



ORGANISING PHOTOS ON YOUR PC

The Basics

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The Basics

- ▣ work out a naming strategy
- ▣ download photos from your camera to your PC
- ▣ rename and tag your photos during download
- ▣ know the keyboard shortcuts to select files
- ▣ know how to create folders and sub-folders
- ▣ know how to move files
- ▣ know how to delete files
- ▣ know how to rename files
- ▣ know how to rename batches of files



1. File and Folder Naming

- ▣ work out a photo and folder naming strategy that suits you
- ▣ as an example – here is my system



Brett's Naming System

		2003	
		2004	
My Pictures	BBCC	2005	
	Bombers	2006	
	Karen	2007	
	Lady Denman	2008	
	Other Peoples	2009	
Personal	Birds	2010	
SBW	Home	2011	
	Years	2012	2012 Bundanoon Weekend
			2012 Flinders Ranges
			2012 Halloran Obelisk
			2012 Rolfes Gap West
			2012 Summercloud to JB Kayak
			2012 Uganda



2. Downloading Photos

- ❑ after photographing any stand-alone activity, **download your photos** – day at the beach, football game, friend's wedding, bushwalk, BBCC photo shoot ...
- ❑ create and name the folder you want them in at start of the download
- ❑ rename all the photos during the download process
- ❑ tag all the photos during the download process (if you can)



3. Tag your photos

- ▣ Tags are keywords that you can add to your files to help you to find and organize them.
- ▣ In addition to tags, your files include other properties such as Date Modified, Author, and Rating that you can also change (later).
- ▣ Once tags are created and attached to a file, they become one of the file's properties.



4. Selection Shortcuts

- ▣ All Files – hold down “Ctrl” and press “A”
- ▣ Sequenced Files – Highlight first file, then hold down “Shift” and click the last file that you want
- ▣ Individual files – hold down “Ctrl” and click each file name
- ▣ In “Details” view, click on Column Headings to re-order the files according to the contents of that column



The Last Bit ...

- ▣ Backup your files
- ▣ Backup to a CD
- ▣ Backup to a DVD
- ▣ Backup to a thumb drive
- ▣ Backup to a portable USB hard drive
- ▣ Backup to a portable USB hard drive and store it off-site
- ▣ Backup to free online storage in the “cloud”
- ▣ All of the above ...