Photo File Management Notes 📷 (R1 Digital Skills Series)

Before you get Started:
- Who will be using your system?
- Who is your target audience?

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

Next steps

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- **Naming Photos:**

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

- **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

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

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
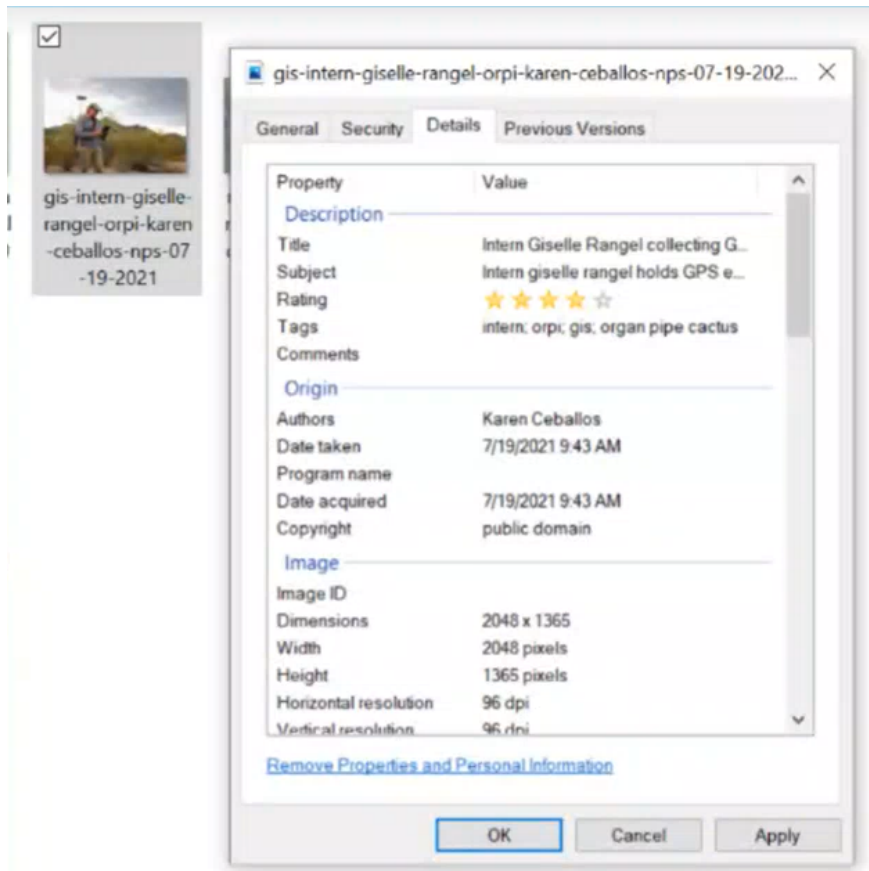   1. Alamo Canyon
   2. Visitor Center
9. Permissions Folder

Events and Programs
- Wings Over Willapa
  - 2022
  - 2023
- Evening Programs
  - Star Walks

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	Lightroom	Bridge
	Ver...and ass...Ca...Ca...en fol...Lot...Ma...red...js, mo...Co...obe Su...Litt...Ne...ch...ve it out...	Can organize any type of file 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