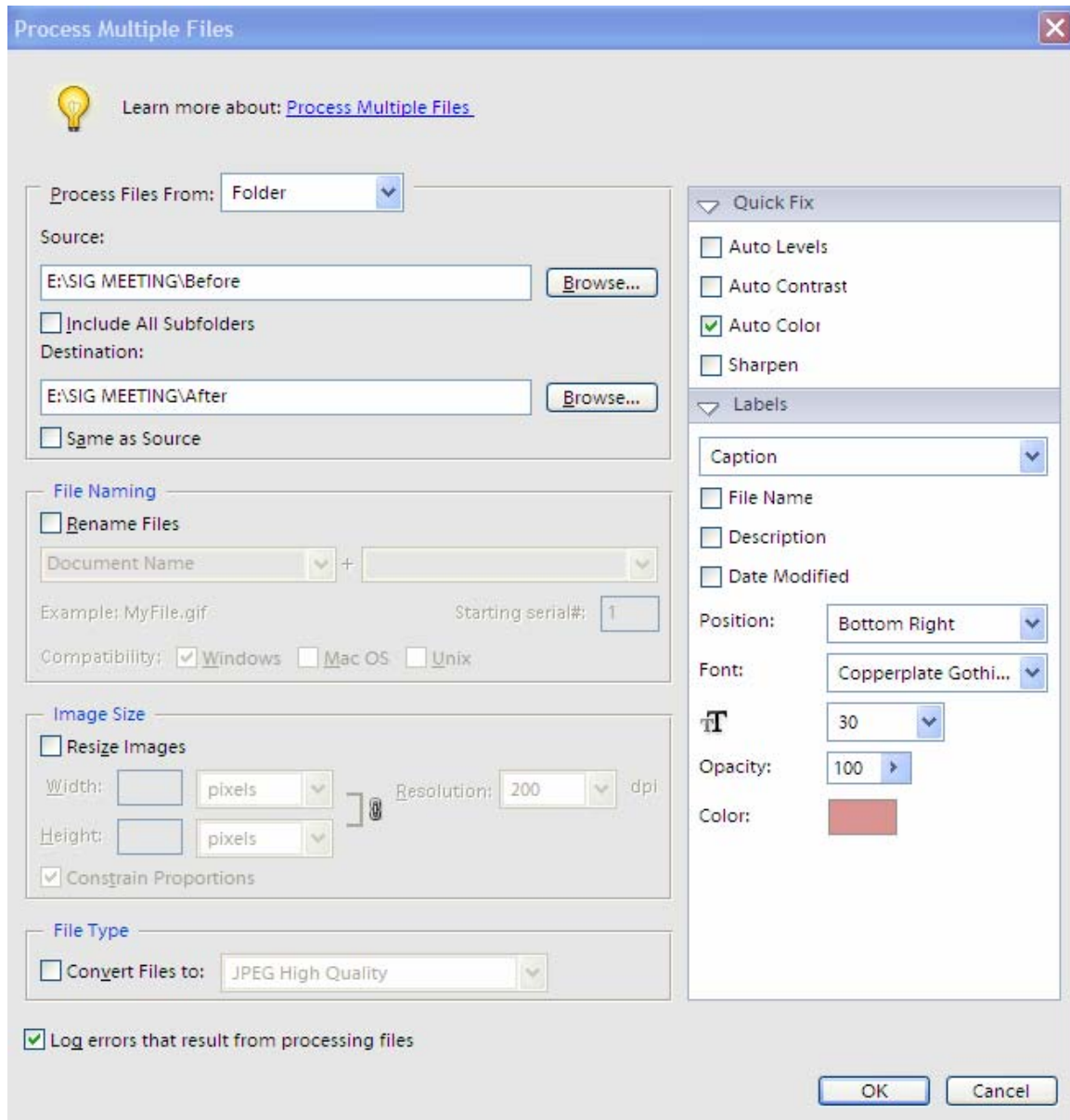


BATCH FILE PROCESSING TUTORIAL

Batch files processing as it was in Elements 1 and 2 is now called “processing multiple files” in Elements 3 and 4.

It is a quick way of adding information or captions to several files and using some of the “Quick Fix” commands to interfere with images. You can also change formats and rename files.

The tool is brought up by going File > Process multiple images in the editor. The following appears:



Note: The command says process multiple files but you can use it on just one file if you wish.

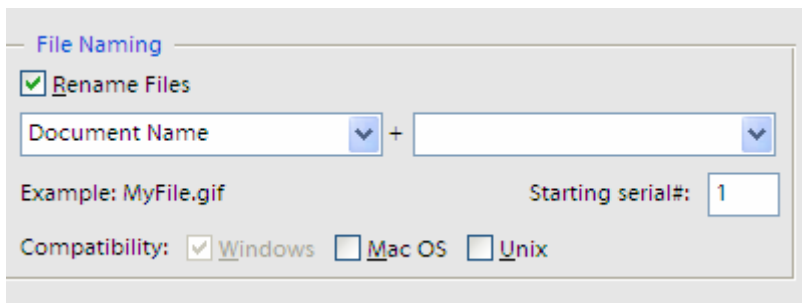
FILE SELECTION

The uppermost box on the left side, gives you the choice of either selecting a folder or “import” which if selected gives you the same choices you see when you go to File > Import and you can select your scanner or camera for instance. The first section of the dialog box in the upper left hand corner allows you to identify where the files are that you wish to convert and then tell Elements where to put them after processing. If you have images in several different folders it is useful to collect them all into one folder prior to processing. If you have subfolders in the folder that you wish to include check the “include sub folders” box otherwise elements will only process the files in the top level.

When you pick a destination it is a good idea to make a folder for the processed files to be sent to which can be done by clicking browse and selecting “New Folder” in the window that opens. You can also choose “same as source” but be careful of this as Elements warns you that it will replace your originals with the new versions. This can be dangerous unless you have back up files elsewhere, if anything goes wrong you have lost your originals!

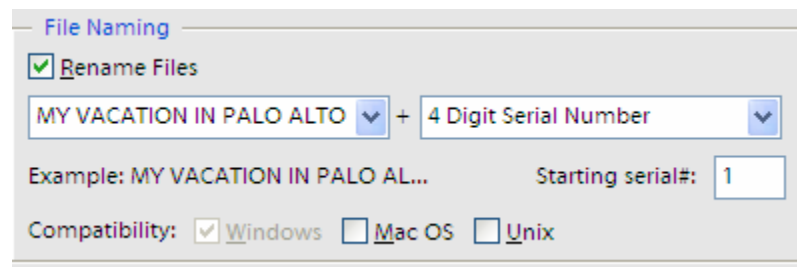
RENAME FILES

The ability of being able to rename a group of files all at once is a very nice feature but it does have a few limitations. You can rename them but if you think that it will give each picture a name like “wife throws ball” followed by “dog chases ball” for the next photo you are going to be disappointed!



To rename the files turn on the rename feature and this dialog box is available. The two drop down menus are the same and allow you to put in

names (i.e. Birthday Party) or serial numbers, dates etc. Both drop down windows are the same. A typical window is shown to the right.

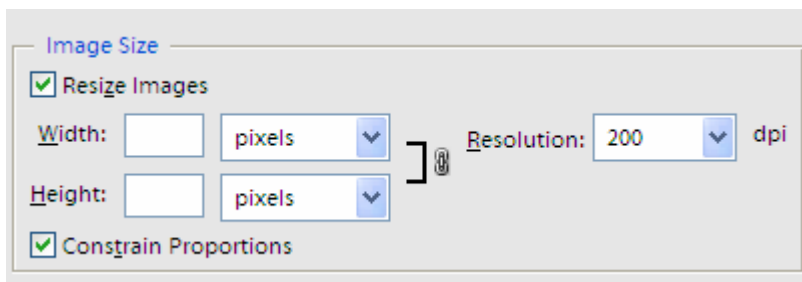


You can set up the numbering or date format as you please and the document name can be in upper case or lower case.

You also get to designate which operating systems' naming convention Elements should respect as shown in the compatibility selection. If you send files to servers using other operating systems this can be important.

Note: If you just want to rename files only you can do it easier by going to File > Rename Multiple Files. That window is a smaller version of the Process Multiple files and it works the same way as it does in this larger dialog box.

CHANING IMAGE SIZE AND FILE TYPE

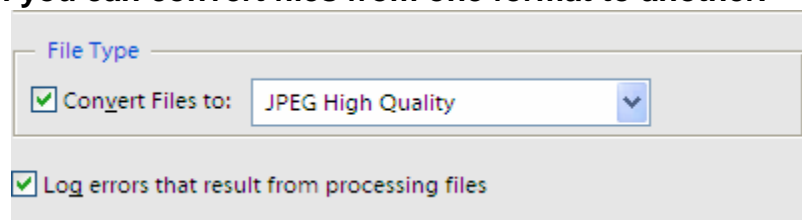


This allows you to resize photos and file formats. The image size works best when you are trying to reduce file sizes for web use or sending pictures in

an e-mail. Remember the resolution used is quite different when resizing an image for viewing on the web or sending in an e-mail than that required for printing. You almost always need a picture with more pixels for printing than viewing on a screen. Remember a monitor is concerned only in the size of the picture measured in pixels and on a monitor a pixel is always the same size (your monitor is usually set for something like 1024 x 768 pixels) which are the pixel dimensions. You have probably received pictures in an e-mail where you had to scroll around the screen to see it all. This is because someone did not optimize the picture for screen viewing. To be sure that everyone you are sending a picture to can see it without scrolling around a good rule of thumb is to set the longer side of your photo to no more than 650 pixels. If you want people to see more than one image at a time you could make them even smaller.

The drop down menus allows you to choose size in pixels or inches (view or print) and set the resolution. Again remember resolution is measured in dpi (dots per inch) and sometimes it takes many dots to make one pixel.

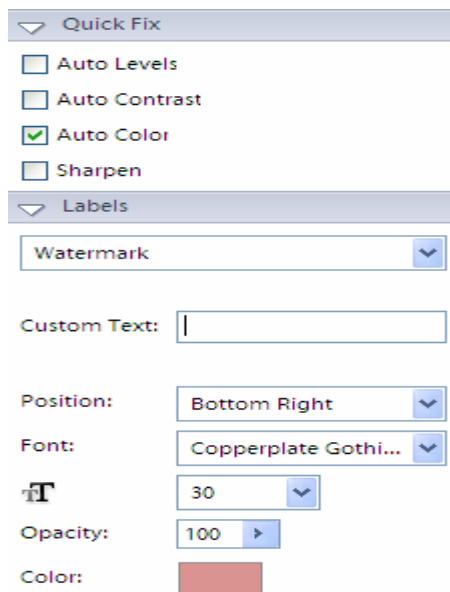
In the file type section you can convert files from one format to another. The drop down menu lets you select the new format will be and changes all the



images to this format. This is probably the most popular feature of batch processing for serious enthusiasts. If you have taken pictures at high resolution you don't want to lose resolution every time you open and close the image as a jpeg so changing them all to tiff files immediately after downloading allows editing without loss.

The final check box is for logging errors in processing your files. When you have finished you will find a small text file in the destination folder along with the images telling whether there was a problem or not.

QUICK FIX COMMANDS



The image shows two overlapping dialog boxes. The top one is titled 'Quick Fix' and contains four checkboxes: 'Auto Levels' (unchecked), 'Auto Contrast' (unchecked), 'Auto Color' (checked), and 'Sharpen' (unchecked). Below it is the 'Labels' dialog box. It has a dropdown menu set to 'Watermark'. Below that is a 'Custom Text' input field. Further down are 'Position' (set to 'Bottom Right'), 'Font' (set to 'Copperplate Gothi...'), a font size dropdown (set to '30'), 'Opacity' (set to '100'), and a 'Color' swatch showing a reddish-brown color.

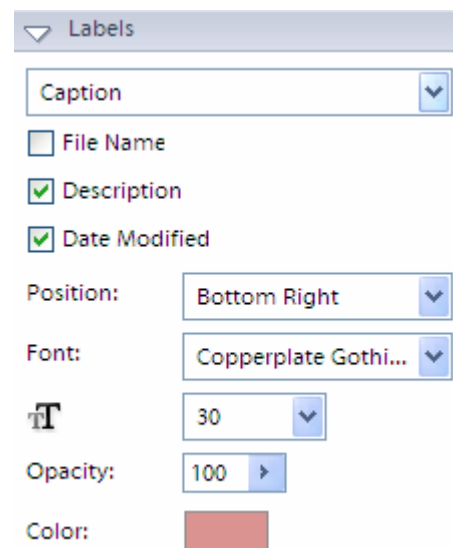
In the upper right corner of the dialog box is the quick fix box which contains some of the commands found in the regular quick fix window. If you have had good results using this feature this process is very handy for speedy fixing of many images at once. You can run just one or all of the commands. One note, don't try to be too ambitious with this tool if the image requires a lot of attention to salvage it this is not the way to go.

However a more typical use is for pictures that have been taken in an environment which forbids flash (inside churches, ancient buildings etc.) and consequently the pictures have a color cast from overexposure. Choosing the auto color option will usually correct this problem.

ATTACHING LABELS

This tool allows you to add captions and watermarks to images. The nomenclature is a little confusing; captions are limited to the choices under the drop down menu, file name, description and date modified all the information stored with the file.

The position of this caption can be bottom right, bottom left or centered. Centered means just that centered in the middle of the image!



The image shows the 'Labels' dialog box. It has a dropdown menu set to 'Caption'. Below that are three checkboxes: 'File Name' (unchecked), 'Description' (checked), and 'Date Modified' (checked). Further down are 'Position' (set to 'Bottom Right'), 'Font' (set to 'Copperplate Gothi...'), a font size dropdown (set to '30'), 'Opacity' (set to '100'), and a 'Color' swatch showing a reddish-brown color.

Choice of fonts are selected from the font drop down menu but unlike the choice when inserting text (see that tutorial) you have to remember the font style as no example is given. The only controls over font are size and color.

▼ Labels
Watermark

Custom Text: MY VACATION

Position: Bottom Right

Font: Copperplate Gothi...

T 30

Opacity: 100

Color:

There is no provision for bold, italics or underline. Opacity can be varied from 100% (solid) to 1% (invisible).

The watermark allows you to add descriptions to the picture using your own text typed in the custom text box.

This tool has limited uses and if you want to apply text to images you are usually better off inserting text yourself.

One useful thing however is to put on copyright notices on images that you may post on the web and do not want copied everywhere. Using the watermark feature you can design a copyright notice and put it

on several images at once. See below:



This then is batch processing, easy and very useful for tedious tasks. As always any suggestions, comments or ideas are welcome.