**Batch Transfer and Re-number – Quick Start**

1. Select a **Source Path**. You don't have to point to a particular folder. Check the "Include Sub Folders" box and Presentation will look through all of the folders on your memory card and find the images. That's right. Presentation can look through 9 levels of folders to find images. So…all you do is set the source directory once and forget it. Every time you put a new card in your reader, Presentation will look inside the folders and retrieve the images. At your option you can remove the empty folders on your memory cards by checking the "Remove Sub Folders on Move" box, providing you decide to "Move" the images off your cards, and not copy them. (We recommend Copying)
2. Set the **Destination Path**. Again, set it once and forget it. You may have a system for storing images that places the customer folders in a master directory. If that is the case, select the master directory and each time you create a new customer folder it will be placed in the master directory.
3. Create an **"Image Folder"**. Type in a name for you image folder. If you type a duplicate name of a folder that has images you will be prompted to continue or stop.
4. **Start No.** For new images leave the numbering at "1". Each batch will continue to renumber with the next highest number automatically. If you are having some of your film images scanned at a lab and they start their numbering at "1", you may choose to number your digital images from a higher starting number.
5. **Image Name Format**. You may choose a 3 digit format or a 5 digit format. Just click the arrows.
6. **Prefix** - you can add alpha characters to the renumbered image, or a non-renumbered image. If you don't want any Prefix, just leave the Prefix box blank. We highly recommend NOT adding prefixes to your image names. Long image names can cause complications later in the printing process.
7. **Non-Renumbered images** - Remove the "1" and you can copy your images to the hard drive without renumbering them.
8. **Copy and Move ability**. Use you own discretion. Presentation does not provide a "replace" existing renumbered image function. You must transfer your images to a new folder for renumbering. You have a choice - Copy or Move them, or renumber them in their existing folders.

*You do not need to open any image files to renumber your images. Go directly to the Batch Transfer Module to perform these functions. The Module works independent of the other features in Presentation.*

**For more detailed instruction, visit our online help.**
**www.myprohelpdesk.com**