



## Download and Organize Your Photos



**This simple six-step process for managing digital photos helps you get your pictures in order on the computer, backed up, and easily accessible**

**STEP 1 - Download:** At least once a month, download photos from your camera and/or phone to your computer. Funnel the images directly into a photo management program such as iPhoto, Picasa or Windows Live Photo Gallery. “It’s important to at least get them downloaded so your photos aren’t stuck on a camera that could get stolen, damaged or lost,” Jody Al-Saigh of Picture Perfect Organizing says.

**STEP 2 – Edit, Edit, Edit:** Review the photos you’ve downloaded on screen, deleting duplicates and poor-quality shots. Get tough on people-free scenics and repetitive party pics. “Fight the instinct that says every photo is precious,” consumer technology analyst Kristy Holch says. “In reality, bad photos are just clutter and make it harder to find the good ones.” If editing that first big batch is overwhelming, tackle it in 15 to 20 minute increments until it’s done.

**STEP 3 – Make Folders:** Decide on a method for organizing photos on your computer. Chronological is one approach; by theme is another. Al-Saigh suggests a hybrid of the two: Make a folder for each year, and inside it, a folder for each month. Label the months by number rather than name (for example, 02 for February) so the computer lists them in the right order. Inside the month folders, create themed subfolders (Mexican vacation, pizza party, etc).

**STEP 4 – Rename & File:** Now rename each photo, replacing that random string of digits your camera assigned to it in favor of something that will help you find the image later. (Many photo programs will automatically rename photos using a keyword you specify and a number.) If you color-correct, fix red-eye, or otherwise edit your images, do that as you rename. For quick fixes, try your photo program’s one-click editing tool, such as Picasa’s “I feel lucky” button or iPhoto’s “Enhance” feature. Then save the renamed, edited photos into the folders you just created.

**STEP 5 – Back Up:** Once a batch of photos is organized into folders, back it up right then. Experts recommend using at least 2 of the following methods: an external drive, an online storage service, or prints. (Most don’t recommend backing up on DVDs or CDs unless the discs are archival-rated, which are expensive.) If you go with an online service, look for one that focuses on storage. Those that offer printing often charge for downloading a photo and reduce its resolution.

**STEP 6 – Delete:** Now that your photos are organized and secure, it’s safe to erase them from your camera or phone. You’ll avoid accidentally downloading duplicates and give yourself a nice clean slate for the next month’s photo opportunities

Better Homes & Gardens

### **One night at Cheers, Cliff Clavin explained the" Buffalo Theory "to his buddy Norm:**

"Well, ya see, Norm, it's like this. A herd of buffalo can only move as fast as the slowest buffalo. And when the herd is hunted, it is the slowest and weakest ones at the back that are killed first. This natural selection is good for the herd as a whole, because the general speed and health of the whole group keeps improving by the regular killing of the weakest members! ; In much the same way, the human brain can only operate as fast as the slowest brain cells. Excessive intake of alcohol, as we know, kills brain cells. But naturally, it attacks the slowest and weakest brain cells first. In this way, regular consumption of beer eliminates the weaker brain cells, making the brain a faster and more efficient machine! That's why you always feel smarter after a few beers."