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PhotoManagement Tips

- **Create a centralised "Photo Hub"**
  Store you photos in one central location, such as on your computer. This will help you keep tabs on what you have and where it is located. Regularly consolidate all of your photos from your phone and camera and download them to your photo hub. The more frequently you do this, the more you minimize losing photos in the event that your camera or phone is lost or stolen.

- **Choose a good photo management software program**
  There are all sorts of systems and software available for managing/viewing photos these days – some free and some for a small fee. For Mac users, iPhoto is a great app which comes free. For Windows users we recommend Picasa which is also free and provided by Google. Both tools enable you to easily view photos, create albums, make edits and import new photos from multiple devices.

- **Label your photos**
  When it comes to organizing your photos, the single most important thing you can do is to give your folders (or even individual photos) a name that clearly identifies what they are. When you download your photos, the photo management software can automatically put them into dated folders on Windows PCs and dated Events on Macs. Inside those, each picture has a default file name which is usually a combination of letters followed by numbers, and the only way to know what they are is to physically open them or strain your eyes squinting at the tiny thumbnails! To help overcome this, make it routine to at least rename each folder/event as you download them to your computer. Use a combination of year, month, day plus where the photos are taken e.g. 2014_01_06 Bali Holiday, as this ensures the folders continue to sort in date order. Better still, rename each photo if you have time (but hey, we are all busy mamas so this is unlikely to be practical!).

- **Back-up, back-up and back-up again!**
  One would think that this far into the digital age we wouldn't need to preach the importance of backing up files, but you'd be surprised at the number of people we visit

that have no backup in place. Make it routine to back-up your files routinely, every time you transfer a new batch of images to your computer. Your back-up also needs a back-up – the more copies you have, stored in different locations, the more you minimize the risk of ever losing precious photos. Consider using cloud storage as an additional backup as it provides a very resilient remote storage facility, whereby your photo collection is free from the threat of physical damage, natural disasters and theft. Storing them online also provides a convenient way to share them with family and friends.

- **Future-proof your photo collection**
  Reevaluate your photo backups annually. If you used external hard drives, CDs or DVDs, make sure they are still readable and make new copies if needed. If you use online storage, make sure the site is still there, and that your log-in information still works. Think about file format and whether it makes sense to convert photos to a more modern format. Evaluate new storage media options to decide if the media you used is still the best choice.

- **Photo Stream is NOT a backup**
  For those mamas using Apple devices, please remember that photo stream is NOT a long-term back-up, it is just a tool that automatically uploads the latest photos you take and stores them in iCloud, which then enables them to sync across your devices. Do you have more than 1000 photos in your Camera Roll folder on your phone? If so, Apple state that only the latest 1000 photos will be stored in your iCloud account online and photos over 30 days old may be deleted! If you don't have those photos backed up elsewhere, you'll lose them if you lose your phone.

  If you use a Mac, you can launch iPhoto and enable the Automatic Import option under Photo Stream in the preferences pane. Assuming your Mac is on and connected to the Internet, iPhoto will automatically download photos from your photo stream and make local copies of them in your iPhoto Library. If you have a Windows PC, you can install the iCloud Control Panel, which will create a Photo Stream folder on your PC. Your photos will be automatically downloaded to this folder and stored in it. You'll then have to copy your photos manually to your 'Pictures' folder so you don't lose them when they disappear from Photo Stream.