the MenuBar (Figure 1):

- ❶ Left-click on "File".
- ❷ Left-click on "Process Multiple Files...."

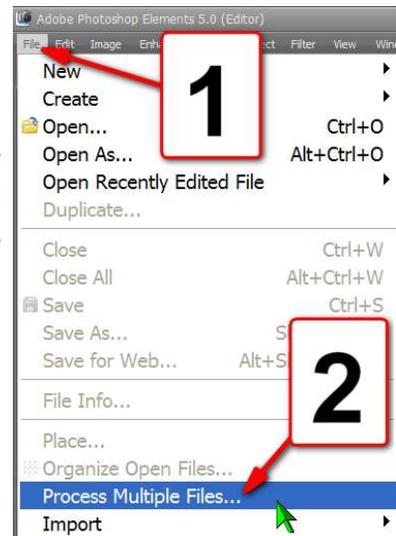


Figure 1

4. Make choices (Figure 2):

- ❶ Process from a folder, import from a media card or select from open files.
- ❷ Select the source folders and a destination folder.
- ❸ You can rename the files.
- ❹ You can resize images.
- ❺ You can convert the file format to another format.
- ❻ You can log errors from any files that fail to change to the specified standard.
- ❼ You can select any one or more of 4 Quick Fix options and you can change or apply labels.
- ❽ Select “OK” if you are satisfied or select “Cancel” if you change your mind.

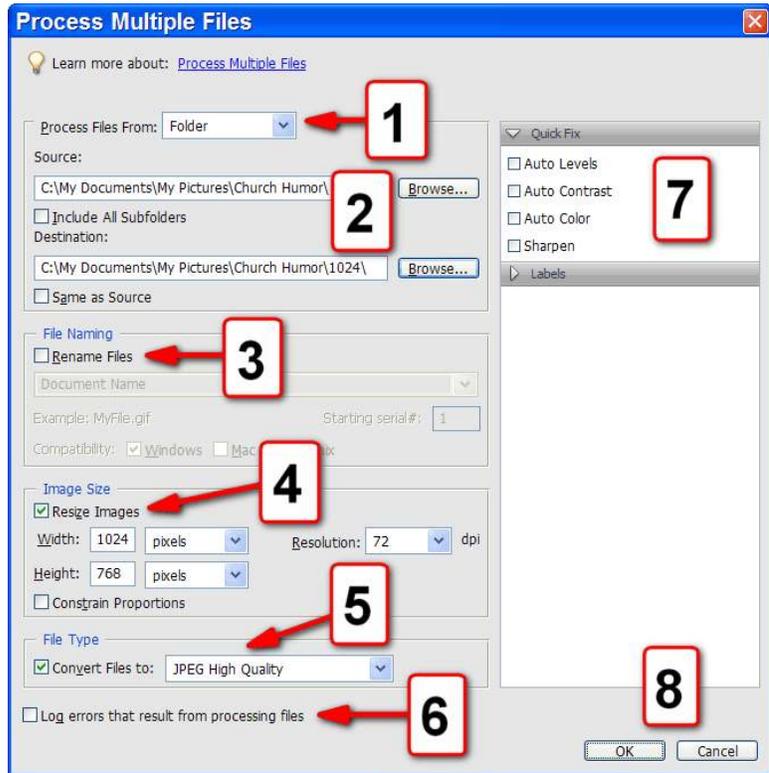


Figure 2

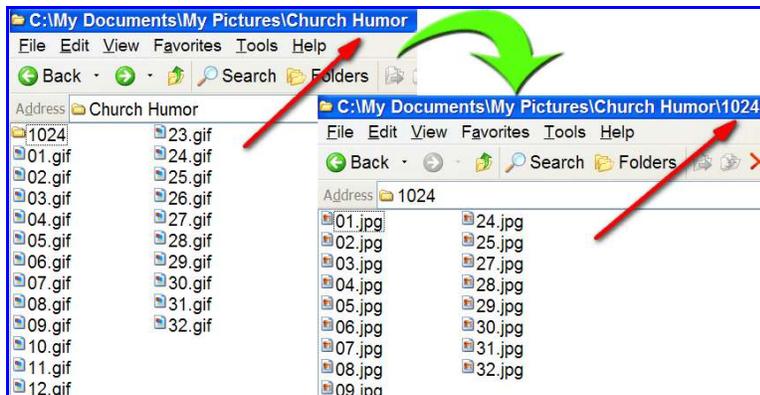


Figure 3

- 5. The process creates duplicates of the original (left folder in Figure 3) in the destination folder (right folder in Figure 3).