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Safeguarding & Organizing Your Digital Photos

Why do we take and keep photos?

- To preserve memories
- To share memories & events
- Create photo albums or scrapbooks
- Display in digital photo frames

Advantages of Going Digital:

- It's easy & inexpensive to take photos in digital format
- No limitations, except the space on your memory card!

But there are risks!

- It's just as easy to LOSE tons of photos in a moment's time!
 - Camera is lost or stolen
 - Laptop/phone lost or stolen
 - Hard drive crash
 - Power failure or computer program glitch
 - Natural disaster- fire, flood, etc.

Transferring your photos from the camera:

- Don't depend on someone else to do this for you.
- Connect camera to computer with USB cable or use a card reader
- Use software that came with camera (this is usually the easiest way)
- Use specialized software like Adobe Photoshop if you prefer.

Safeguarding Digital Photos

Follow three simple rules for safeguarding your digital photos:

- The **RULE OF ONE** - there should be one set of untouched (unedited) photos. These are the original photos from your camera, just like your "negatives" from film cameras. Never overwrite these- if you're editing, *always edit a copy, never the originals.*
- The **RULE OF TWO** - at any given point in time, you should have at least two separate sets of your photos.
 - Memory card & computer
 - Computer & backup drive or DVD

Make that second set of photos as soon as possible, preferably on a daily basis! Additionally, make sure you're not using a type of media that is outdated (like floppy disks).

- The **RULE OF THREE** – at some point, you should have a backup of your photos located off-site (away from a catastrophic disaster such as fire or flood—which would wipe out all the backups in your house). This would be your archival set.
 - Keep your archival set of photos on Picasa Web Albums (part of Google), Flickr.com, or other photo site of your choice. Storage is cheap or free!

Organizing Digital Photos

Centralize your photos all in one place, i.e., “My Photos” directory.

Create multiple, nested folders under “My Photos”

Example:

```
> My Photos
  > 2011
    > 2011-02-14 Valentines Day
      Photo 1
      Photo 2
      Photo 3
```

In most cases, organize chronologically:

- Suggested Format of folders: Year-Month-Day-Event Description
- The software can usually create dated folders for you automatically!

Alternative methods:

- For Genealogical photos, organize by last name or name of family branch
- Images for website & social media might be grouped together
- Images for a special project, client, etc. might be grouped together

Consider using software such as ACDSee Photo Manager:

- Makes it very easy to move or copy photos, set up new folders, rename folders, etc.
- Use it to **rename** your photos in batches – consider renaming individual photos to include date and event name, i.e. 2011-02-14 **01** Valentines Day, 2011-02-14 **02** Valentines Day, etc.
- Use this (or other) software to **tag** photos by person, place, quality of photo, or whatever else you want!