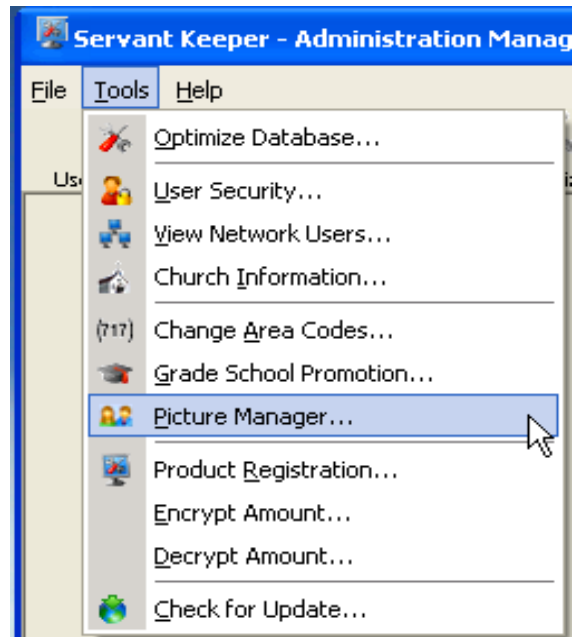


# Picture Administration Help Sheet

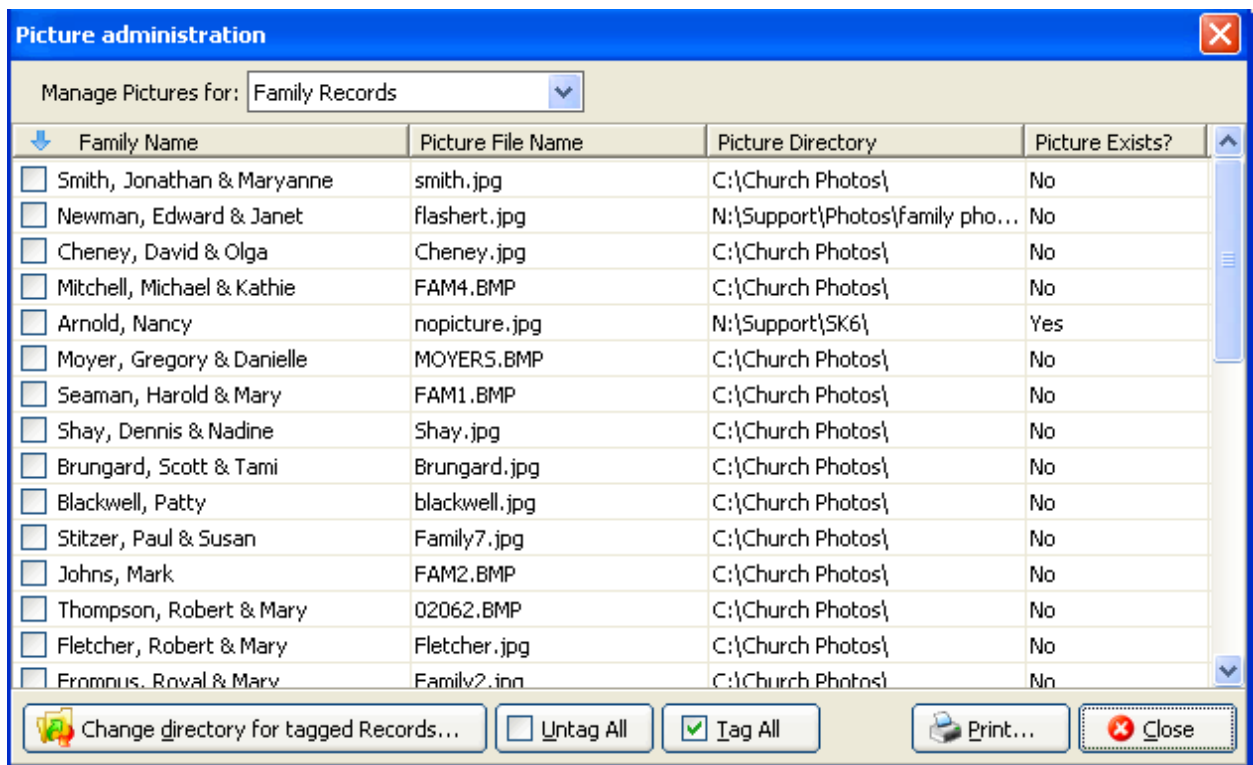
## Step 1

Open the Administration Manager. Click on the Tools menu option. Click on Picture Manager:



## Step 2

You will see this window:



This window will list either your Family Pictures or your Individual pictures depending on what is selected in the Manage Pictures for: box. If you need to move your pictures to a different directory, tag all of the pictures that you've moved and click the [Change directory for tagged records...] button and choose the new directory.