

# Protect Your Photos

Protect your digital memories from being lost forever with Paint Shop Photo Album's PhotoSafe™ Archiving System. The PhotoSafe Archiving System takes the worry and planning out of keeping digital photos secure. Photo Album keeps photos safe by tracking which photos need to be archived, alerting you when photos need to be archived, and burning photos to CD. All of this can be done right in Photo Album with no other software needed.

## What you'll need:

- A collection of digital photos
- Jasc® Paint Shop™ Photo Album™ 5
- A CD-RW drive
- A blank CD
- A printer
- CD labels

## When you complete this tutorial you'll be able to:

- Configure PhotoSafe Archive CD options
- Burn a PhotoSafe Archive CD
- Create a label for the CD
- Set your PhotoSafe Archive options



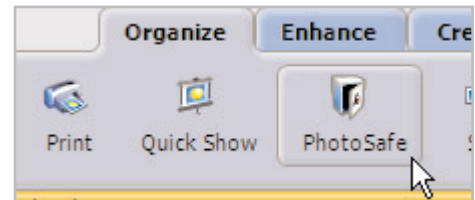
# Start the Archive Process

1. Choose **Start > Programs > Jasc Software > Jasc Paint Shop Photo Album** or double click the Paint Shop Photo Album icon on your desktop to open Photo Album.



2. Insert a blank CD into your burner.

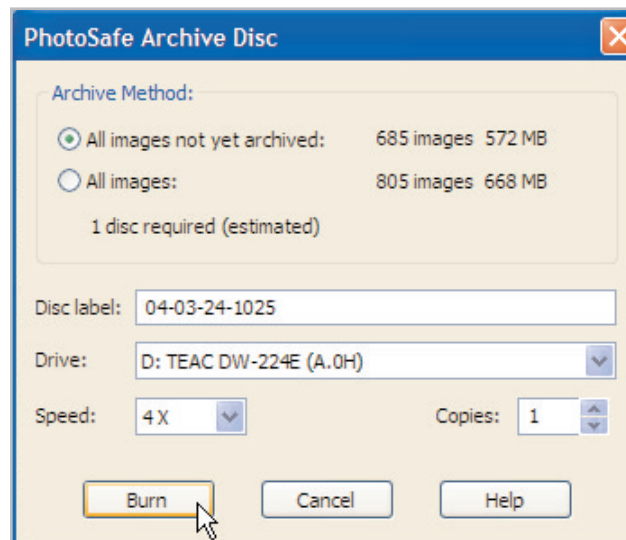
3. On the Organize tab, click the **PhotoSafe** button.



4. On the PhotoSafe Archive dialog, choose:

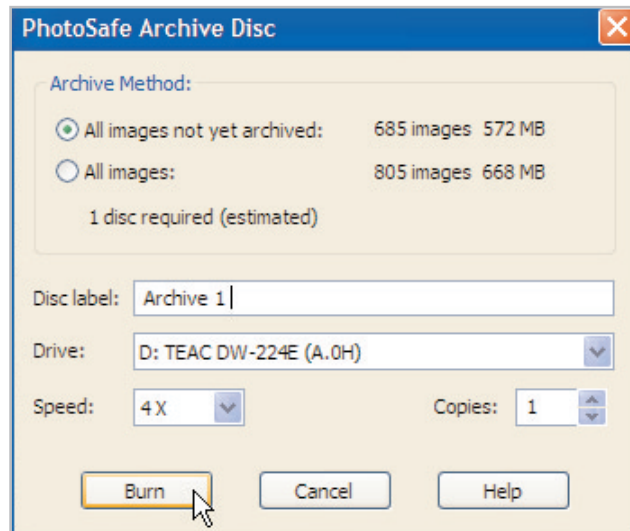
- **All images not yet archived** - if you want to archive cataloged photos that have not been archived before.
- **All images** - if you want to archive all cataloged photos, including photos that have already been archived.

Since we've archived our photos before we chose All images not yet archived. If this is the first time you're using the PhotoSafe Archiving System, you might want to archive all your photos. Notice that the number of photos and the file size in megabytes is listed next to each option.



# Configure Your Archive CD Settings

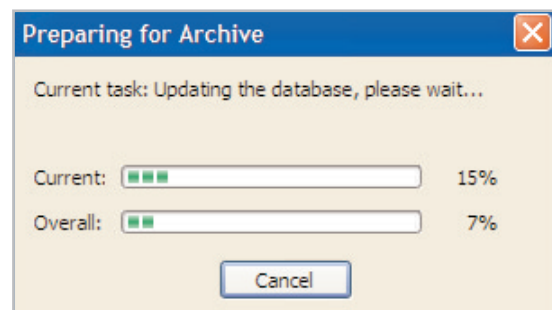
5. Now, enter a name for your CD in the Disc label field. By default the current date is listed, but you can enter a custom label (such as Archive 1). Disc labels are limited to 14 characters.



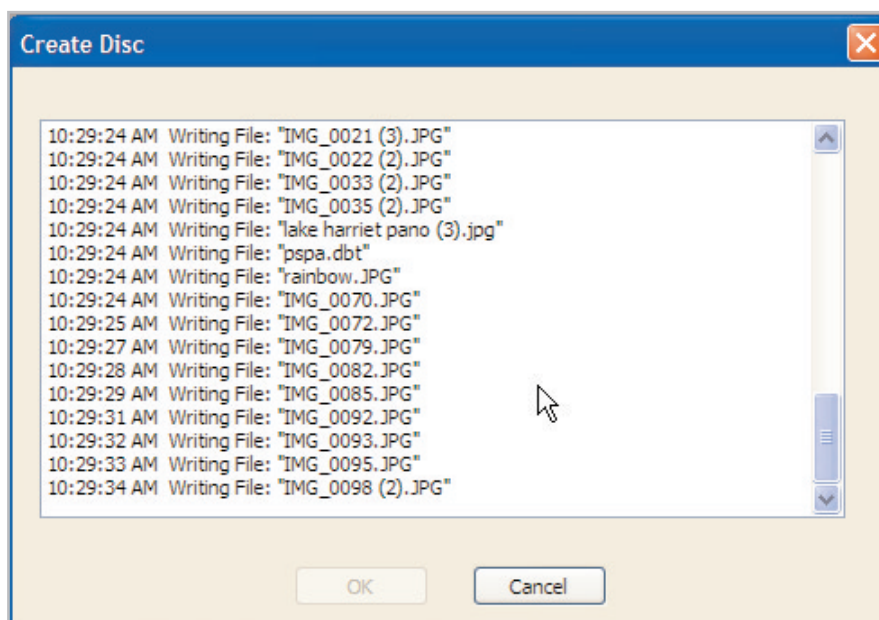
6. In the Speed field, select the appropriate write speed for the CD. If you insert a CD in your burner before starting the archive process, it will be analyzed, and the recommended speed automatically displays. You should use this speed, but you can select a slower speed if you find you have problems using the recommended speed.
7. In the Copies field, choose the number of archive CDs you want to burn. If you burn more than one, you should store them separately. That way, if one is destroyed, you'll have a back up copy.

## Burn Your CD

8. Click **Burn** to create your PhotoSafe Archive CD. Paint Shop Photo Album will start preparing your archive. Depending on how many photos you are archiving, this process could take a bit of time.



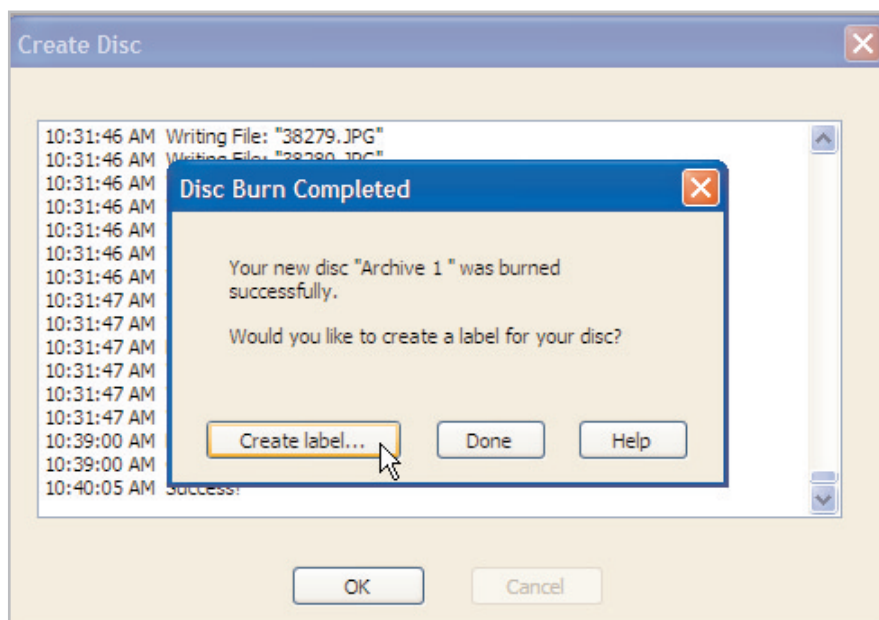
9. Once the archive is prepared, the Create Disc window opens displaying the status of the burn process.



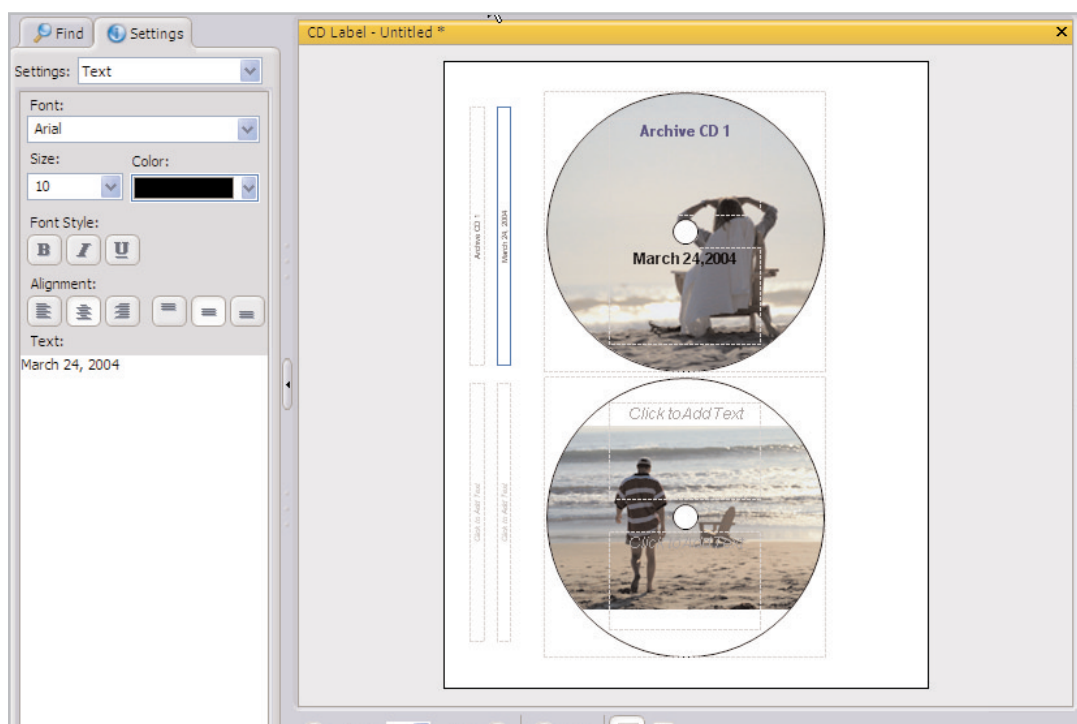
10. Once the burn process is complete, you will be prompted to create a CD label that you can print out and stick on your CD.

## Create a Label

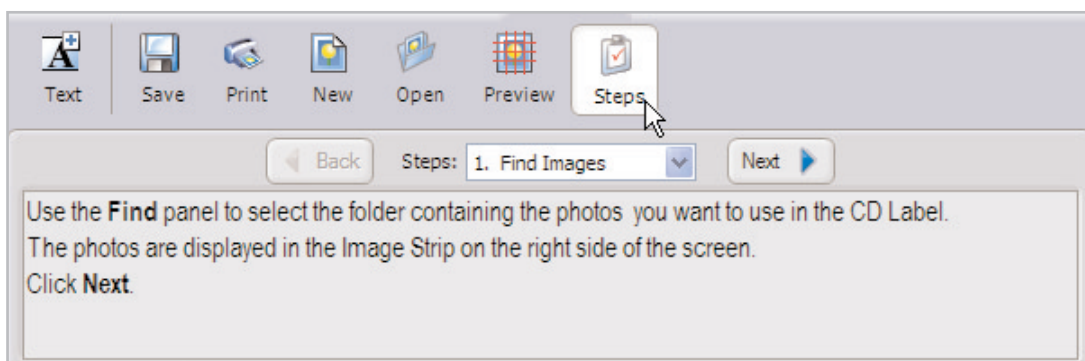
11. Click **Create a label** to open the CD Label project on the Create tab.



12. With this project you can drag your photos into CD label templates, add text, print the labels, and stick them on your CDs.

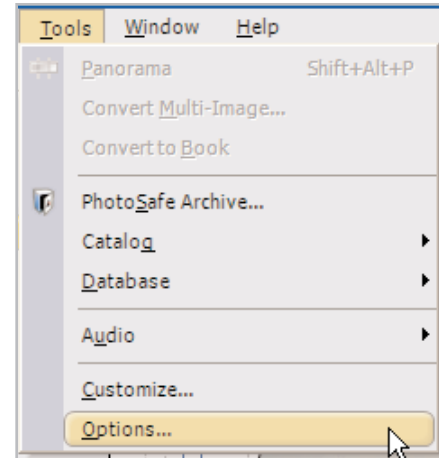


13. For more help with creating a CD label, follow the directions in the Steps panel at the top of the project window. If your Steps panel is hidden, click **Steps** to display it.



# Set PhotoSafe Archive Options

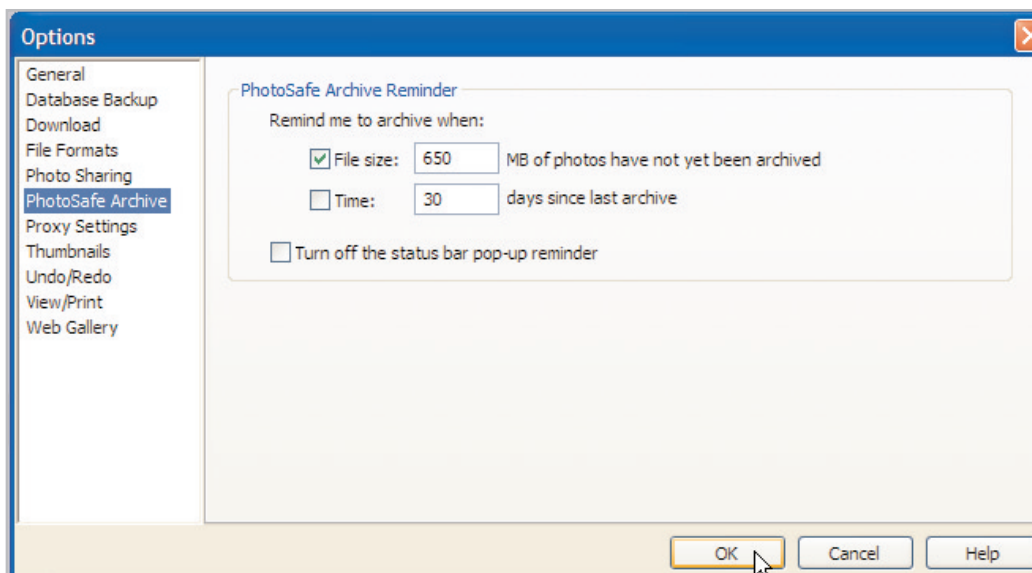
14. Now that you've created your first PhotoSafe Archive CD, you can set Photo Album to remind you the next time you need to make a CD. Choose **Tools > Options**.



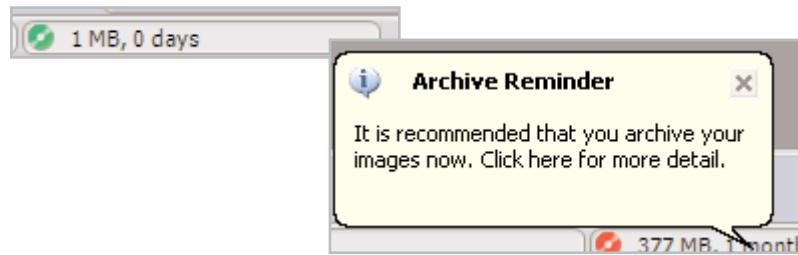
15. In the Options dialog, click **PhotoSafe Archive** on the left.

16. Choose when to have Photo Album remind you to archive your photos. Mark:
- **File Size** if you want Photo Album to remind you to archive once the photos you have yet to archive have reached a certain number of megabytes. You can change the number of megabytes to suit your needs, or the media you're using to archive your photos.
  - **Time** if you want Photo Album to remind you to archive photos after a certain amount of time has passed.
  - Both boxes to be reminded when X days have passed or when X MB have not been archived, whichever comes first.

If you don't want to be reminded when to archive, mark **Turn off the status bar pop-up reminder**. Once you've chosen your settings, click **OK**.



17. Now, look in the lower right corner of the Photo Album window. That's where you'll see your PhotoSafe Archive reminder. When it's time to archive again Photo Album will remind you with an Archive Reminder pop-up.



## Next Steps:

Now that you've archived your photos to CD, you can quickly view thumbnails of the photos archived without having to insert the archive CD. On the Find tab choose **Favorite Albums** and then click the (+) next to the PhotoSafe Archives folder to display a list of your PhotoSafe CDs.

