

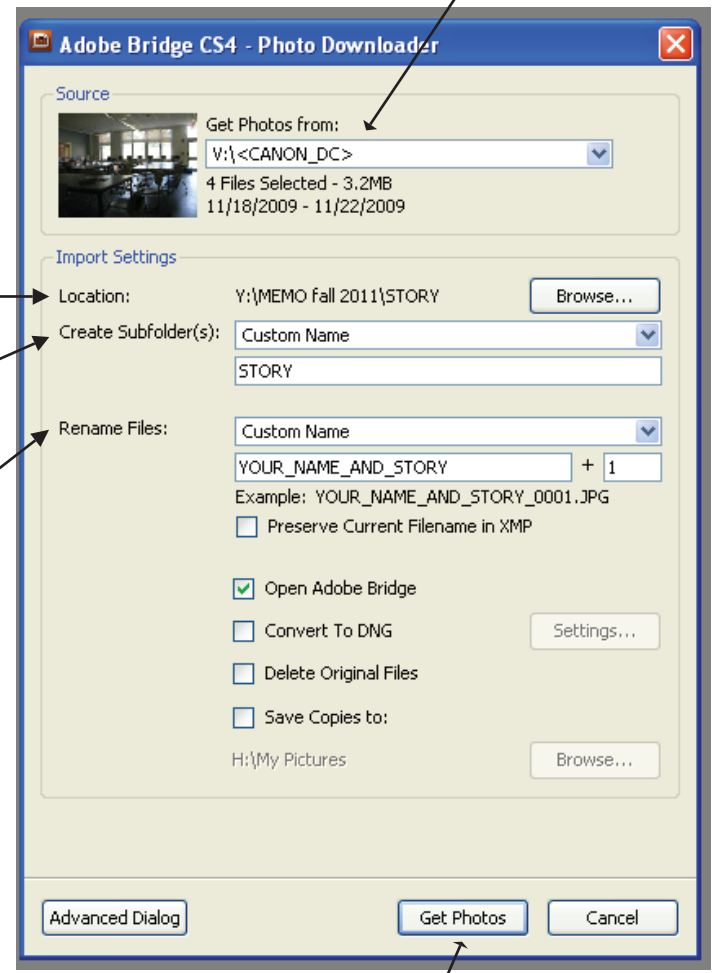
MEMO Workflow

★1) choose the U or V drive (or where the card/removable disk is)

★2) Browse and choose Y:\MEMO fall 2011

★3) Choose CUSTOM NAME and then type the subject of your story

★4) Choose CUSTOM NAME and then type your name and the story subject (like sarahsmithgirlsfieldhockey)



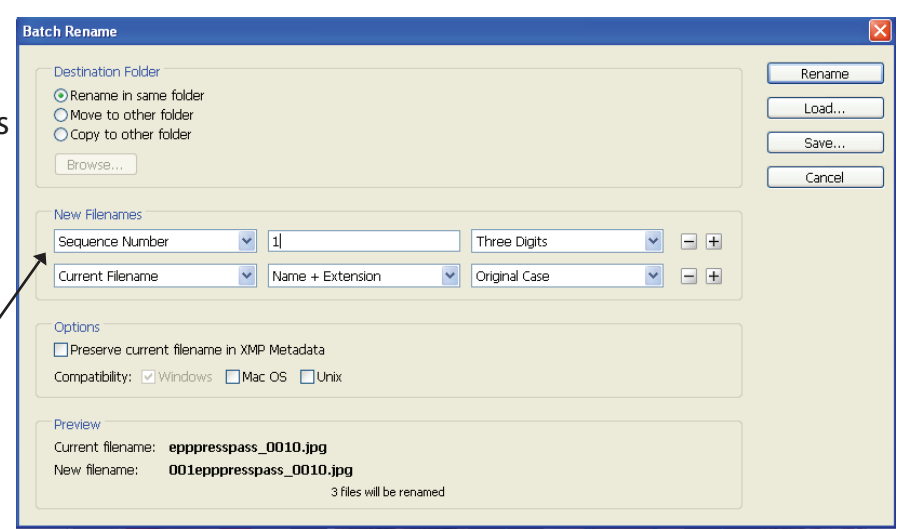
★5) Click GET PHOTOS

★ If you are adding photos to an already existing folder, then in STEP 2 you should browse and find the folder, and in STEP 3, make sure you choose "NONE"

Next:

- hit the spacebar and go through assigning 1-5 stars by pressing the number keys
- when done, select only the 5 star photos and put them in a BEST folder that you create
- place the images in order and do a BATCH RENAME
- make sure it has the following in order:

Sequence Number
Current Filename



THEN WRITE YOUR CAPTIONS!