

# Fireworks: Batch Processing

The ultimate in automation! Quickly convert images of different sizes, formats, colors, etc.

## Step 1: Batch Process of Photos

1. To begin the batch process, go to file and select Batch Process.
2. Locate the folder that contains the files to be batched. You can actually select and add files from different locations.
3. Once the folder is selected, click the **Add All** button. (Figure 1)

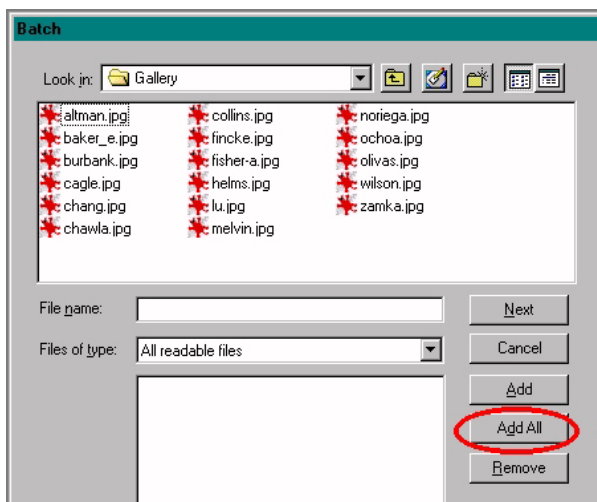


Figure 1

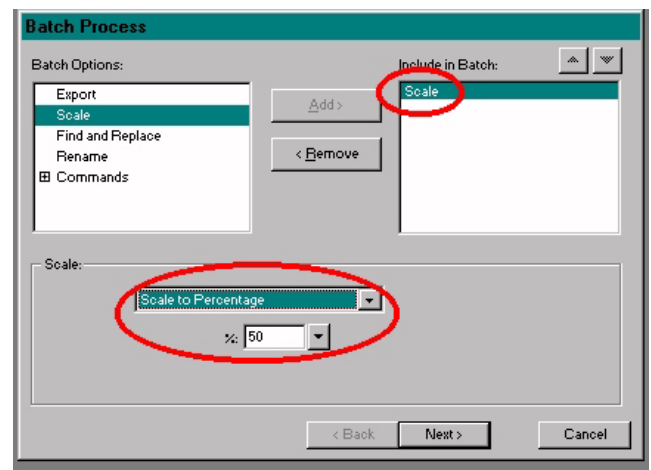


Figure 2

4. Select the **Next** button once all files are added.
5. At the next window select the **Scale** option on the left. (Figure 2)
6. Select Scale to Percentage at the bottom field and select 50%. (Note that you can scale by pixels as well as shown in Figure 3 below)

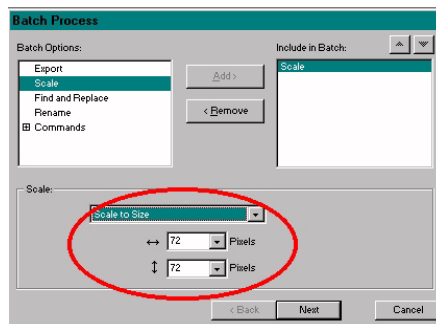
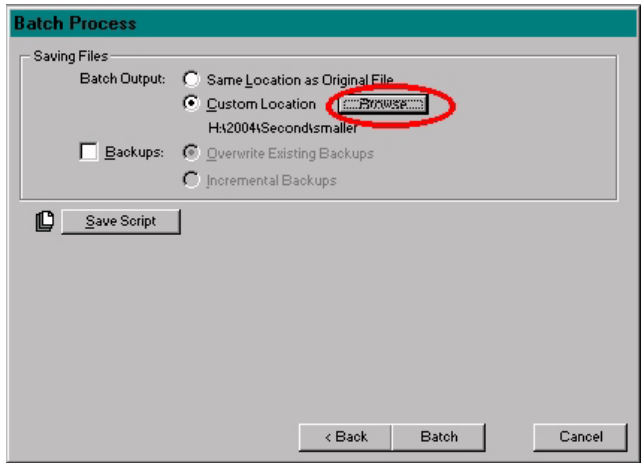
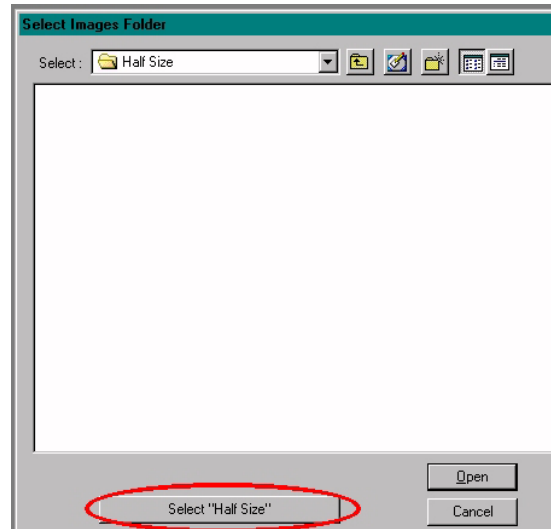


Figure 1

- At the next window, select **Custom Location** and then **Browse** button. Create a folder called **half size** inside the gallery folder. This will be the location of your scaled photos. (Figure 3)



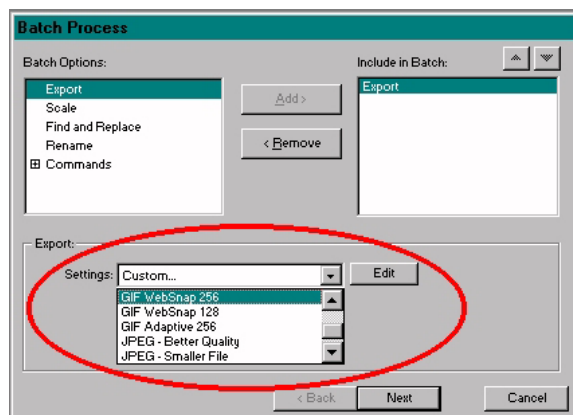
**Figure 2**



**Figure 3**

- Select the **Half Size** folder and click the **Select Half Size button** at the bottom of the window. (Figure 4)
- This will take you back to window as shown in Figure 3. Notice the path that shows the location of where your batch files will be stored.
- Select the **Batch** button and watch as your images are batched.

You can also batch files and change formatting by selecting the export feature shown in Figure 6 below.



**Figure 4**