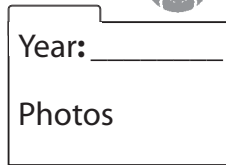


DIGITAL PHOTO FOLDER SET UP



1. Set up a main folder for all photos.



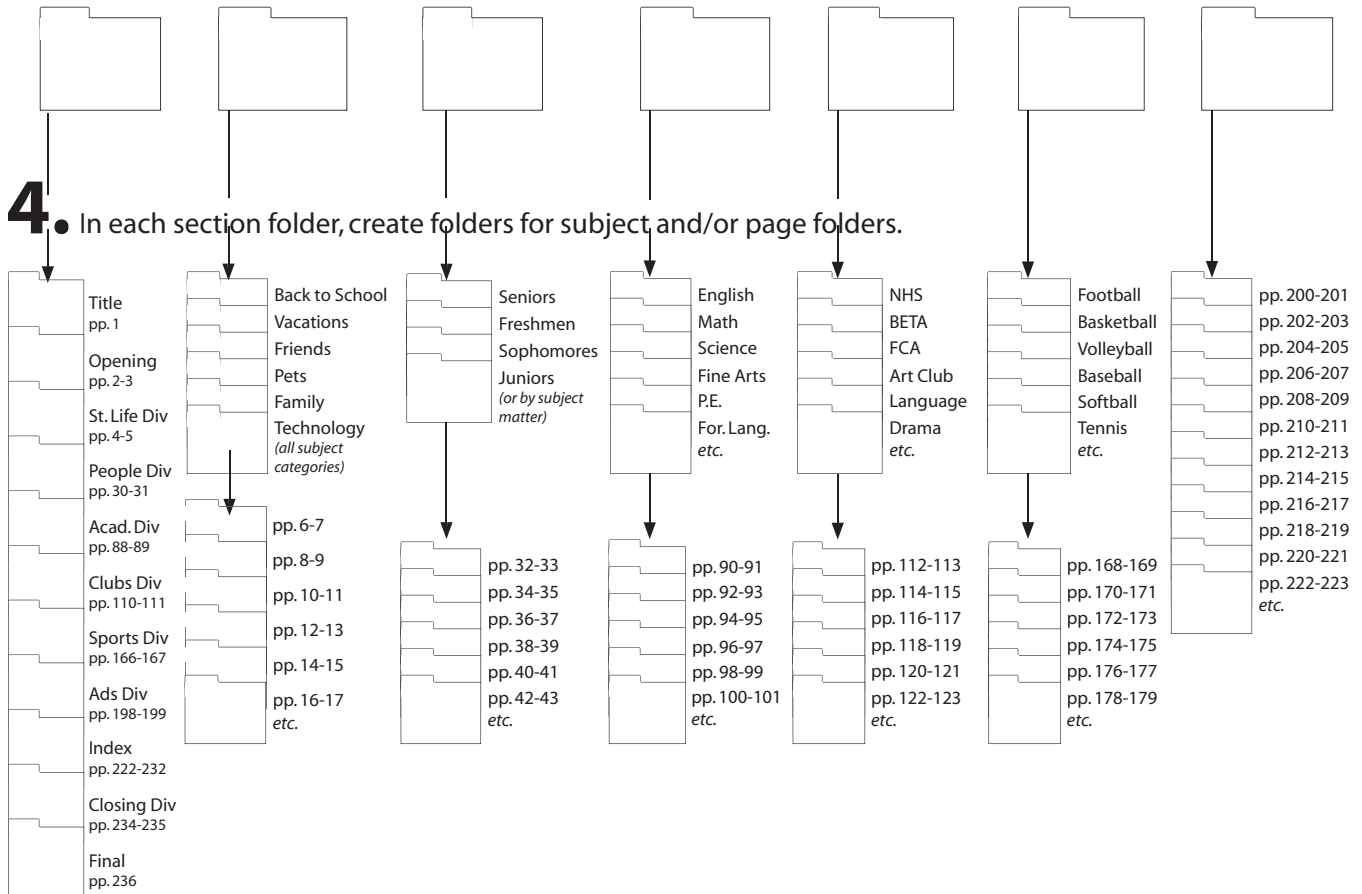
2. In main folder, create folders by date. Photos can be downloaded from camera quickly and moved to a section folder at a later date.

**Label each memory card with a letter. (i.e. A, B, C, etc.) When retrieving images from multiples cards/cameras, include the date with letter label to avoid erasing images taken with multiple cards/cameras on same date. (i.e. 9-17_A, 9-17_B)*

3. In main folder, set up folders for each section of the book.

Specialty pages Student Life People Academics Organizations Sports Ads

4. In each section folder, create folders for subject and/or page folders.



5. All photos are placed in correct folder by subject. When photos are prepared in Photoshop they can be saved into a page folder to easily locate.

**Folders with page numbers will be used once the image for the spread has been taken into Photoshop for corrections and placed on spread.*

