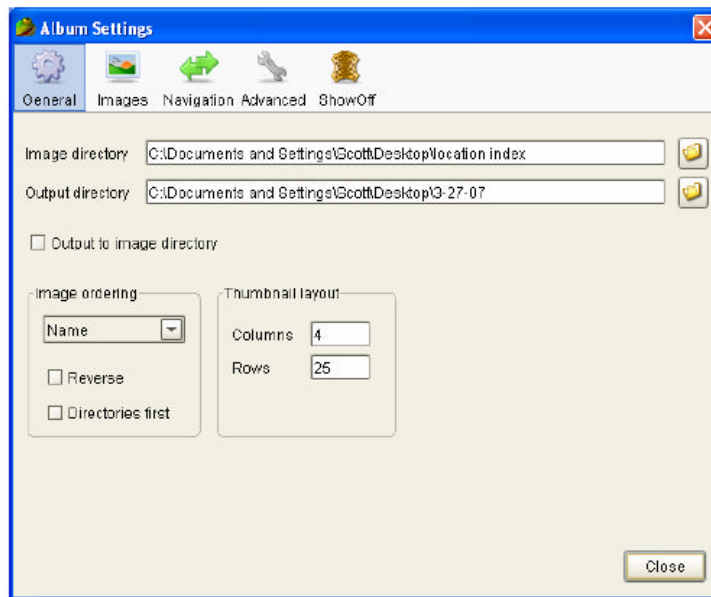


DIRECTIONS FOR PREPARING LOCATIONS FOR UPLOAD

- 1) After installing the JAlbum program (Version 7.3) and placing the “QAS Location Setting” icon on your desktop...
- 2) Prepare the locations by placing all JPG images (rotated to the proper orientation) in individual folders labeled per location with the location name. Be sure no images or file names contain any special characters or punctuation. “-” and spaces are okay but be sure NOT to include “#”, “&”, “.”, “/” or any other web unfriendly character.
- 3) Place all the location folders in a folder on your desktop called “location index”
- 4) Create a second folder on your desktop labeled with today’s date (Note: if you plan to do more than one upload in the same day, label the folders with “AM” or “PM” to keep them unique)
- 5) Double click the “QAS Location Setting” icon on your desktop
- 6) Click on the “Settings” button.
- 7) Navigate to the “Location Index” folder to complete the “image directory” field (See item A below)
- 8) Navigate to the dated folder you created in step 4 to complete the “Output Directory” field (See item B below)
- 9) After completing the input and output fields in step 8, close the settings window and click on “Make Album”. It will take a moment depending on how many locations you are processing as your albums are created. After the processing bar indicates that the process is complete, you can close the JAlbum program.



- 10) Upload the entire dated folder you created in step 4 following the upload instructions using Fetch or a similar upload program.

