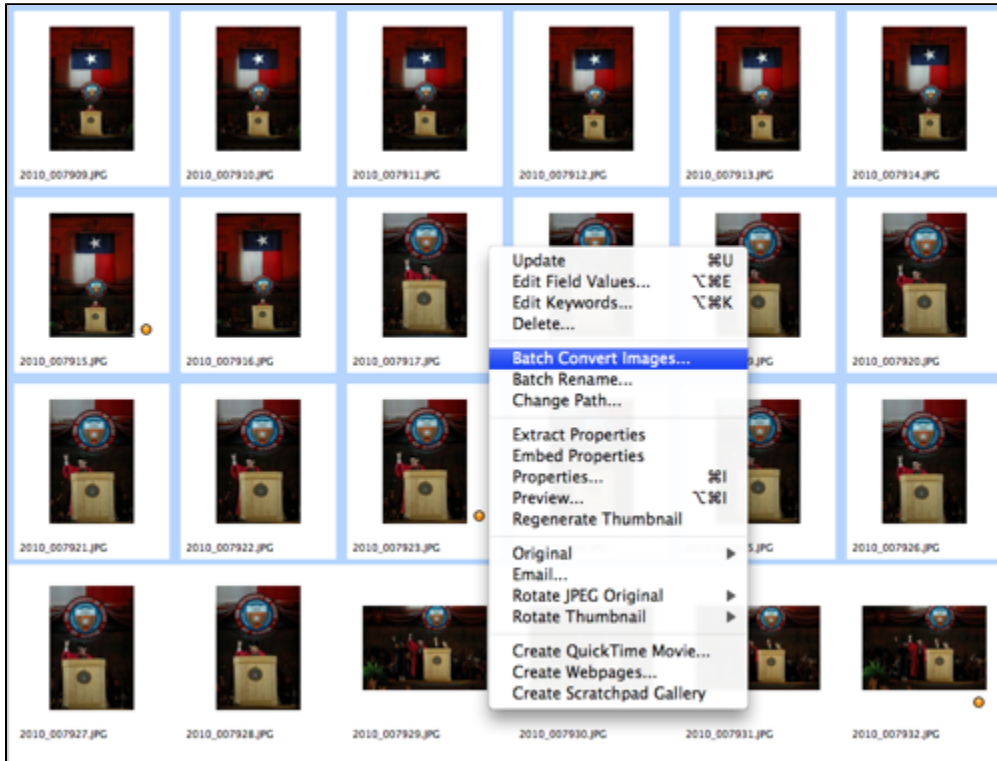
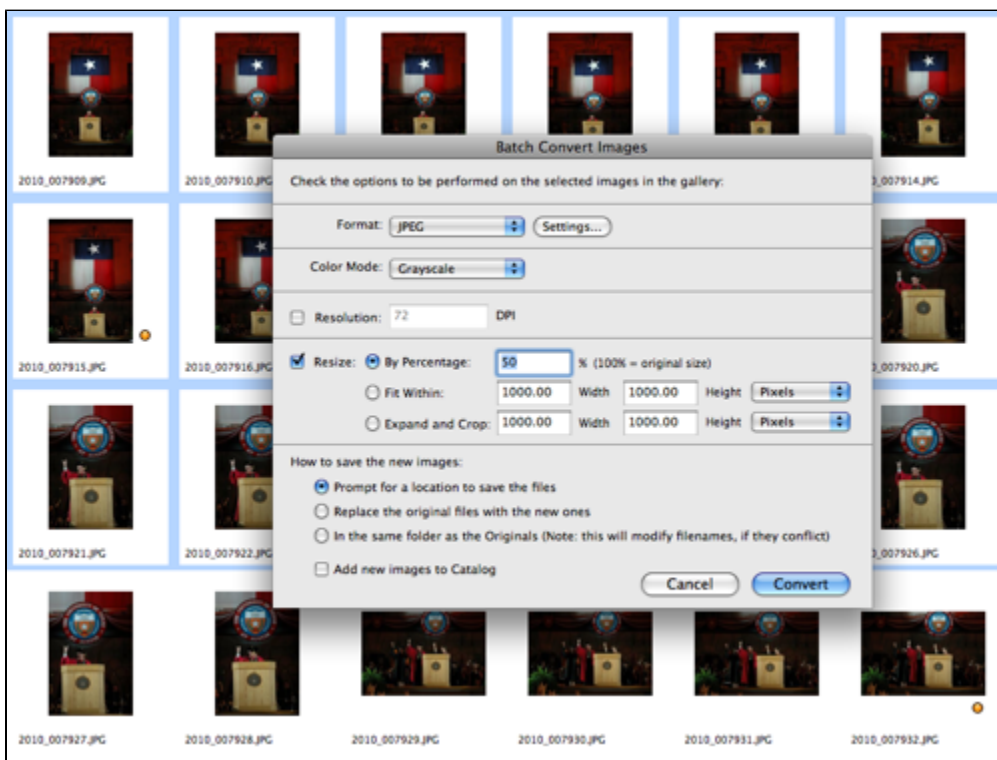


Batch Converting Images - Desktop Client

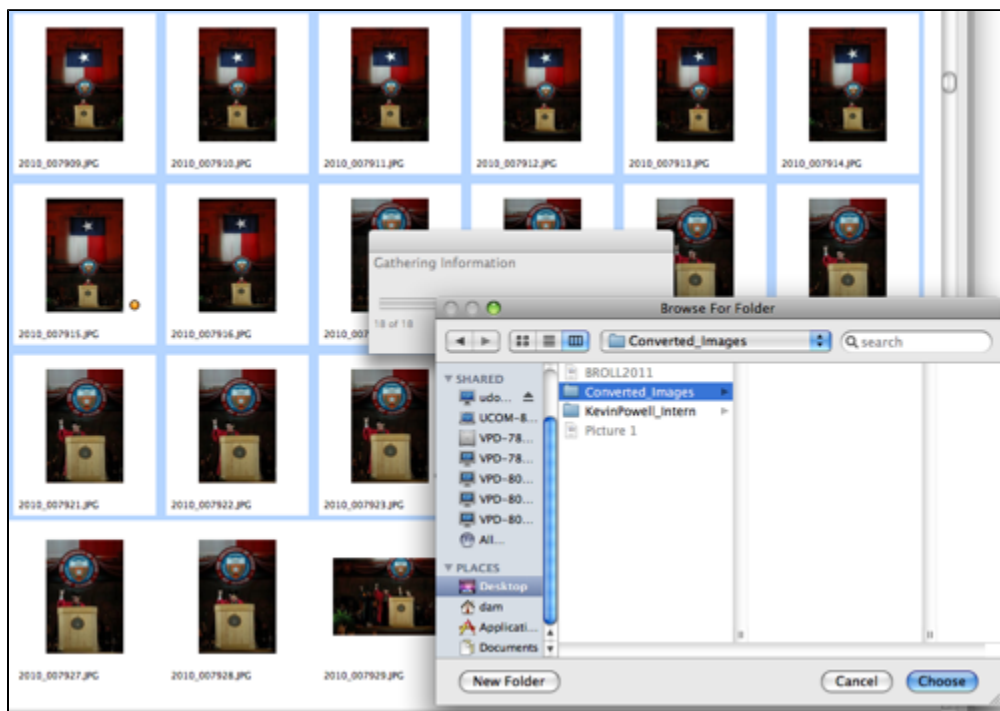
1) Select the images that you would like to convert:



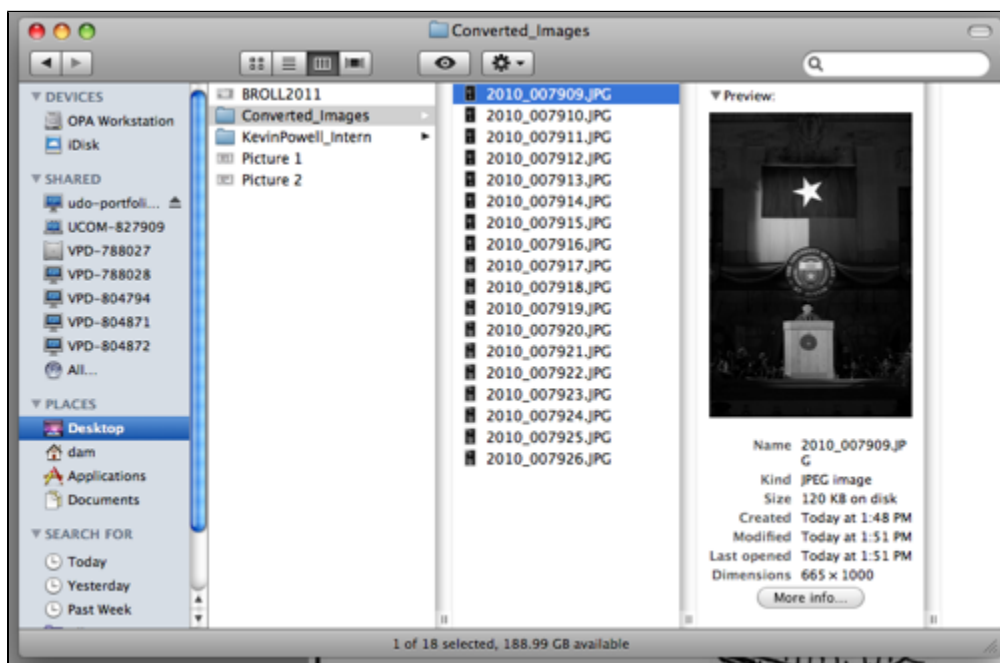
2) There are multiple parameters available for batch conversion. Users can change the format container, color mode, resolution, and size. Additionally, users can choose to save the converted files as copies or replace the original files with converted images. Users can also choose to automatically add the new files to the Portfolio database. For this tutorial, the images will be resized by 50%, converted to grayscale, and saved in a separate location.



3) Choose folder to save converted images.



4) The converted photos in Finder.



For the desktop client, you can only download files if the department's server is mounted. If you are searching another department's assets, you cannot download using the desktop client since you cannot access their servers. You can download via the web client.