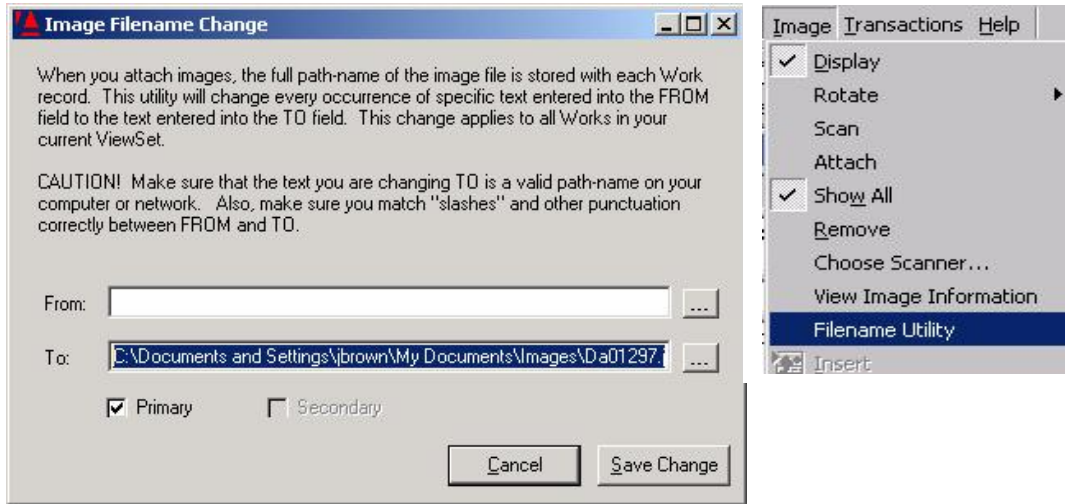
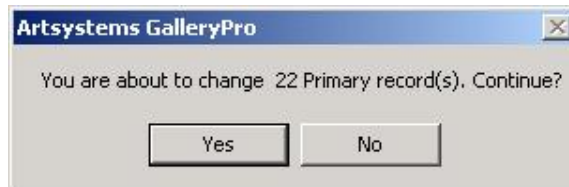




4. Click **Image**. Highlight **Filename Utility** and click.
5. The **Image Filename Change** window opens.



6. Leaving the **From** field blank, enter the entire file pathname including the image name. The full pathname in this example is:  
C:\Documents and Settings\jbrown\My Documents\Images\  
the image name is: Da01297.jpg
7. Click **Save Change**.
8. A prompt will appear indicating the number of records about to change and the option to continue. Press the **Yes** button to continue or the No button to cancel the changes on the **Primary** records.



9. Close the **Image Filename Change** window.
10. Refresh the record by clicking Next or Previous and then returning to the record.
11. The image should appear on the record. **Note:** If the image is not displayed, verify that Display is checked and enabled under Image on the Menu Bar.
12. Return to spreadsheet view and verify that all the records have the new image path and filename displayed in the Image field.

**If further assistance is needed, please contact Artsystems Support.**

**Artsystems Support 212-620-5500 x 2**

<mailto:Support@artsystems.com>