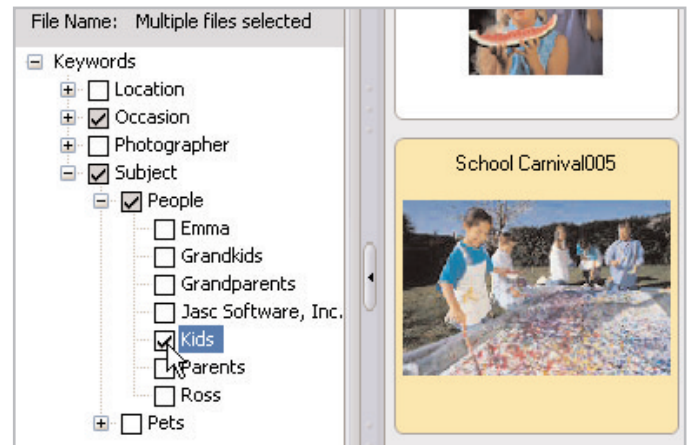


# Design Your Own Workflow

With Paint Shop Photo Album creating your own organizational system is easy. You can configure the folder naming convention and location so that each time you download photos from your camera, making them easy to locate. Once your photos have been downloaded, use the Batch Rename Tool to quickly change the file name to something more meaningful. After that, assign keywords to your photos to make them even easier to find.



## What you'll need:

- A digital camera containing photos
- Jasc® Paint Shop™ Photo Album™ 5

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

- Set up a folder naming convention and location for your downloaded photos
- Quickly rename batches of photos
- Assign Keywords

**Jasc Software®**

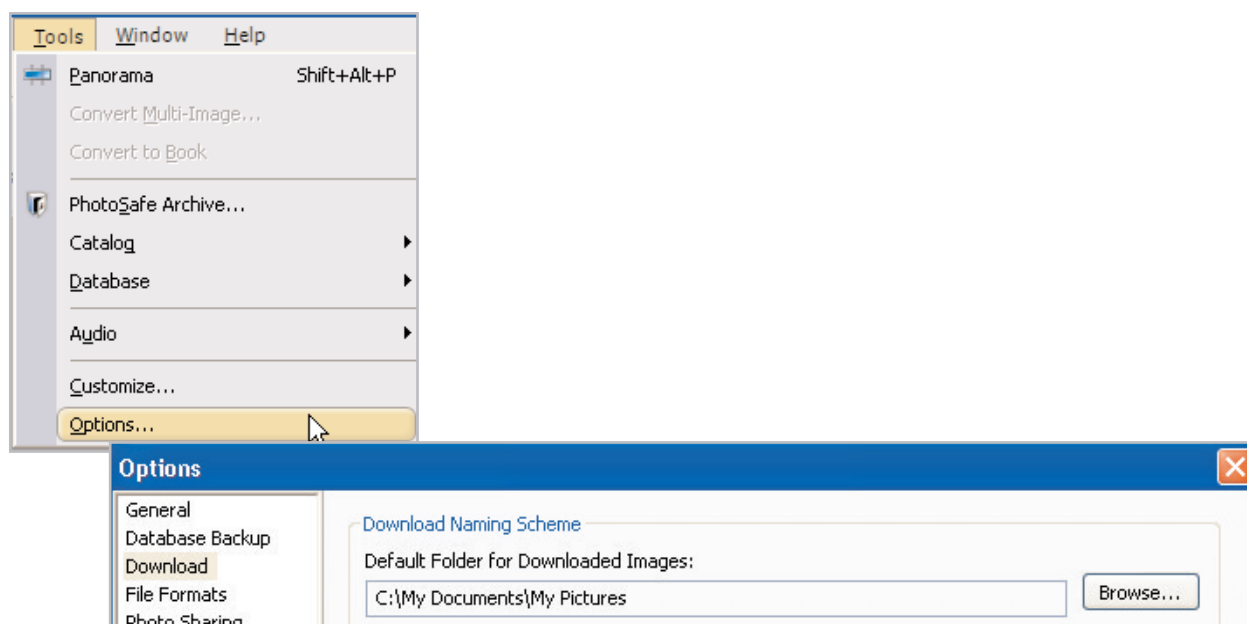
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# Select Your Project

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.



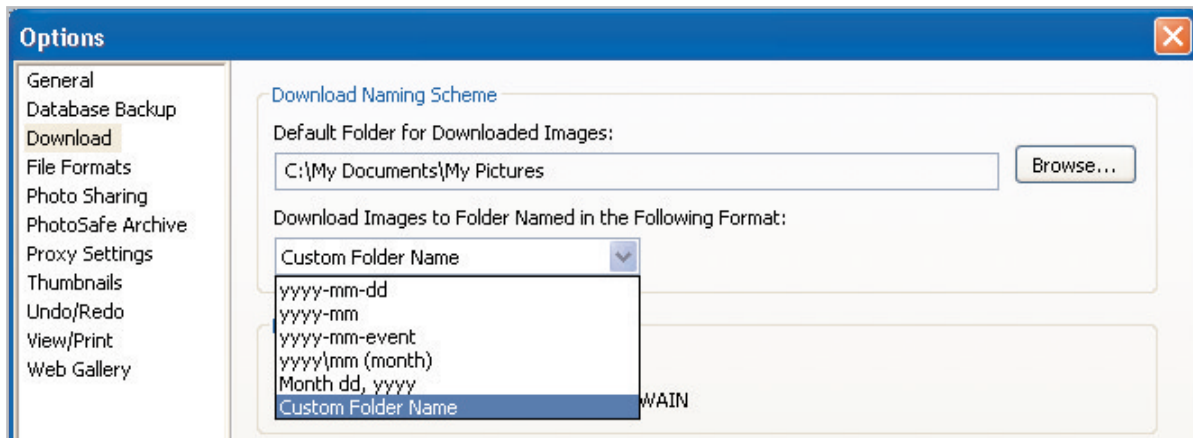
2. To quickly locate your photos once they're downloaded them from your camera open the Options dialog and select a location. Choose **Tools > Options**, and then click **Download** on the left. By default, photos are downloaded to the My Pictures folder. The My Pictures folder is automatically added to the Favorite Folders list when you install the program, so we're not going to change this option.



**Tip:** If you want to change the default download folder, click the **Browse** button, select another folder, and then click **OK**.

## Choose a naming convention

3. Select a naming convention from the Download Images to the Folder Named in the Following Format drop-down list. In this example we selected **Custom Folder Name** so we can enter a folder name each time we download photos. You can choose to have your folders automatically named to the date. Once you find a convention that works best for you, click **OK**.



## Download photos from your camera

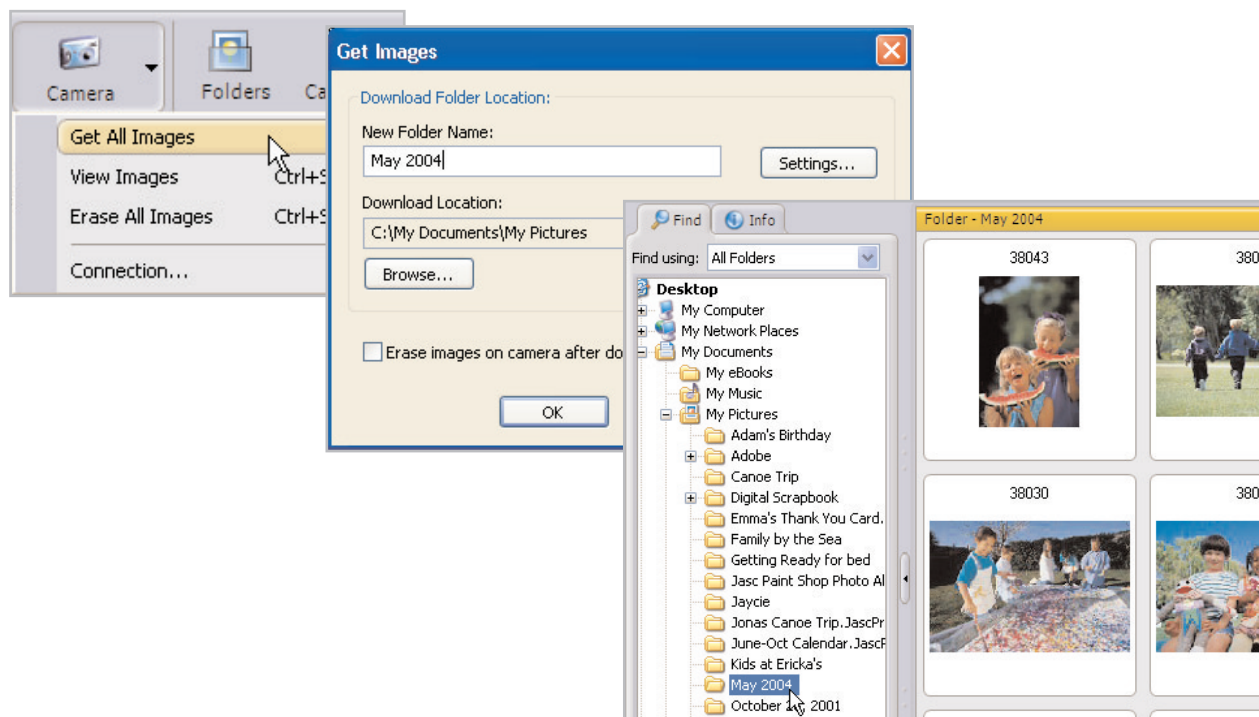
4. Now, click the **Organize** tab (if you're not already on that tab) and connect your camera to your computer.



5. If you use Windows® XP a camera dialog opens. To use Photo Album as your default application for downloading photos, click **Jasc Paint Shop Photo Album**, mark the **Always use this program for this action** box, and click **OK**. The next time you connect your camera, Photo Album will automatically open and display thumbnails of the photos in the camera.

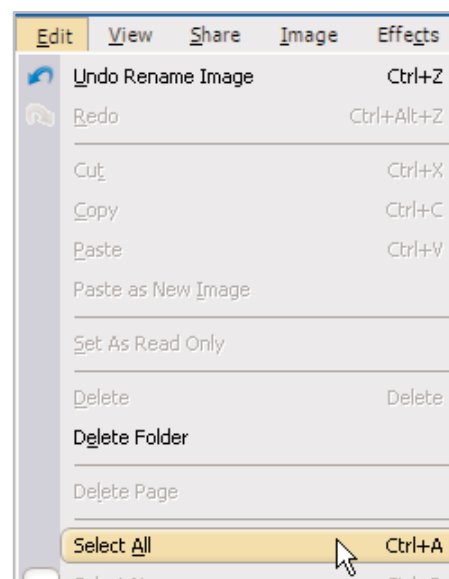


6. On the Organize tab, click the **Camera** button, and choose **Get All Images**. The Get Images dialog opens. In the New Folder Name field, enter a folder name (we entered **May 2004**), and click **OK** to download your photos. Our photos are located in a folder named May 2004 inside the My Pictures folder.

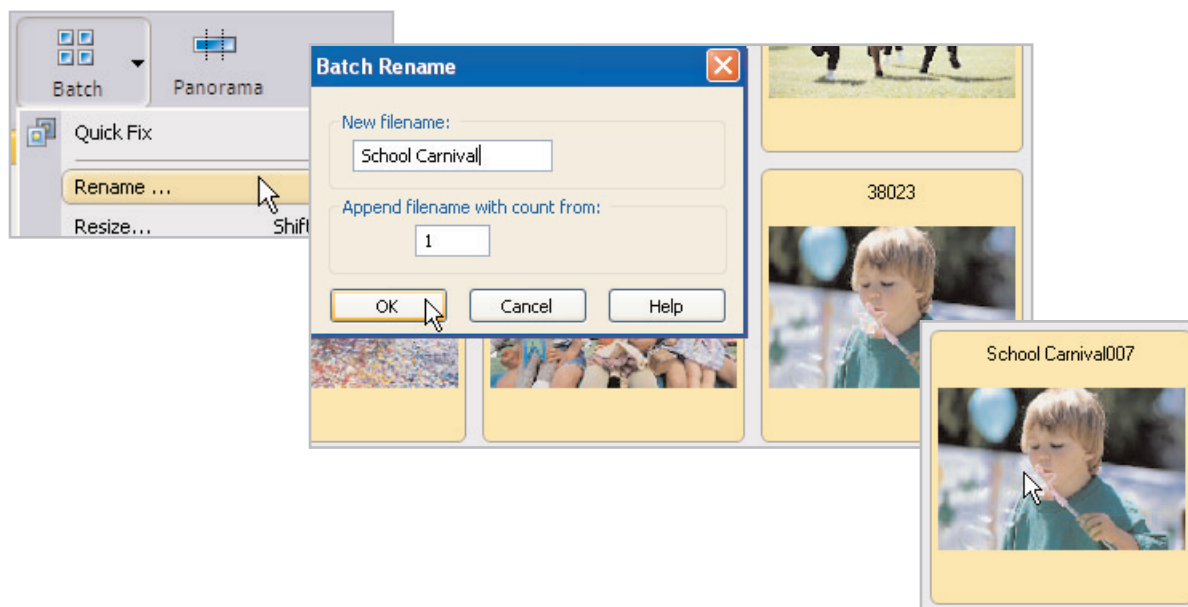


## Rename a batch of photos

7. Now, let's rename the photos. Choose **Edit > Select All**, to select all the photos in the folder.

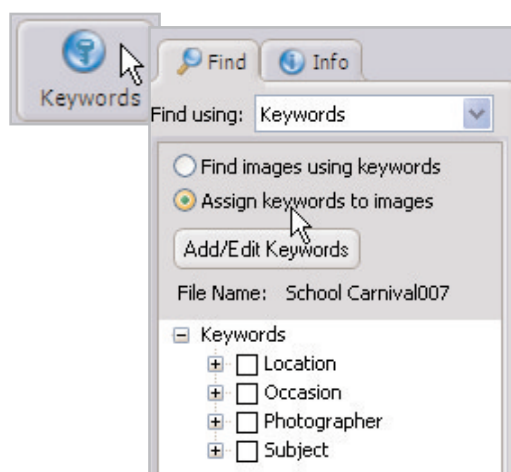


8. Click the **Batch** button and choose **Rename**. Enter a new name for the photos, and then click **OK**. All of the photos are automatically renamed.

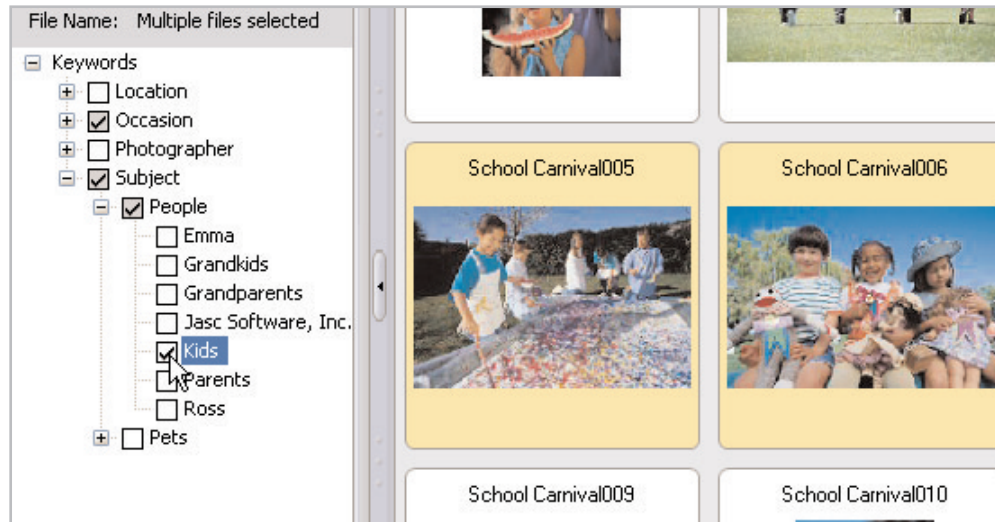


## Assign Keywords

9. Finally, assign keywords to these photos to make them easier to find later. Click the **Keywords** button on the toolbar. On the Find Panel, select the **Assign keywords to images** option.



10. Next, select the photos you want to assign keywords to and then, click the plus sign (+) next to a parent keyword to expand the keyword list and mark the desired keyword. The selected keywords are now assigned to the selected photos!



## Next Steps:

You have just learned how easy it is to customize Paint Shop Photo Album to download photos to a specific location. By using this workflow, you can quickly download your photos, rename them, and assign keywords – making them much easier to find!

