

On some Windows operating systems the Application Data folder may be hidden. See page 5 for instructions on showing hidden folders.

These import scripts work with Photoshop Album 1, 2 and 3 and Photoshop Elements 4.

Your new MediaPro catalog will contain metadata such as EXIF digital camera data and Descriptions that were assigned to your images in Album or Elements. Any tags, keywords or additional metadata will not be imported.

## Import from catalog file

iView MediaPro can combine the contents of one catalog with the contents of another. The *Import Items From Catalog File* command (File menu) appends a selected catalog to the currently open catalog.

### How to merge catalogs

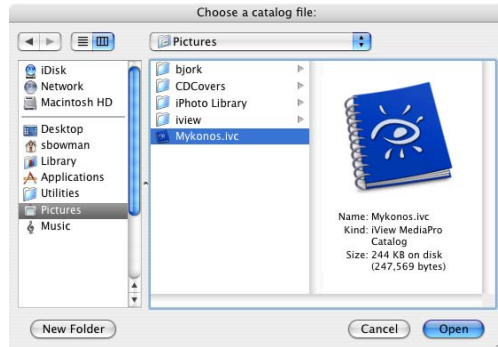
1. Open an existing catalog.
2. Choose *Import Items From Catalog File* from the File menu.
3. Navigate to and select a catalog created by an iView product (including previous versions of MediaPro, or iView Media or MediaLE). This function will not work with catalogs created by other programs.
4. New media items will be appended to the end of the existing catalog. Each item's related annotations, label and thumbnail are added as well. *Catalog Sets* are now merged into the open catalog.

If the open catalog already contains files that are part of the selection of files that are being merged, MediaPro will ignore these files and will not replicate them.

### Merging catalogs using drag-and-drop

An alternative way to add items from one catalog to another is using the drag-and-drop method.

To do this, open two catalogs. Select one or more items, and drag them from one catalog to the other. Unlike *Import From Catalog File*, where files are appended to the bottom of the catalog,



**Import from Catalog File:** Navigate to and choose an iView MediaPro catalog file on the desktop.

dropped files are added at the specific position in the catalog defined by your cursor placement (applies to List and Thumbnail Views).

If you drag-and-drop items into a catalog that is currently in Media View, then the dropped items will appear at the end of the catalog.

Using drag-and-drop does not remove a file from a catalog and add it to another. This function copies a media item's reference from one catalog to another. As such, each item's related annotations, label and thumbnail are added.

If you hold down the Ctrl key (Mac: Cmd key) while dragging-and-dropping, MediaPro will remove a file from a catalog and add it to another.

If the open catalog already contains files that are part of the selection of files that are being dragged-and-dropped, MediaPro will ignore these files and will not replicate them.

### Matching thumbnail size when merging

If the item's thumbnail in an older catalog is smaller than the catalog being appended, then the thumbnail will have to be rebuilt to match the new size.

For example, an older catalog might have 128 pixels thumbnails. The new catalog it is being merged into has 320 pixel thumbnails, then the previous thumbnails will appear smaller. To fix this, select the appended files and choose *Rebuild Item* in the Action menu.