

**Before you get Started:**

- Who will be using your system?
- Who is your target audience?

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**Where to Start?**

- Start with new photos
- Make 2 shared drive folders
  - Photo Library
  - Photo Drop Box
- Only save the best images

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**Next steps**

- What does my file directory look like?
- What is my naming convention?
- Way to record metadata?
- What tools will I use?
  - File Explorer
  - Lightroom
  - Adobe Bridge

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- **Naming Photos:**

- Maximum length is 260 characters
- Use the metadata to make more detailed notes on a file
- Don't use "file, draft, version"
- Tips:
  - Use **dashes** instead of underscore/ spaces, the internet reads underscores like spaces!
  - use **lowercase**



gis-intern-giselle-rangel-orpi-karen-ceballos-nps-07-19-2021

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- **Naming Conventions:**

Suggested Things to Include	Example
Subject	northern-pintail
Stations Name (RO/public use!)	willapa or willapa-nwr
Photographers Full Name + affiliation	ceballos-karen usfws christopher-quezada k-yee
Level of Permission	public domain (pd), copyright
Date taken	(month, day, year) 09-27-2022
Version	01 or 001

#### Looks like....

northern-pintail-willapa-karen-ceballos-usfws-pd-09-27-2022

visitors-tualatin-birdfest-tualatin-ceballos-karen-usfws-pd-05-14-2022-005

Minimum: SUBJECT, PLACE, PHOTOGRAPHER - **cedar-waxwing-ridgefield-karen-ceballos-usfws**

#### File Structure for a Library:

### Potential File Structure for a Library

Folder: Photo Library

1. Wildlife
2. Plants
3. People
  1. FWS Staff
  2. Interns
4. Events and Programs
5. Recreational Activities
  1. Hunting
    1. Youth Hunts
    2. Waterfowl Hunts
6. Refuge Activities
7. Historic Photos
8. Locations
  1. Alamo Canyon
  2. Visitor Center
9. Permissions Folder

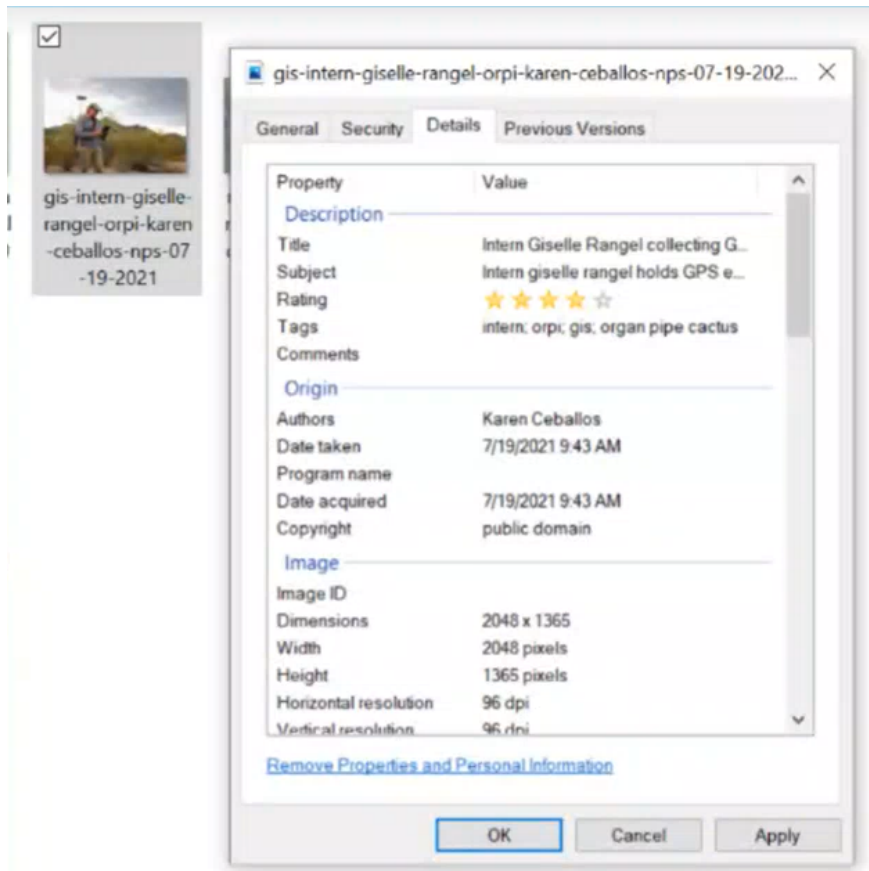
#### Tips

- Keep folder names short
- Don't have too many nested folders



#### Metadata Using File Explorer:

- Right click on photo → Properties → Add Title → Subject = Description or Alt Text → Author = Your name → Copyright = Public Domain USFWS



### Different Software to use for naming and MetaData:

- File Explorer
  - Free
  - Rename multiple files at once
- Lightroom:
  - Move folders more easily
  - Lot more flexibility
- Bridge:
  - Organize any type of file (docs, pdf)

File Explorer

gis-intern-giselle-rangel-orpi-karen-ceballos-nps-07-19-2021...

General

Security

Details

Previous Versions

Property

Value

Description

Title

Intern Giselle Rangel collecting G...

Subject

Intern giselle rangel holds GPS e...

Rating

☆☆☆☆☆

Tags

intern, orpi, gis, organ pipe cactus

Comments

Origin

Authors

Karen Ceballos

Date taken

7/19/2021 9:43 AM

Program name

Date acquired

7/19/2021 9:43 AM

Copyright

public domain

Image

Image ID

Dimensions

2048 x 1365

Width

2048 pixels

Height

1365 pixels

Horizontal resolution

96 dpi

Vertical resolution

96 dpi

[Remove Properties and Personal Information](#)

OK

Cancel

Apply

Lightroom

Info

2048 x 1365 - 648 KB

OK

Title

GIS Intern Giselle at Work

Caption

GIS Intern Giselle Rangel captures GPS waypo...

Copyright

© Public Domain USFWS

File Name

gis-intern-giselle-rangel-orpi-karen-ceballos.n...

Captured

July 19, 2021 at 9:04:17 AM

Location

Tillotson Peak, Organ Pipe Cactus National Mo...

City

Ap

State / Province

AZ

Country

GPS

Bridge

Can organize any type of file

Basic

Document Title

Author

Simulations or comments can be used to separate multiple values

Author Title

Description

Rating

☆☆☆☆☆

Description Writer

Keywords

Simulations or comments can be used to separate multiple values

Copyright Status

Unknown

Copyright Notice

Copyright Info URL

Creation Date

Modification Date

Application

Powered by xmp

Preferences

Template P...

OK

Cancel

Need to update files if you change a file name or move it outside the system

GPS field where it actually took the city and state that I put in