

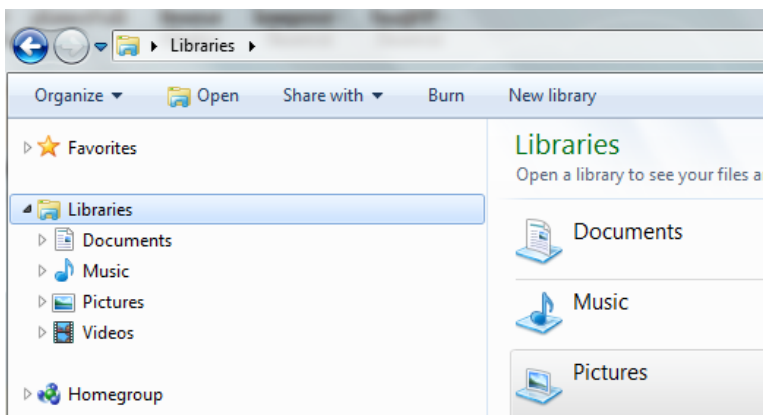
Filing Photographs

This is purely a personal approach to filing photographs away in some sort of order, which may help you to find them again !

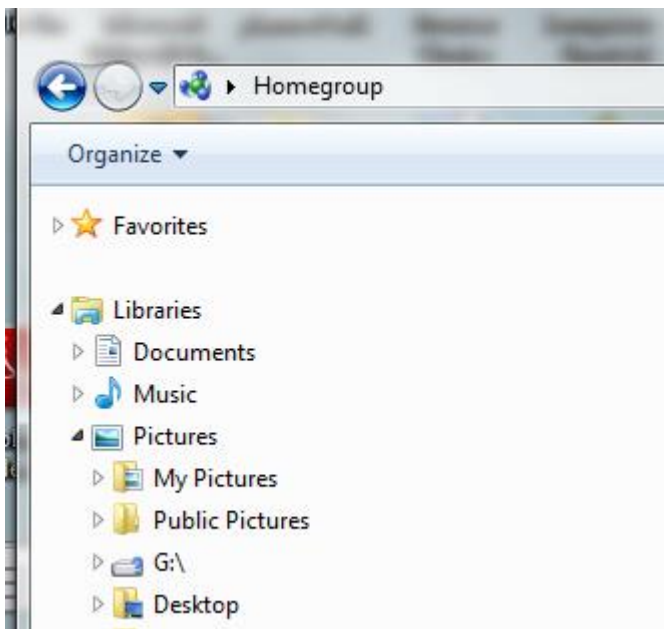
A specific description on transferring photographs from you camera and filing them away is given later in this guide. However if file storage is a new concept, you may first wish to read the guide to filing systems given on page 6 onwards in **Guide filing systems**, on Ravenshead U3A computer group web page. (Hold the Ctrl key down and left click on the address below.)

<http://u3asitec.org.uk/sites//r/ravenshead/docs/filingssystemsguidew97.pdf>

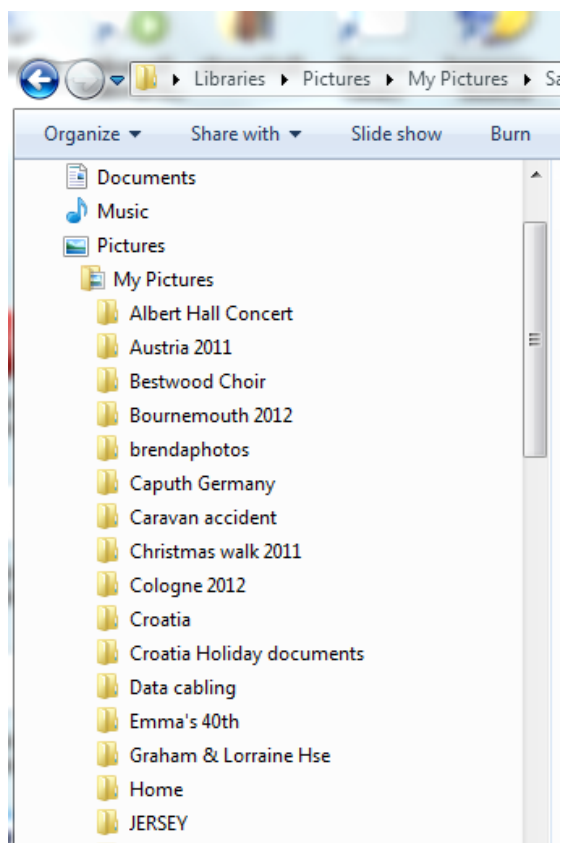
The image below shows a Microsoft system 7 screen of the **Documents and Pictures** folders. System XL display is similar in principle.



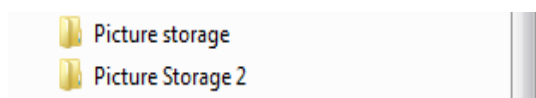
The image below shows the **Pictures** folder opened, revealing **My Pictures**.



The following screen shows **My Pictures** folder opened up showing all the folders containing photos taken on various occasions.



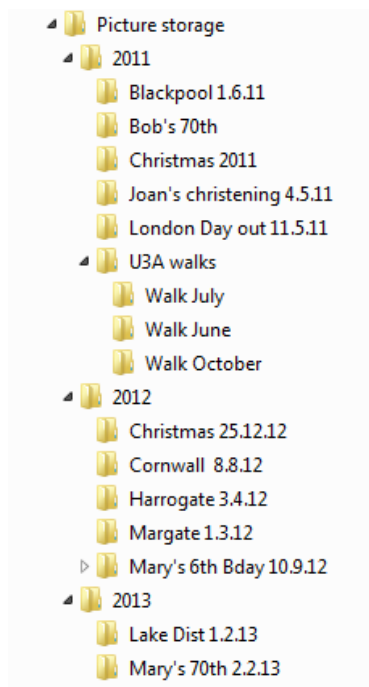
I have created two temporary folders for this guide, as two alternative ways in which photographs might be filed. They are named **Picture storage** and **Picture Storage 2** as substitute examples for the **My Pictures** folder, to prevent my computer being 'confused' !



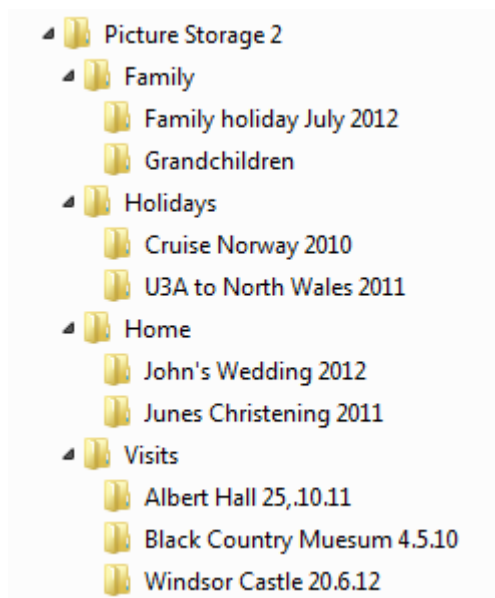
In **Picture Storage**, I have created folders in which to file photos for recent years. Opening **Picture Storage** reveals a folder for each year. In the alternative, **Picture Storage 2**, I have created folders for recurring events in family life.



In the 'year' approach I have created folders in each year noting the name of the occasion and the date when each event took place. You can of course add as many additional folders as and when you have a new batch to download from the camera.



In **Picture storage 2**, I have created files under an appropriate group for each event that was photographed. You can always create a new sub-heading if a new batch of photos do not fall under existing headings (e.g. **Sailing** or **Scouts/Guides** would each require a new folder)



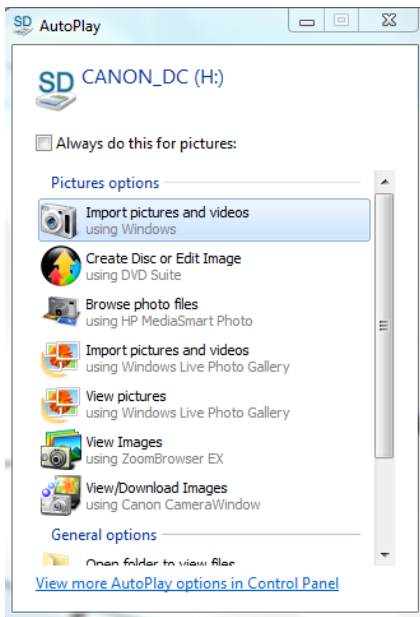
It is of course your own choice, how you decide to organise your filing system. The above suggestions are offered as possibilities.

Transferring photographs from camera to a computer

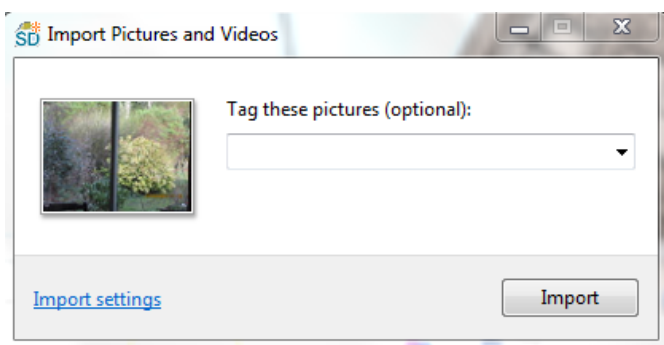
Insert the memory card from the camera in the slot at the side of your computer. If your computer does not have such a slot you probably have an external card holder with a connection to a USB (universal serial bus) connection on the side of your laptop. If you have a desk computer the USB socket may be on the back panel of the Computer. The socket connection is 'keyed' to ensure correct orientation of the plug.



Inserting your card will probably cause your computer to 'bleep' in recognition of the presence of the memory card. The image shown below (or something similar) will appear on the screen. I choose to click on **Import pictures and videos**.




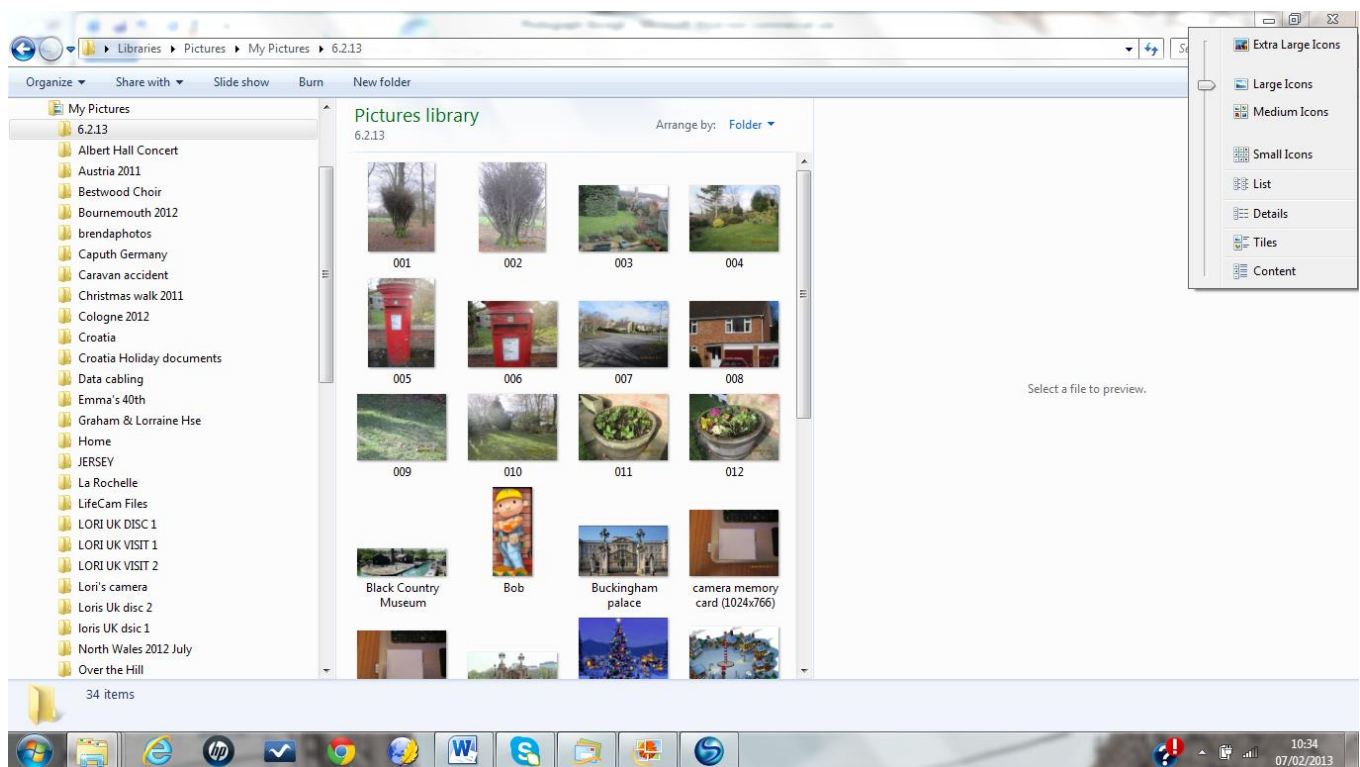
Left Clicking on **Import pictures and videos** will bring the panel shown below on the screen.



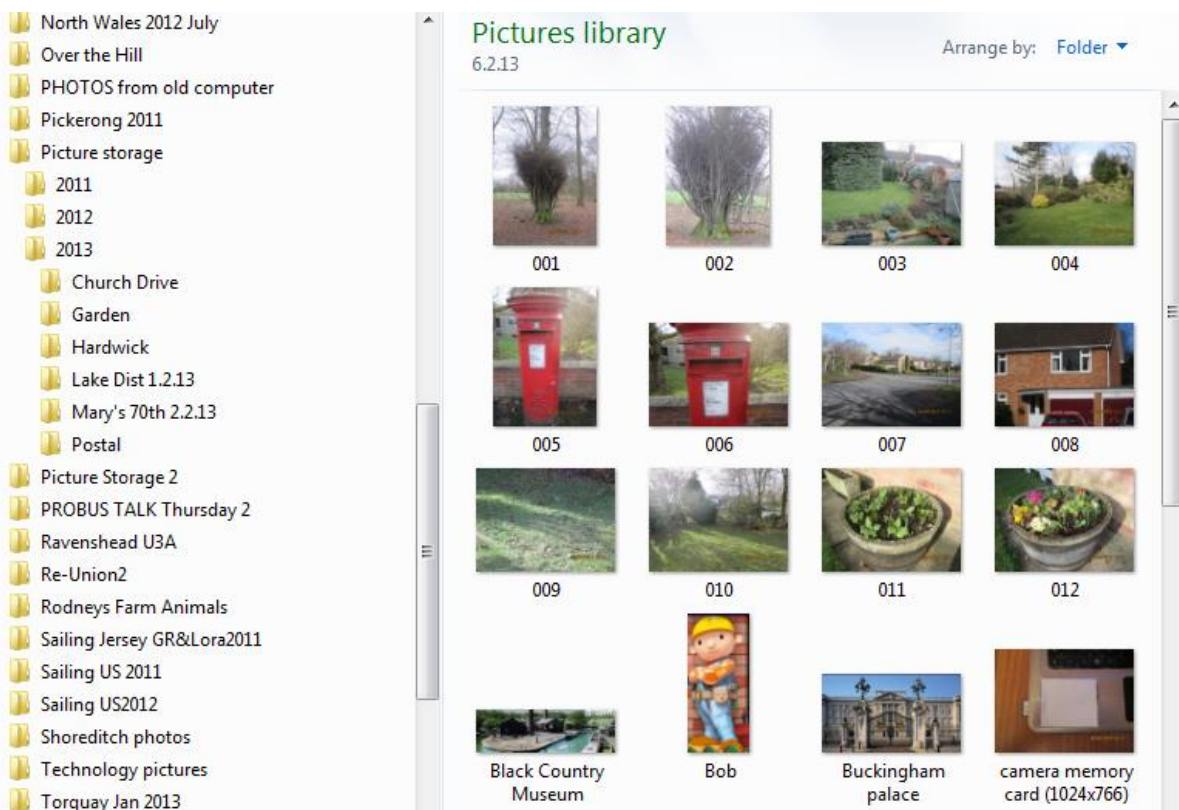
The panel in the programme may ask you to name the batch being down loaded. If all the photographs are from one event it is probably appropriate to name them at this point. It will name all photo files being transferred, with the same name. However my camera downloads, are often a mixture of occasions, so I tend not to give a name. In which case, the batch will be recorded with a date. The dated file of photos from the camera can be sorted when they are in the computer, to existing or new additional folders.

In the screen shown below, I have just transferred the photos to the computer un-named. Numerically dated files allows appear in numerical order before alphabetical titles, as shown below.

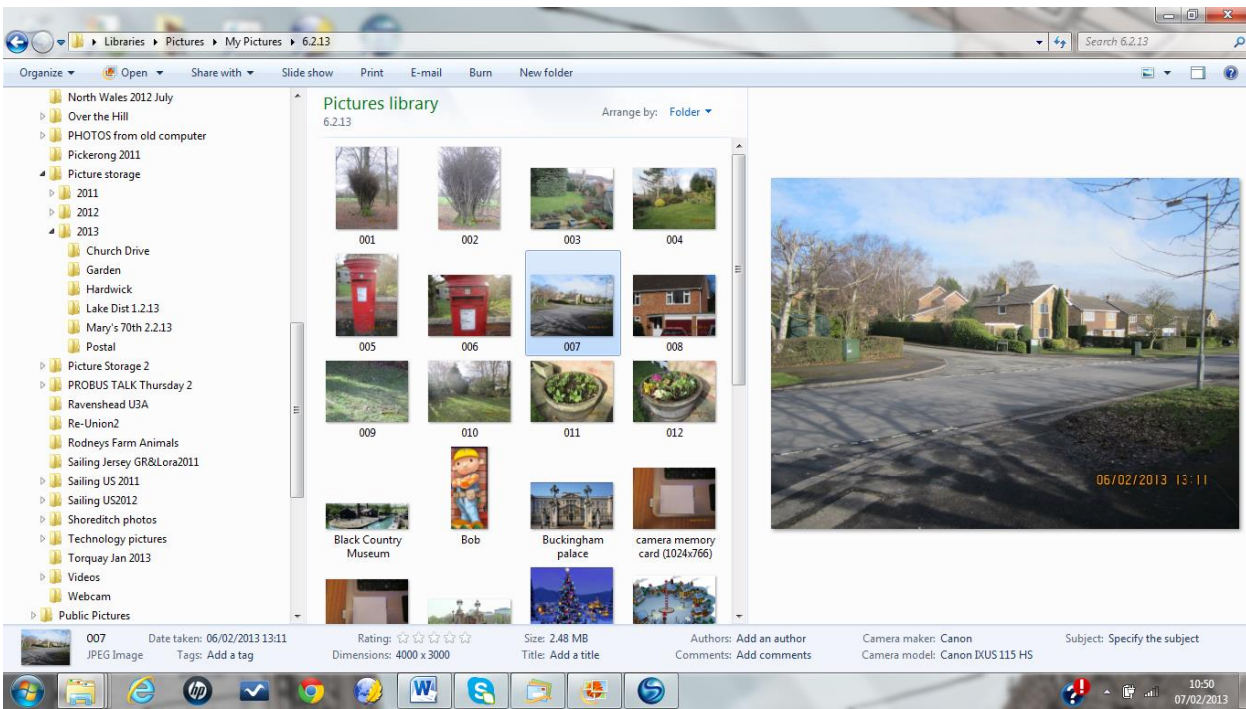
Clicking on the triangle in this  icon on the top right hand side of the screen panel will allow you to select the style of the photo files display. Left click on the slider and drag it to make your selection. I have chosen **large Icons**, which displays the image of each photo file, as shown below.



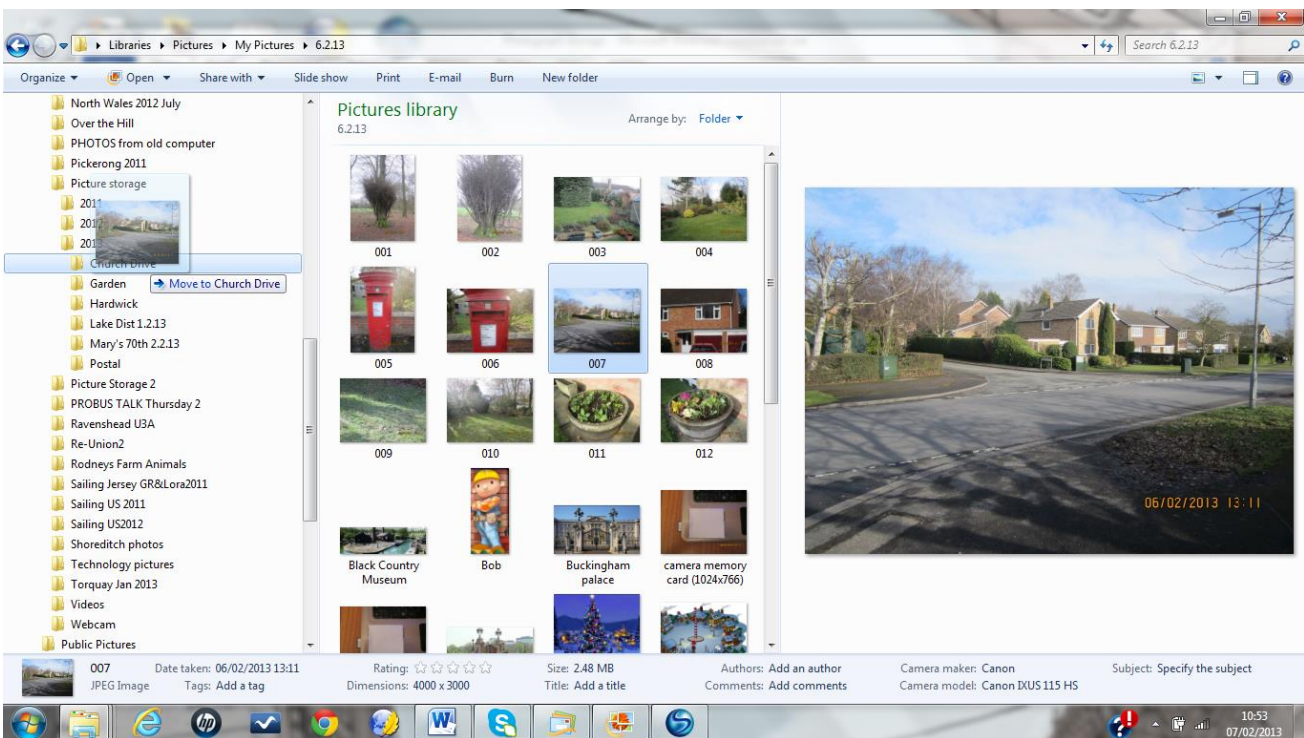
The photo images remain displayed by the previous left clicking on the dated folder shown in the previous page. To transfer the individual photos to the appropriate folders, move the cursor to the slider bar in the middle of the screen, and while holding the left key of the mouse down, move the slider bar to display the **picture storage** folders. Ensure that the **picture storage** folders that contain folders within them, are all open (i.e. displayed on the screen) to receive photo files. I have opened folder **2013**.



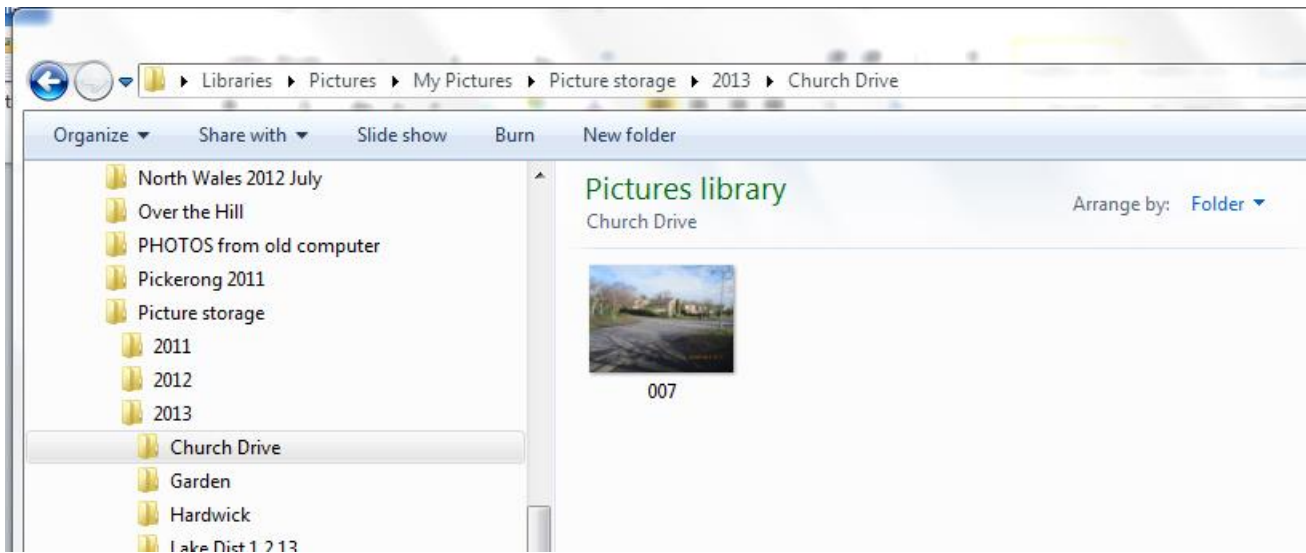
To place photo file **007** into the **Church Drive** folder, I have moved my cursor to photo file **007**. Press and hold the left key down and then drag the photo file **007** to the **Church Drive** folder.



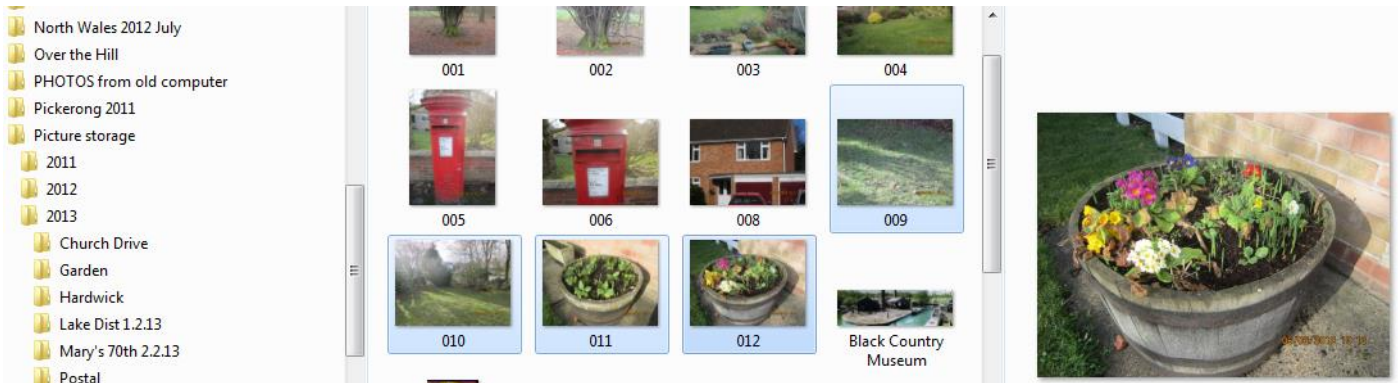
Make sure the the receiving folder is highlighted before releasing the left key on your mouse.



The screen below displays the Church Drive folder open with the photo of Church Drive displayed as being the contents of the folder.



If several photos in sequence are to be transferred They can be highlighted by left clicking on the first in the series 009 and while holding down the Shift on the keyboard, left click on the last 012. This will highlight the four photos. Drag the four images across to **Garden**, by clicking on any one of the highlighted photos and drag them to the **Garden** folder.



To select several photo files for transfer which are not in sequence, hold the control key down while selecting the required photos and left clicking on them in turn. Each of the ones you select should remain highlighted ready for transfer.

This process can be repeated until all the photos have been placed in an appropriate folder. When the 6.3.13 dated folder is finally empty it can be deleted, by left clicking on the folder and selecting **delete**.

Alan Paul
February 2013