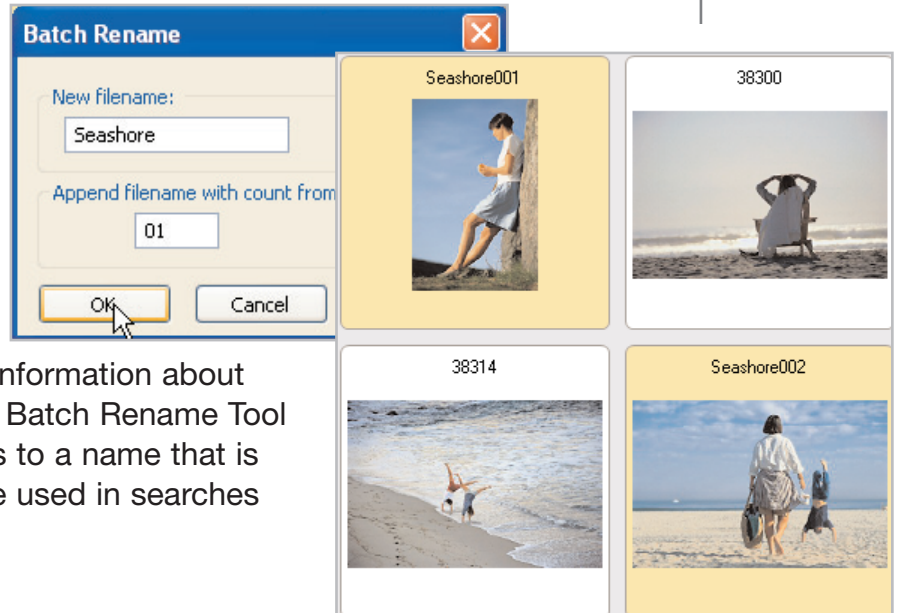


Get Organized in a Flash by Working with Groups of Photos

You can use Photo Album's Batch tools to quickly and easily enhance, resize, and rename multiple photos at the same time. Digital cameras assign a file name to photos automatically. The file name is a series of numbers and doesn't provide any information about the photos. We're going to use the Batch Rename Tool to automatically rename the photos to a name that is easier to recognize and that can be used in searches of your photo collection.



What you'll need:

- A collection of digital photos
- Paint Shop™ Photo Album™ 5

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

- Open a folder containing photos
- Batch rename a series of photos

Jasc Software®

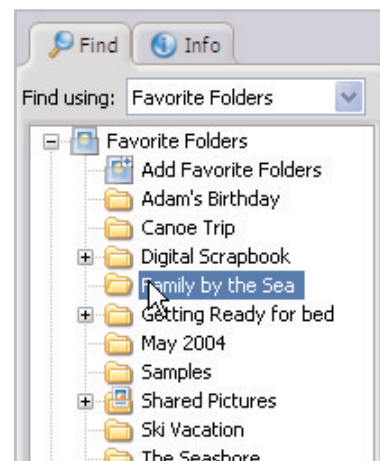
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To rename a series of photos:

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.



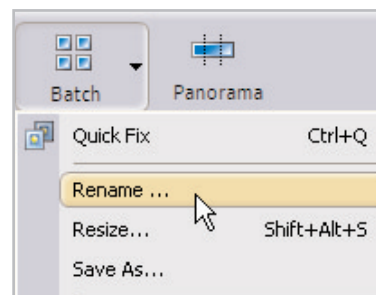
2. Click the **Find** panel to open the folder containing the photos you want to rename. Thumbnails of the photos will display on the Organize tab.



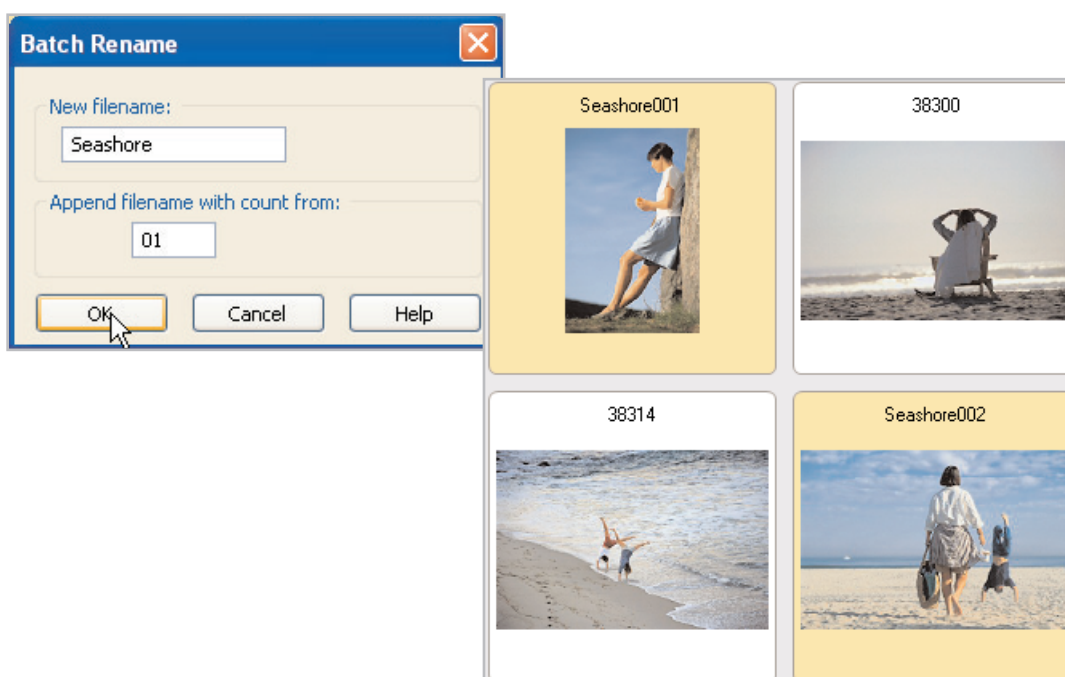
3. Now select the photos you want to rename:
 - To select all of the photos in the folder, press **Ctrl + A**. If no photos are selected, Photo Album will automatically select them all when you choose the Batch Rename function.
 - To select multiple photos in a sequence, press and hold the **Shift** key and click the first photo in the sequence, and then click the last photo in the sequence while still holding the **Shift** key.
 - To select multiple random photos, press and hold the **Ctrl** key and click the photos to select them.



4. Now, click the **Batch** button on the Organize tab toolbar, and select **Rename** to open the Batch Rename dialog.



5. Enter the new name for the photos. You can also adjust the starting number that is appended to the end of the name. The default starting number is one, and all the photos will be renamed in a sequence starting with that number. Click **OK** to automatically rename all of the photos at once! Now you can easily use the Search function to search by file name and find your photos fast.



Next Steps:

You have just seen how easy it is to rename batches of photos simultaneously. Now try using the other time saving Batch Tools to quick fix, resize, save as, convert to black and white or sepia, and to crop multiple photos at once!

