

Organizing Digital Pictures

- ✓ Use Dates for Folder names
- ✓ Use Tags to make it easier to find your pictures
- ✓ Use a standard file extension (jpg) to make it easier to share with others
- ✓ Back up your pictures to an external drive or CD for safekeeping
- ✓ Use CD-R versus CD-RW to prevent accidentally overriding
- ✓ Print a contact or index sheet and save it with your CD so you can view pictures without inserting the CD.
- ✓ Resize pictures before emailing
- ✓ Picasa is a user friendly free picture editing program to use
- ✓ Consider uploading pictures to websites like Picasa, SnapFish, Shutterfly, etc. if you have a large quantity to share.

Did you know?

If you RIGHT click on a picture select PROPERTIES then DETAILS you can view the date/time it was taken, type of camera and additional details?

Simultaneously renaming a group of pictures:

1. Open up the folder with the pictures you wish to rename
2. Press CTRL + A to select all pictures
3. RIGHT click on a picture
4. Select RENAME
5. Type a name
6. Press ENTER on the keyboard

NOTE: It's recommended that you do not initially delete the pictures off the camera or memory card until you are sure that everything has transferred.