1. Click on the PhotoScape Icon on the desktop.
2. Click on the Batch Editor Icon in the top right, around the 1 o'clock position. 
3. In the top left box, select the photos folder located in the Pictures folder\Camera Roll. (Actual location: C:\Users%USERNAME%\Pictures\Camera Roll)
4. After clicking on Camera Roll, the photos taken by the tablet camera will be in the lower left box.
5. Single-click on the first picture with the left mouse button (5A), hold the SHIFT key down, and select the last picture. You may have to use the scroll bar to get to the last picture taken. Delete any pictures from the box that are not named by a parcel ID or are extra pictures.
6. With pictures selected, left-click on a selected picture and drag the pictures to the top center box.
7. If you need to change or create text on the pictures, click the Object tab on the right side of the screen. This will activate the Text options on the right side of the screen.
8. Click on Text 1 Box and click on the yellow and red button to the right.
9. In line one, type County Name PVA Office and press Enter.
10. In line two, click on the EXIF button and select Filename (upper case) (near the bottom of the list).
11. In line three, click the EXIF button and select Photo Taken Date (YYYY-MM-DD).
12. Change the text size to 72.
13. Click the Apply box in the Outline box and make the line thickness 5; make sure the Outline + Text box is on.
14. Click OK. The text will default to the top left corner of the screen; if needed, you can move the text by selecting and dragging it to a desired location.
15. Next, click the Convert All button in the top right corner. The first time clicking, you will need to select a new location, which is the third option (Save your photo in the designated folder). For PVD Manage Counties, an example would be P:\Photos.
16. Click the save button, and all the photos will be saved to the server.
17. After this process, delete all pictures from the Camera Roll folder (Please check the server for a successful transfer before deleting).

Use Page two for a guide to find the location of the button, tab, or tool.

