PSE 6
FILE MANAGEMENT
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While Elements is a great photo-editing program with a remarkable Organizer, nothing compares to planning and personal organization when the time comes to finding and to using photos. Here are some tips and tricks we've learned.

1. We place all of our current photos into [User]\My Pictures\PHOTOS 2008 (**Figure 1**).

    Within it, we have:
- ➤ _HOLD.
- ➤ _PegEgg & DDE
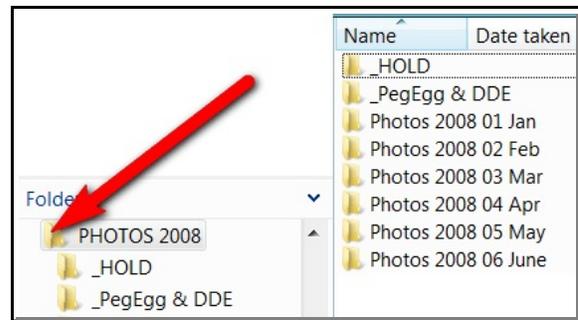- ➤ Folders for each month.

Figure 1

2. The "_HOLD" photo is where we upload all photos from our cameras. It is a temporary holding area from which we create a backup CD or DVD — depending upon the file sizes of the photos being uploaded (**Figure 2**).

    Once those photos are backed up, they are moved into the folder for the month in which they were taken.
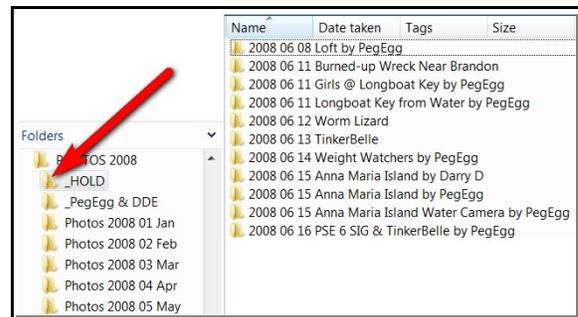

Figure 2

3. The "_PegEgg & DDE" folder holds various photos of my wife, PegEgg, and me so that if we — or somewhere else — needs a promotional photo of us, we can get them quickly (**Figure 3**).
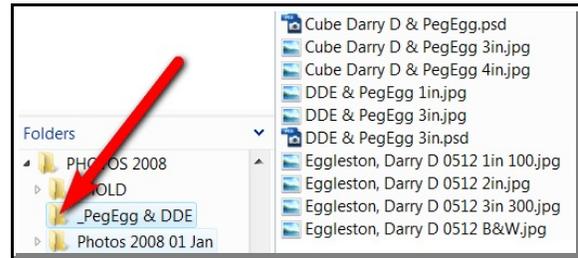

Figure 3

4. Within each month's folder, the files are in chronological order (**Figure 4**).

We not only type the date of the event, but list the major event in that folder and who took the photos within it.
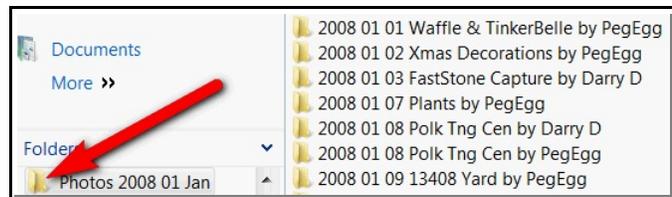

Figure 4