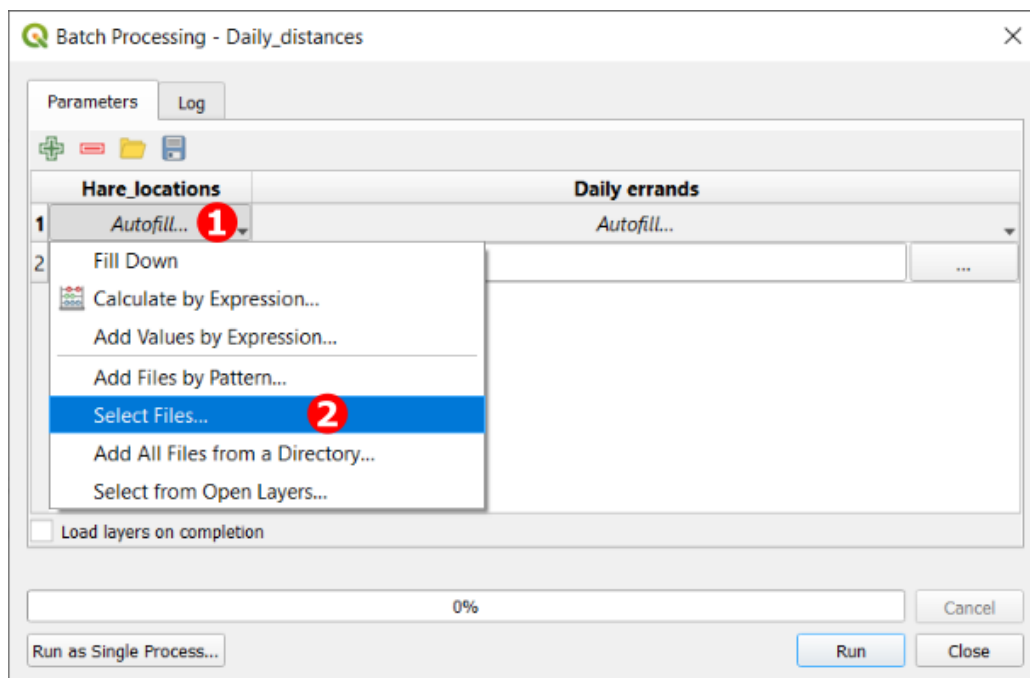# Batch processing

If you want to use the same tool or model on several datasets, you can save time by running them as a "batch".

Access
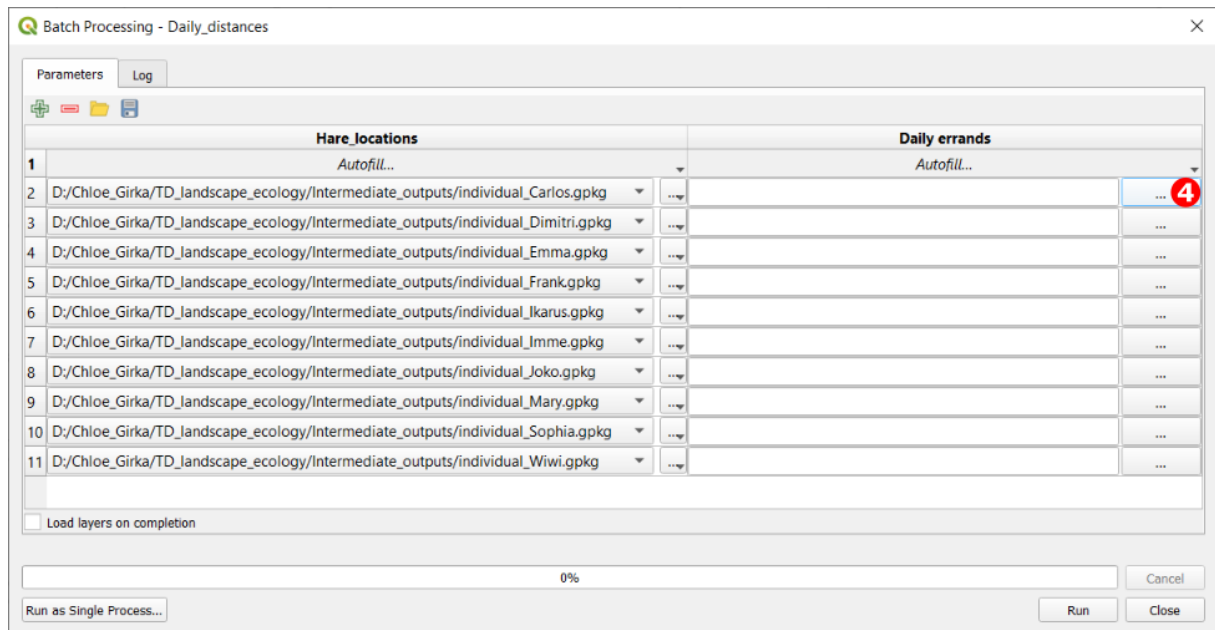
Click the "Run as Batch process…" button in the bottom left-hand corner of your tool/model.

1. To quickly fill a list of files, click on "Autofill…" on the left.

2. Choose "Select Files…".

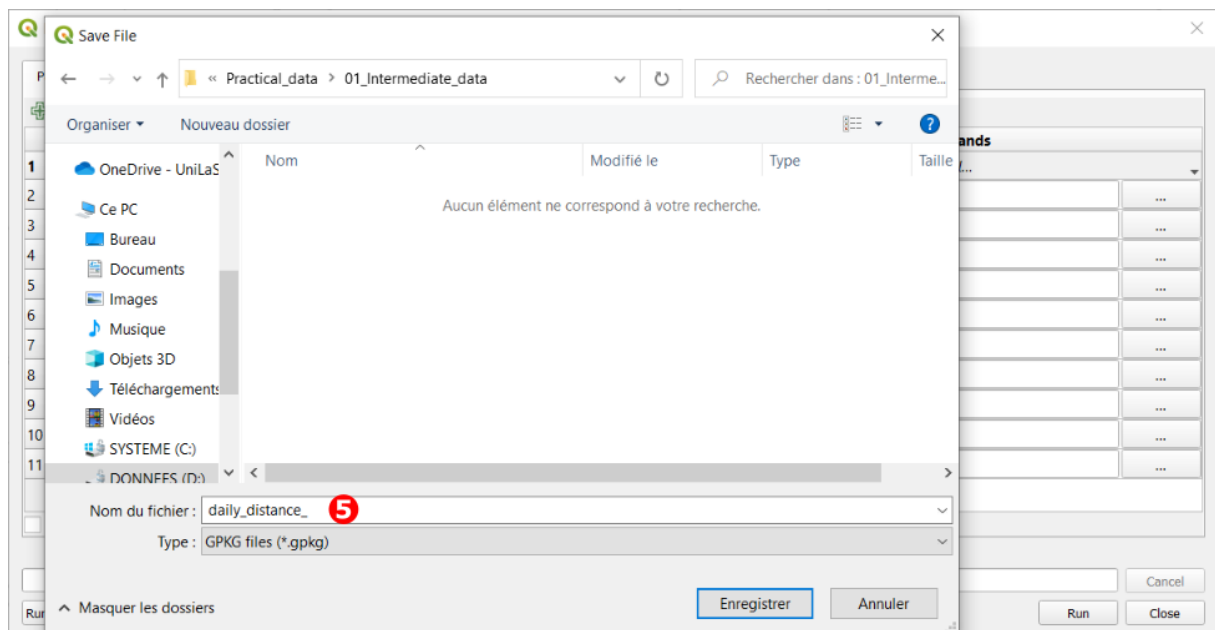3. Select the input files. Use the Shift or Ctrl keys to select multiple files.

The list of input files is now visible on the left.

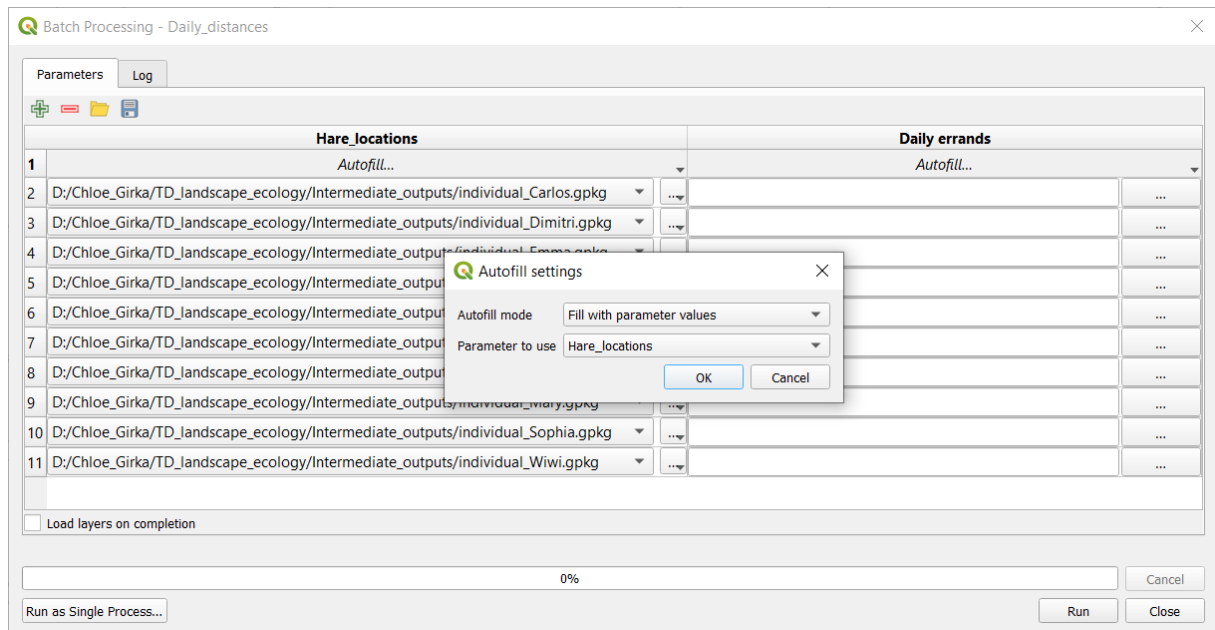4. On the right, click the "…" to save your first output file.

5. Write the name of your output. Consider this a prefix.

6. Set the autofill settings. "Fill with parameter values" will use the input file names to complete the output file names.

Well done! Your input and output files are now matching.