

A network diagram consisting of white nodes connected by white lines, set against a light blue background. The nodes are arranged in a complex, interconnected pattern, with some nodes appearing more prominent than others. The lines are thin and connect the nodes in a way that suggests a web or a network of relationships.

Managing Images

OR 'WHERE DID THAT ONE GO?'

Why Manage Images?

1 To keep them safe

- From loss
- From theft
- From accidental deletion

2 So that you can find them again

Also:

3 So that you can charge for them, protect your copyright and your client

How can you lose images?

Printed photos, negatives and slides

- Physical loss and damage to print or slide
- Perishable but often repairable - reprint, retouch, scan and correct
- Smaller quantities in one place – less harm

Digital files

- Loss and damage to a few files
- Often can't locate or accidentally deleted
- Chance of recovery using simple tools

Disk drives, cards, memory sticks, CD/DVD/BluRay

- Loss of or damage to the device
- Everything can be lost at once
- Small media can be very easy to loose
- Recovery often impossible (or very expensive)

Digital media reliability

Use and quality dependant
(read/write cycles)

- Hard disks
- SSD Drives
- Memory cards
- Memory sticks

Age and quality dependant
(5 years?)

- CDs
- DVDs
- Blu-Ray

A working device is just one that has not failed yet

What could I do?

Print everything (Not recommended!)

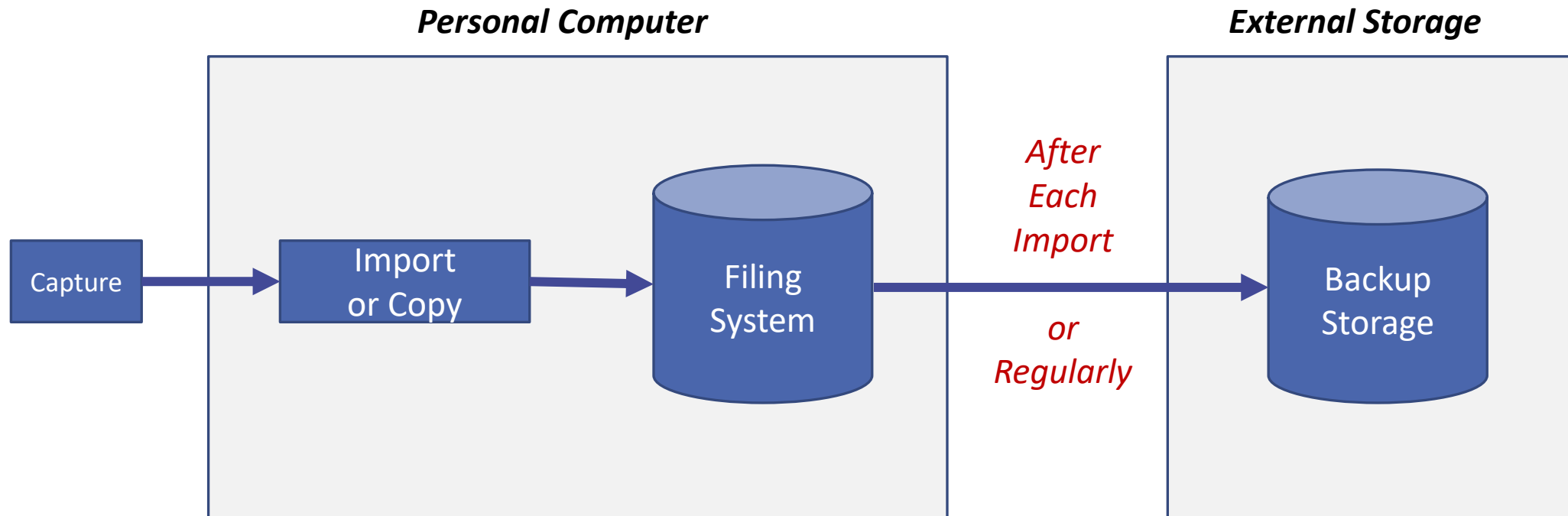
Keep images on reliable, secure media (cheaper than cards, too)

Store images in a filing system

Back up the filing system

Set up a process that suits you, and follow it rigorously

Simple Process



Basic Importing – What You Need

IMPORTING – copying or moving files from card or camera to computer

Computer (Windows, Mac...)

Card Reader or Camera Cable

Filing System (to suit you)

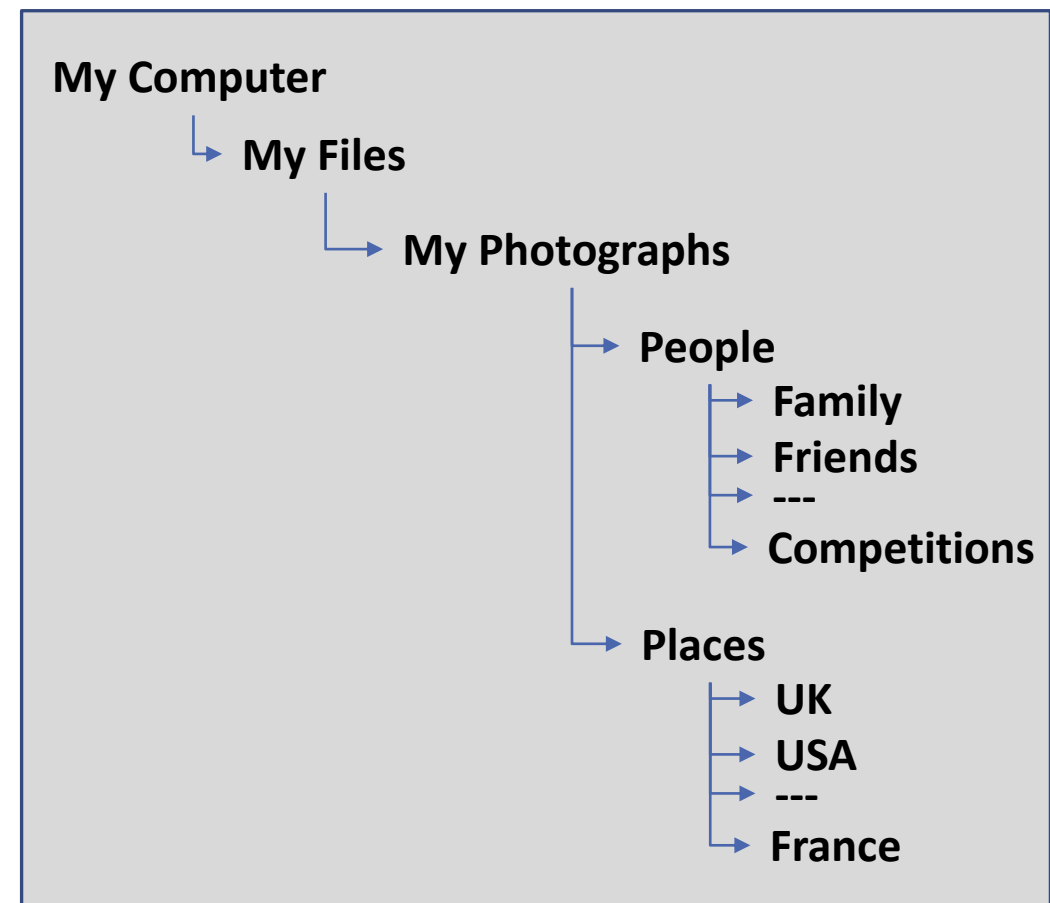
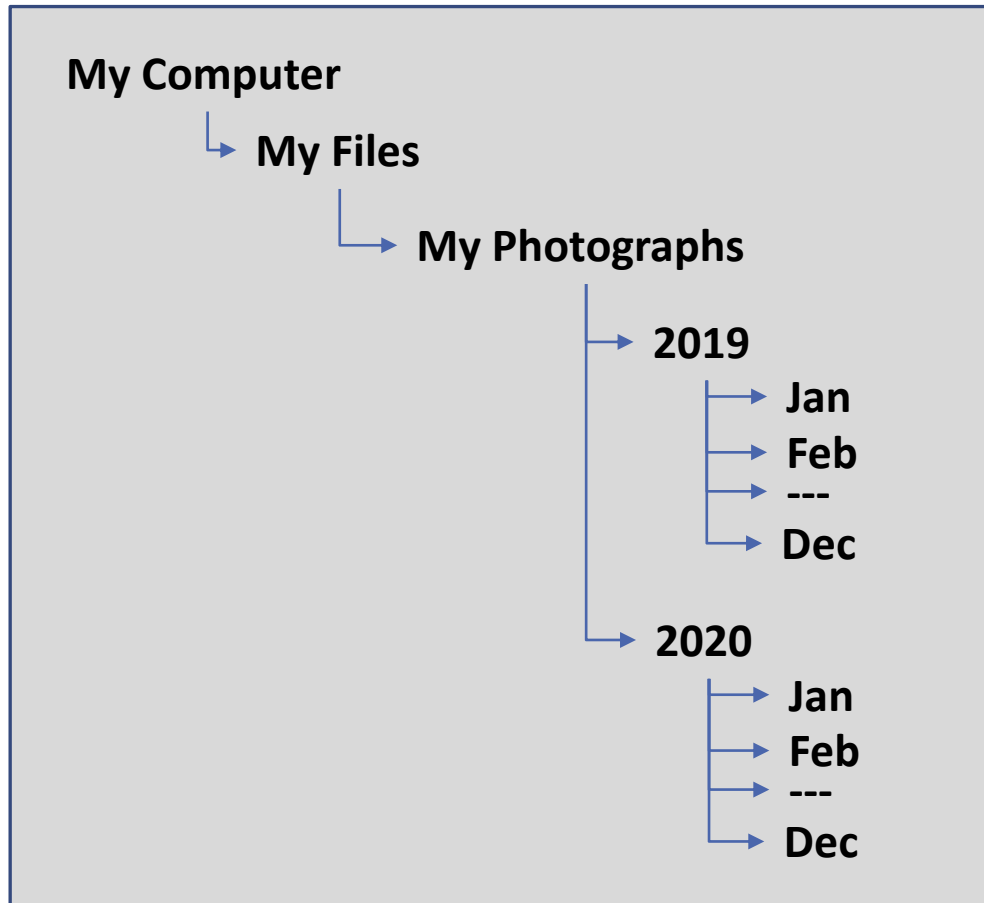
- Photos folder on computer
- By subject?
- By date?
- By location?
- Combination of the above?

***The filing system is at the heart
of your image library***

***A good system will keep images safe
and allow you to find them again***

DIY or Application?

Designing a Filing System



Step 1 - Importing

Connect camera to computer using cable, or card to computer using card reader

Using computer's file manager :

- E.g. Microsoft File Explorer
- Create a new folder in your photos area
- Or open an existing folder
- Use computer's software to copy the files from the camera or card to this folder
- Eject the camera or card from the computer
- Check that the files are on the computer (important!)
- Delete the files from your camera or card (optional)

Using an application :

- E.g. Adobe Lightroom, Adobe Bridge
- Go to the Import part of the application
- Use it to bring images into your filing system (copy or move)
- Eject the camera or card from the computer
- Check that the files are on the computer
- Delete the files from your camera or card (optional)

Application Extras (Varies)

- File Renaming, Auto Backup, Keywording, Metadata (copyright etc.), EXIF Viewer

Step 2 – Keeping Your Images Safe

Option 1 – Copy

- Connect your backup device to the computer
- Or connect to your backup service
- Make sure you have enough space
- Specify source (where the files are located on your computer)
- Specify destination (where you want the files to be copied to)
- Start the copy and wait...
- Make sure the files have copied
- Eject, or disconnect from, the backup device or service

Option 2 – Backup (Software often included with computer – process varies)

- Connect your backup device to the computer
- Or connect to your backup service
- Make sure you have enough space
- Specify source (where the files are on your computer)
- Specify destination (where you want the files to go)
- Specify the type of backup (full, incremental etc)
- Start the backup and wait.....
- Make sure the files have backed up
- Eject, or disconnect from, the backup device or service

But Beware

Simple back-up replicates what is on your computer

Files in the back up can still be deleted or changed

**If you change or delete a file on your computer and do a back up,
the earlier backed-up version may be deleted! ***

(* Depends on the backup type selected e.g. full, differential, incremental, and the application you are using)

Where to put backups

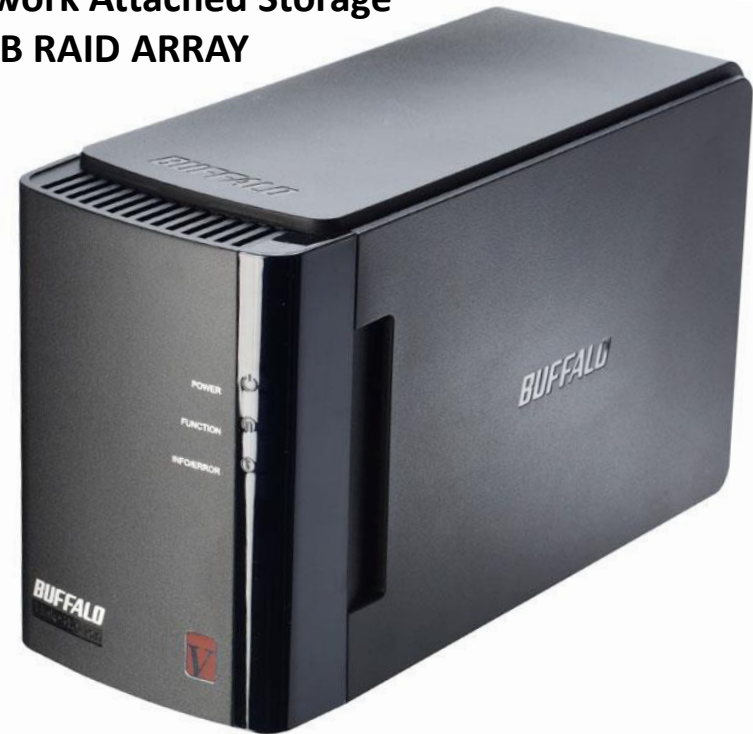
Storage	Pros	Cons
External Disk Drive External Solid State Drive	Large capacity, cheap, fast, portable	Will eventually fail but can be rewritten from computer Can be overwritten accidentally
CD DVD BluRay	Cheap(ish) Can't be overwritten accidentally Portable	Slow Will probably require multiple disks May not be able to add files later Will eventually fail but can be rewritten from computer
Memory stick Memory card	Quick Small Easily stored	Large devices expensive Easily lost Locating files can be slow as multiple devices Will eventually fail but can be rewritten from computer Can be overwritten accidentally
Cloud storage Eg iCloud, OneDrive	Often included with other applications or subscriptions, so potentially cheap Storage usually backed up by suppliers, so very low risk of loss and no problems with device failure Deleted files often kept for a period of time so can often be recovered	Dependant on network so can be very slow and problematic, especially with large (eg Raw) files Can be overwritten accidentally No access if network down Tied to supplier and their plans Potential for security breaches
Photo Applications Eg Flickr	As cloud storage plus extras such as sharing photos with others	As above

External Storage

**Typical External
Hard Drive**
Typically 1-2TB

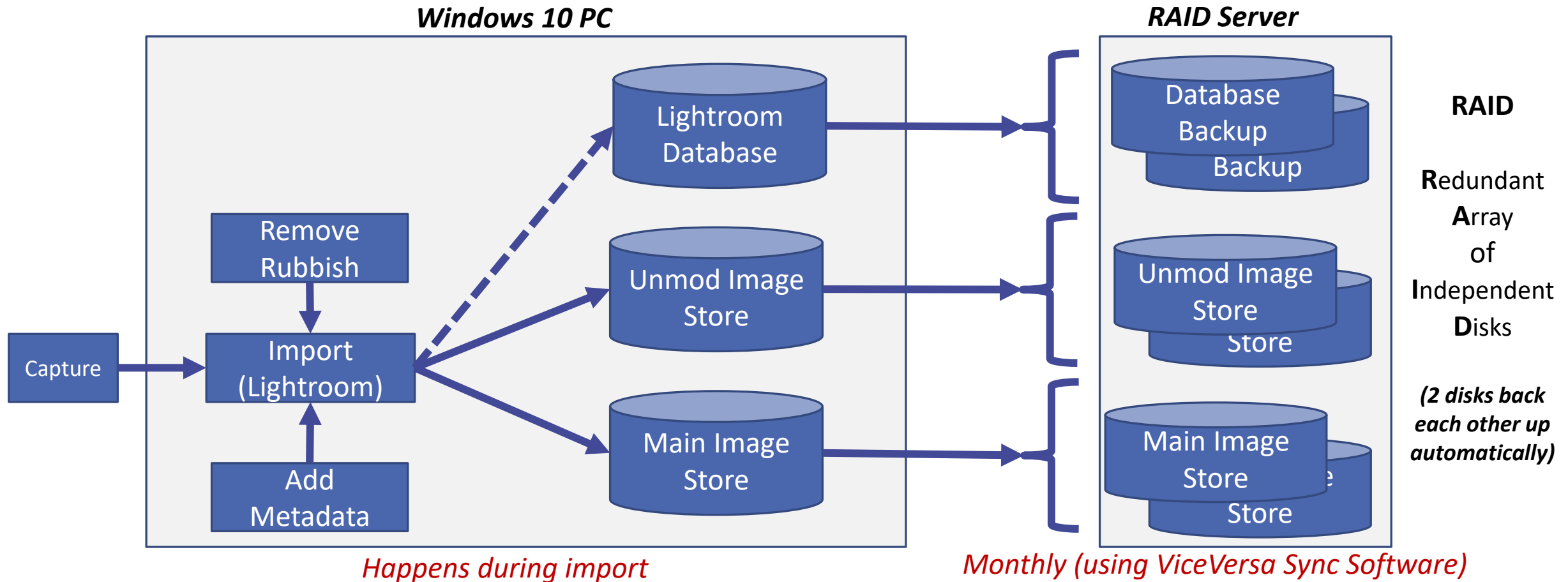


Buffalo Linkstation NAS
Network Attached Storage
2+ TB RAID ARRAY

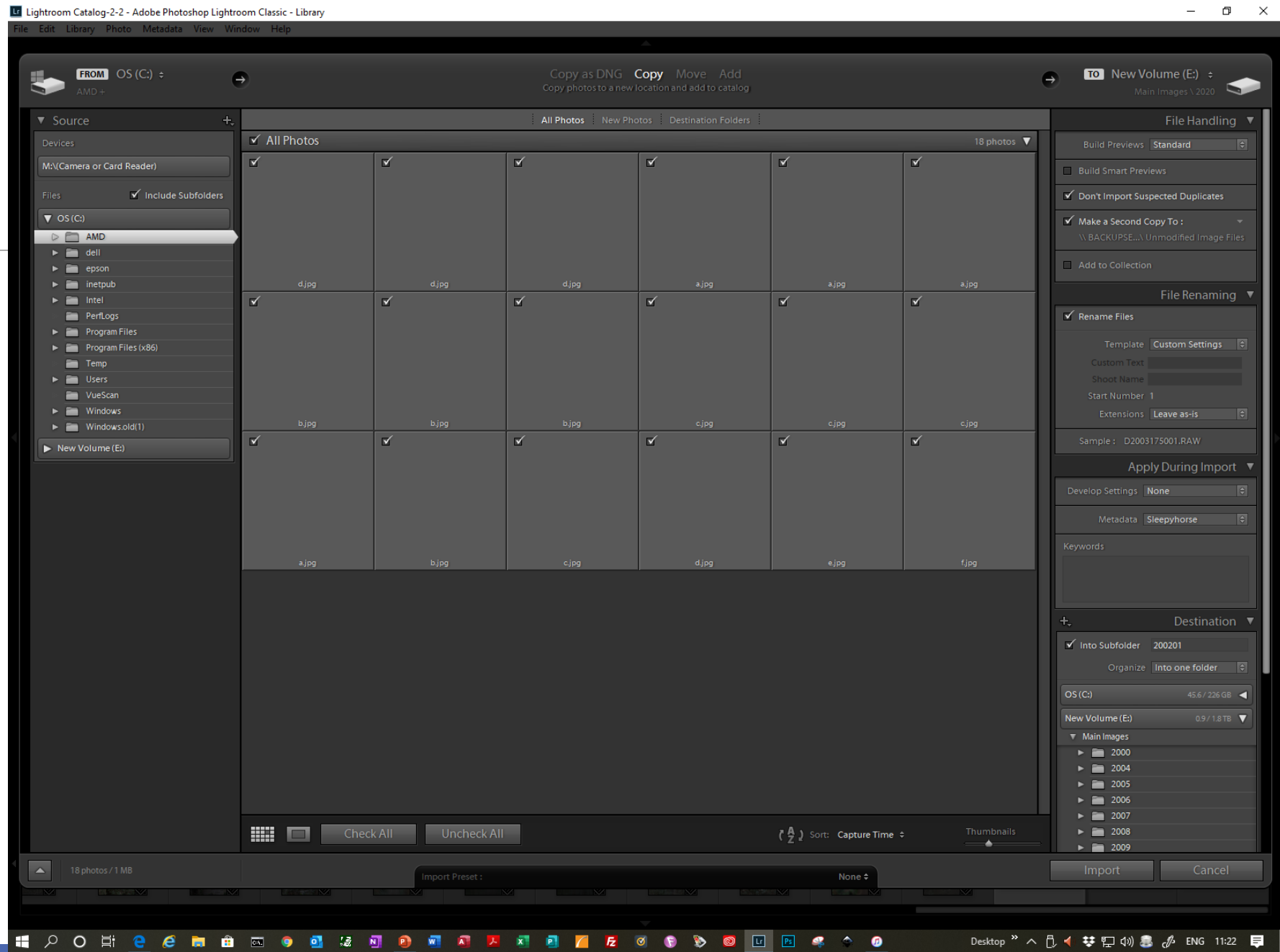


Example (my Lightroom based process)

55,000 images – simple to use once set up



Lightroom Demo



Finding Images

1 Create a filing system that you understand, and use it

2 If you have software that uses Keywording and Keyword searches, use it!

What is Keywording?

Some software allows you to add **Keywords** to images or group of images (more than one keyword per image)

Keywords and other information is stored with the image file, not in it

Software allows you to search by Keywords, for example:

- 'Gloucestershire', 'Landscape', 'Family', 'John', 'Water', 'Portraits'

Important Things

Don't keep images on camera cards long term

Save image files in a filing system

Use Keywords if you can

Keep an up-to-date backup copy on another device

Create a system that suits you