Managing Digital Pictures – A suggested thought process and work-flow.

1. What computer system do you use? *Windows* or *Mac*? Laptop, Desktop, Tablet, SmartPhone?
2. Are you managing pictures from a camera, Smartphone, Scanner, E-Mail messages with attachments, Tablet, Desktop, flash drive, or a combination of all of these?
3. Look through your pictures to plan on what folders you might want to make to hold them on a primary device of storage.
4. In the following exercise, we are going to assume use of a *Windows 10* environment, and a digital camera and perhaps a Smartphone.

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Thought process:

1. **Decide WHERE** you want your pictures to reside. It’s a good idea to have two places so that “all your eggs aren’t in one basket,” and secondly, this constitutes an official “backup” of your files that mean the most to you. **Primary location:** ____________________________________________ and **Secondary location:** ____________________________________________

Work Flow:

2. **Start working in the primary location by making FOLDERS** in that primary location. Your pictures (called files) will reside in the folders. Folders are therefore containers that hold FILES (in this case, pictures). Later on, you can copy these folders (and all their contents will go with the folders) to the secondary location to make your backup.

3. **Copy PICTURES** (files) into FOLDERS. Depending upon your computer, **copy** your images from your camera or camera card into your device of primary storage, and into a folder. We will be using *Windows 10* to do this.

4. **DON’T DELETE PICTURES FROM THE CAMERA OR CAMERA CARD** using the computer or device of primary storage. Save this task for the camera. The camera has its own operating system, and can get very “confused” if the camera card receives messages from another computer system on which deleting has occurred, and you may notice annoying error messages on your camera.

5. **Properly remove the camera or card from the computer.**

6. **Copy these folders that are in the primary location to the secondary location of storage.** This secondary location will be where your “originals” reside.

7. **Now, work on or edit your pictures that are on your primary device of storage, as needed.**
   a. **First step:** Delete any pictures that are unacceptable and that are in your folders (not, obviously, from the camera card or camera since you have removed that device from your computer, and also we mentioned that in step 4 above).
   b. **Second step:** Rotate any pictures as needed.
   c. **Third step:** Re-name your pictures.
   d. **Fourth step:** Look at the metadata associated with your pictures and decide if you need to rate them with stars, add tags, and other possibilities.
   e. **Fifth step:** Copy this folder to your secondary storage location.