

## Batch Processing Photos

1. **Open** Fireworks and **Select** *File > Batch Process*
2. **Select** school folder and **Select** *Add All* then **Click** *Next*
3. **Select** *Scale* **Click** *Add*
4. **Select** *Scale to Size* and set width to 150 and height to 188.
5. **Select** *Rename* and replace , with –
6. **Select** *Export* and **Select** to *JPEG - smaller file*.
7. **Click** *Next*
8. **Select** *Custom Location* and **Browse** to school's resized folder
9. **Click** Batch button
10. **Click** *OK* when processing complete.