

Windows

# PHOTO FOLDERS

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Click on the blue, underlined text to go to its linked reference.



At some point, you're going to want to organize your digital photos in a quick-access manner. This is a procedure that will accomplish that.

1. I recommend you place all your photos into the "My Pictures" folder so that you can access them quickly from the desktop (**Figure 1**).

2. To create a "Photos" folder, from the MenuBar, select File > New > Folder (**Figure 2**).



Figure 2

3. That creates the folder, called "New Folder," and awaits you typing a title for it (**Figure 3**).

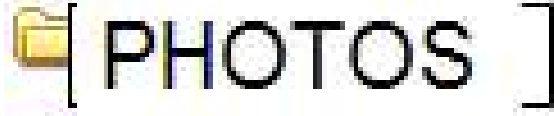


Figure 3



Figure 1

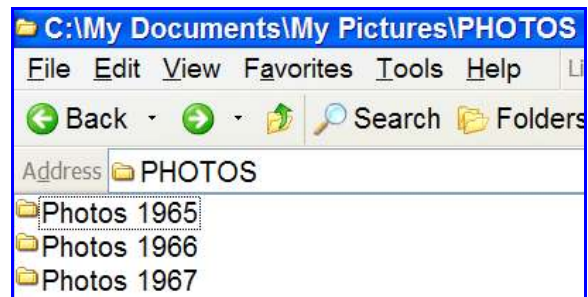
4. Type “PHOTOS” in all capital letters (**Figure 4**) so that this folder will stand out among all the photos in your “My Pictures” folder.



**Figure 4**

5. Double, left-click on that folder’s icon to enter into it. It is here that you will create folders for each year.

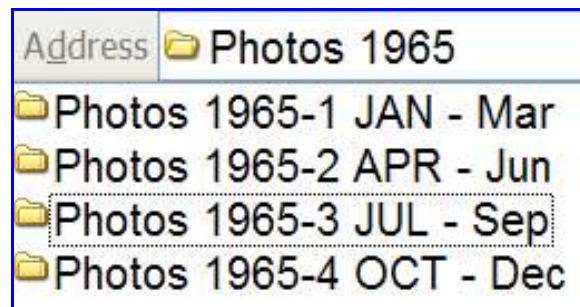
6. Repeat the procedures in Steps 3–5 to create folders for each year for which you have digital photos (**Figure 5**).



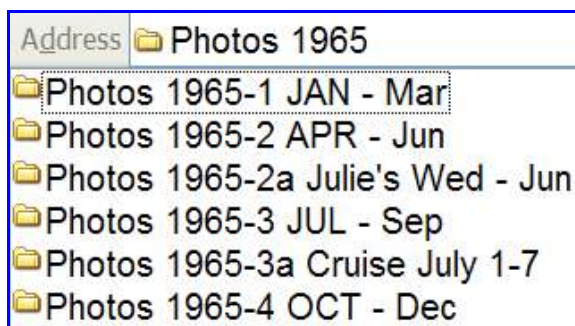
**Figure 5**

7. Double, left-click on a folder’s icon to enter into it. It is here that you will create folders for each year quarter within that year.

8. In each year’s folder, create folders by quarter (**Figure 6**). When you take a lot of photos, this makes it quicker to access them. Note that I capitalize the first month of each quarter.



**Figure 6**



**Figure 7**

9. When you have a special event, you can create special folders at this level — if you wish (**Figure 7**). To do so, just add an alphabetic character after the first number. **NOTE:** I keep all photos within their quarter rather than using this method.

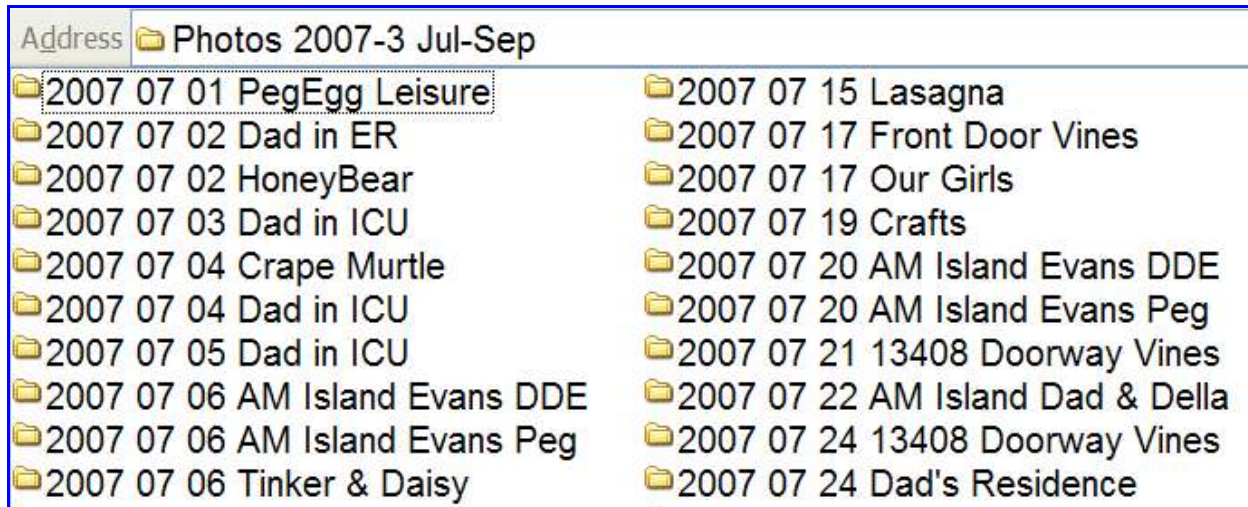
10. **Figure 8** shows the sub-folders for our photos taken during 2006. Note that I have created special folders for photos of our friends and for photos from the [Greater Tampa Bay PC User Group](#) (GTBPCUG) where I take a lot of photos in my role as New Users Group facilitator.



**Figure 8**

11. Figure 9 shows *some* of the folders in our third quarter of 2007. Note that I've cut out the folders from July 7 (2007 07 07) through July 14 (2007 07 14).

The folder name must be descriptive enough that you can tell quickly what is in it.



**Figure 9**

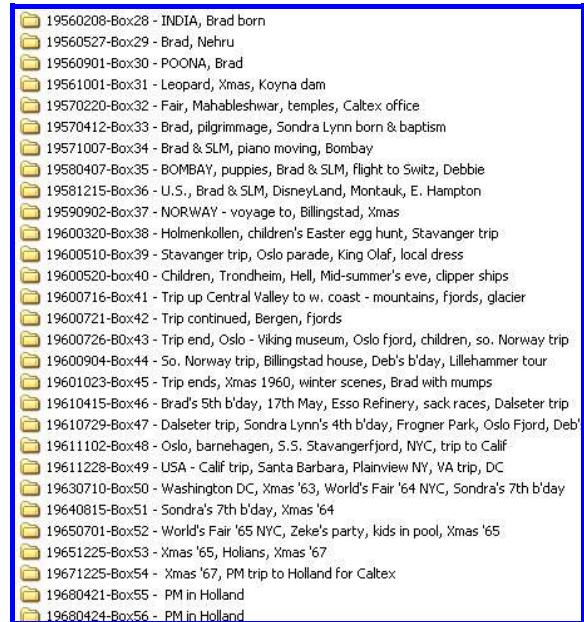
## SLIDE COLLECTIONS

One of my best friends has been organizing his collection of slides. The slides for 1956–1968 are in **Figure 10**.

At the far left of the name of each folder is the date of the first slide in that box of slides. (I don't need to enter the ending date for that box, due the date shown for the next box.)

Next, I've included the box numbers (e.g., "Box 34"), since that allows me to go back to that particular box if I need additional information off a particular slide in that box, since every slide was labeled, numbered, and dated after I received them back from the store).

He wrote me, "In fact, that just proved very useful, as just the other day old friends of ours asked if I might have slides of them while we were all in Norway, and having the box numbers in the folder names greatly sped up checking some of those slides for additional information."



**Figure 10**

## REVIEWER'S QUESTION

**QUESTION:** Darry D, your lesson on "Photo Folders" was great as are all your lessons. My question would be why do you use this format instead of using Photoshop Elements? I know this is not good and I should have it one way or the other. I do like the way you can Tag photos in Elements for people, events, etc, it is a pretty nice way to organize your photos.

**ANSWER:** I do use Photoshop Elements (PSE) 5 to upload my photos.

**Figure 9** (above) shows the folders I have created using PSE. However, I have grouped my photos into larger groups.

One of the choices for automatically creating folders in PSE 5 is the *year + month + day* (YYYY MM DD) that you see in Figure 9.

I upload my photos from the camera/card into a folder called "Photos HOLD" within "My Pictures\Photos 2007" from which I create my CD or DVD backups (depending upon the size of the files). Then, I move those photos to the respective quarter — in the case of Figure 9, the third quarter.

Remember that PSE does not store the photos, it only links (via thumbnails) to the photos.

By placing my photos in My Pictures, I can get to them quickly from the Desktop by selecting Start > My Pictures. Time is seldom an ally and when I want to find a photo I want to find it "yesterday."