

Tips for Effective Photo Organization

Kawartha Camera Club

Why Organize Your Photos?

- Over the years, your photo collection will swell to tens of thousands.
- You will migrate from computer to computer.
- You will go through several different cameras.
- Industry formats will change.
- Thanks to automation tools, photo organization has become easier – but you will still need to pitch in.



Tips to Keep Track of Your Photos

1. Set your camera to the correct date and time.
 - Will permanently tag every photo with the correct date allowing better search and sorting chronologically.



Tips to Keep Track of Your Photos

2. Delete junkers as soon as you take them.

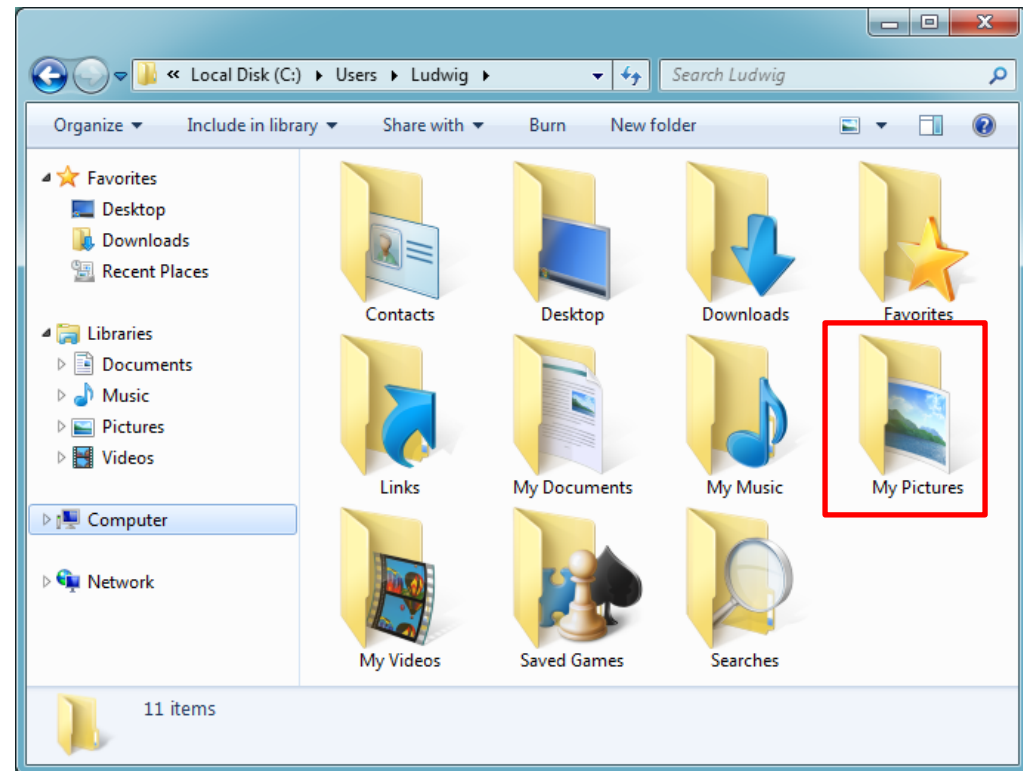
- Fight the instinct that says every photo is precious.
- Bad photos are just clutter, making it harder to find the good ones.
- Delete them from your camera or right away on the computer.



Tips to Keep Track of Your Photos

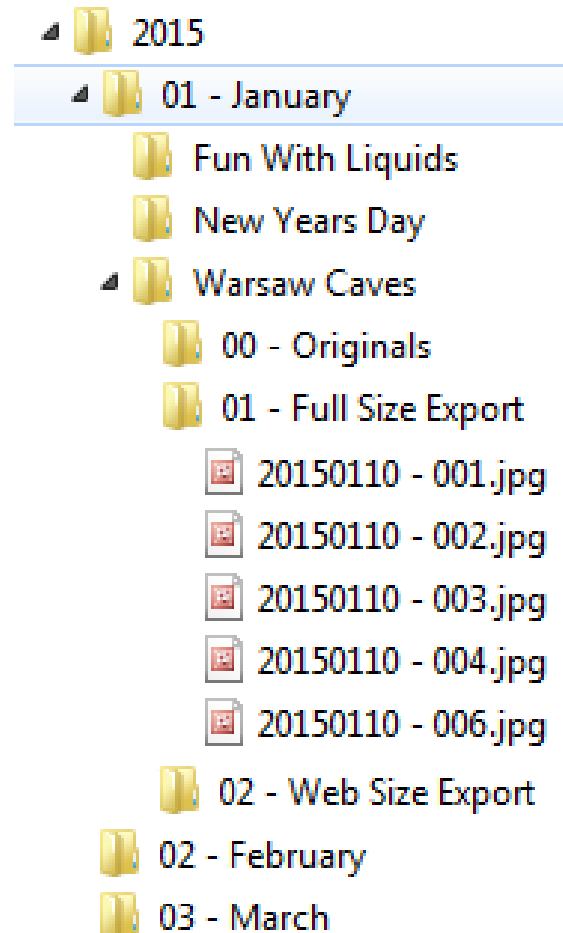
3. Know where your photos go.

- Put all your photos in the same folder such as your computers “Pictures” folder.
- One universal folder means that photos will be easy to back up and move to new computers over time.



Tips to Keep Track of Your Photos

4. Use a sub-foldering system.
 - Organize into sub-folders that will make sense over the long-term.
 - A common method is by year, then by month, then by event or topic.



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5. Back up your photos.
 - Make sure your photos are stored in at least 2 locations such as computer and a backup drive.
 - Use a reputable photo site such as Shutterfly, Flickr, SmugMug.
 - Use an online backup service such as Dropbox or Google Drive.



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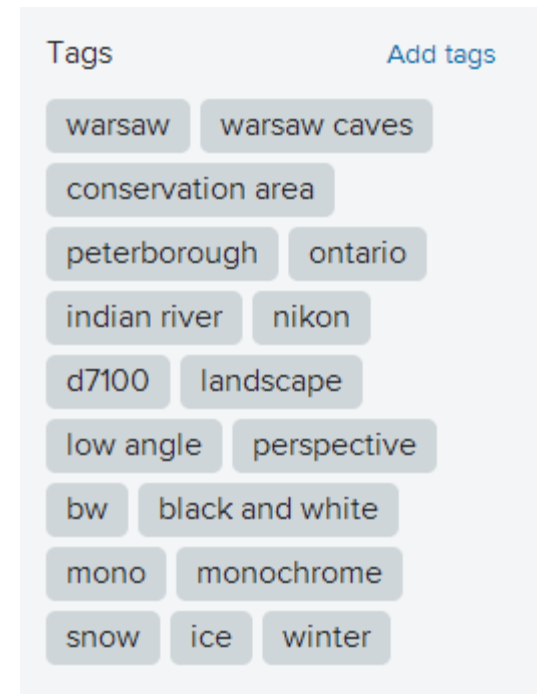
6. Give star ratings to your best photos.
 - Each time you import photos, give star ratings to the best photos in each batch.
 - These let you quickly find your best photos in the future.
 - Most image management packages use a 5-star rating system.



Tips to Keep Track of Your Photos

7. Tag your photos.

- Tags are basically keywords, that you apply to each photo. (e.g. “summer vacation”)
- Most tags will stay with the image and remain searchable.
- Geo-tagging will track the location a photo was taken.



Tips to Keep Track of Your Photos

8. Form good habits.

- Just like brushing your teeth or doing the laundry, photos require basic maintenance habits.
- Getting in the habit means having access to all your photos in the coming years.



Questions?