

Create a new Folder on your Desktop

Right Click on desktop (a menu will open)

Go down in the menu, left-Click on **New**

Slide over and left-Click on **Folder**

A folder will appear on your desktop

Don't remove the blue or black selection color,
just start typing into this blue field a date and a name.

Folder is now on desktop to find it again.

(If you loose the blue selection color, put a Right-Click
on folder, slide down to 'rename' and proceed)

Now add to this folder photos or documents which are associated with
the date and name you gave the folder.

When finished add this folder to your large folder called:

My Pictures or Pictures

Downloading your photos from your camera, memory card, or USB Stick

Connect the above to the computer

A prompter may show up

Better: go to Start - Open up 'Computer'
Open up your memory stick icon

There you see all you pictures

Select them

Drag the selected photos to one prepared folder on the desktop

Close down the computer file
by clicking the X

Remove memory card w. it's tiny prompter

Open up the new, sitting on your desktop,
dated and named folder

Give Date and Name to Folder

start with the year 2013-

dash

now the month (08) 2013-08

dash

now the day (05) 2013-08-05

space

Now type a name after the date

Laguna Woods

or

Eve Eden 2013-08-05 Eve Eden

or

Hawai

or

Europe Vacation

How to find your photographs back when you need them.

Before downloading from the camera, prepare several folders on the desktop.

If you remember the date of the occasion, enter it on the folder already before downloading your photos from the camera or flash stick.

If you don't, give the folder the date of today and change it later when download is finished.

1. Prepare a folder on the desktop
2. Date the folder by using the year first > 2011
the month > 04
the day last > 09

Then add a name, place or occasion to the date.

It should look like this: 2011-04-09 Mike's Wedding

Now we are doing the actual downloading:

There are two methods:

waiting for the prompter to show up

or

using the computer/download method.

Once all the icons of the images are in front of you, select them all (highlight them) and push all of them into the already dated and named folder on desktop. Close the download folder.

Remove your camera or USB stick from the computer.

Open the allready prepared folder which sits on the desktop.

All photos have now a name (same as the folder they are in) and a number.

Now prepare the folders for the different events and dates, so you can separate different events from the original download folder.

!!! Put the same photo into different folders by using the Ctrl key. !!!