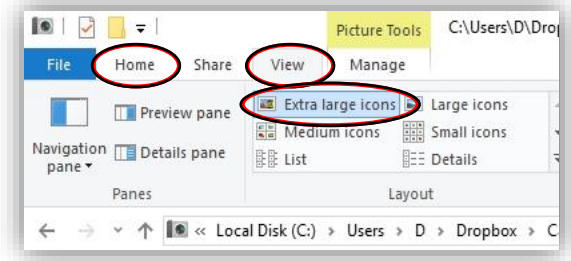# Labeling and Organizing Existing Picture Folders

Open the Pictures Folder. Open a yearly folder.
Open an unlabeled folder of pictures.

Change the **View** to **Extra Large Icons** if needed (Click the
View tab then "**Extra Large Icons**", then click the **Home** tab).

Pictures folders with ONE event / group:

Open a folder to rename and confirm that the pictures are from one event. Decide what to name that
ONE event / group of pictures. Your folders should be named in a way that they make sense for
ANYONE reading the folder title.

- Click the back arrow to go back to the yearly folder.
- The folder you were just in will be highlighted.   Right click on that folder and choose Rename.
- Highlight and delete the text to remove: "---- Label this Picture Folder ----"
- You will now have just the Date and a space. Type your folder label and keywords.
- When you have finished naming, press the **ENTER key on keyboard.**
  - Example: 2014-08-25 Camping – Mount Rainier - Trip
  - Example: 2015-01-30 Melissa Anderson – 35th Birthday Party at Chambers Bay Golf Course
    - YYYY-MM-DD Subject – Key Words

Don't use nicknames and don't abbreviate words, names, locations, etc. This will make searching impossible.
Use a dash with a space on each side (space dash space) to separate keywords (do not use commas).
Use 2 digits for both month and day: 2014-1-1 New Year's Day   SHOULD BE: 2014-**01-01** New Year's Day
If you don't know the specific day or month, use XX to fill in the space: 2015-12-XX Skiing at Crystal Mountain
Don't hyphenate two separate words or phrases together (remember to a space, a dash, then another space)
Incorrect: 2011-01-15 Hiking-Mount Rainier   Correct: 2011-01-15 Hiking - Mount Rainier

---

Reminders:

DO NOT SPEND YOUR TIME DELETING DUPLICATE PICTURES.
DO Spend your time labeling your picture folders correctly with the DATE and helpful KEYWORDS.

Backup is crucial and needs to be AUTOMATIC ONLY. – Ask Derek for help if not already set up.

Sort your pictures by Date and Keywords as described in these instructions. DO NOT SORT YOUR
PICTURES BY CATEGORIES. For example: do not put all the photos of your dog into one folder, or all
the photos of one of your kids into one folder.

Your folders should be named in a way that they make sense for ANYONE reading the folder title.
Make sure that you don't use names like "mom", "dad", "grandpa", "sister". Don't use vague
locations such as "at the park" or "on vacation". Don't use vague associations for friends such as
"Concert with friends". Instead use "Concert with friends – Tom and Sally Anderson". Or "Concert
with coworkers – Tim – John – Ashley – Carrie"

When you have an empty folder, Right Click on the icon of the folder that is empty, then click Delete.
To rename a folder, Right Click on the folder icon to rename and click Rename.

Derek Rowley – (253) 564-7777 – Computer Repair & Tutoring   Updated: 5 November 2023

Separating, Labeling, and Organizing Existing Picture Folders

Open the Pictures Folder. Open a yearly folder.
Open an unlabeled folder of pictures.

Change the **View** to **Extra Large Icons** if needed (Click the
View tab then "Extra Large Icons", then click the **Home** tab).
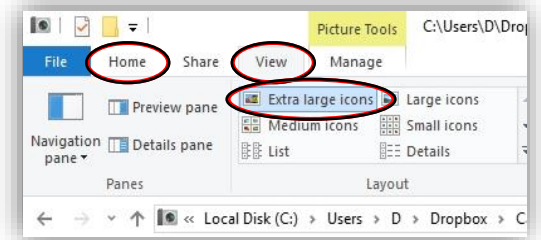
Picture folders with TWO or more events / groups:

When you come across a folder with photos from TWO or more events / groups of photos you can easily separate them by and put one of the events into a separate dated and labeled folder.
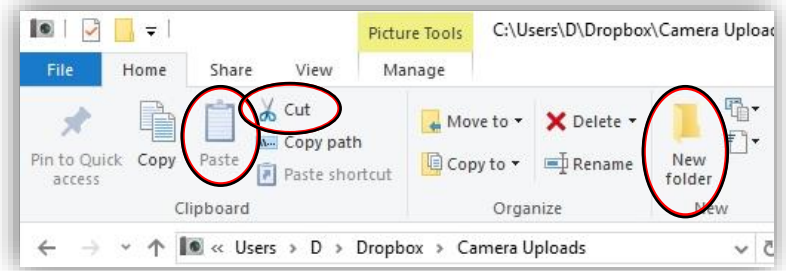
Decide which pictures (from ONE event) from that folder to separate out and put into a new folder. Once you have decided which pictures to pull out and organize first, follow instructions below.

- Click ONCE on the **FIRST** picture (of that subject / group of pictures).
- HOLD the **SHIFT** key.
- Click ONCE on the **LAST** picture (of that subject / group of pictures).
- Choose **CUT**.
- Let go of the "SHIFT" key.

Click the Back Arrow key (top left)

Create a **New Folder**,
(click the "New Folder" icon on menu bar)

Start typing the **DATE** and **Name**
(subject & keywords) of the new folder.

When you have finished naming, press the **ENTER key on keyboard.**

    Example: 2014-08-25 Camping – Mount Rainier - Trip
    Example: 2015-01-30 Melissa Anderson – 35th Birthday Party at Chambers Bay Golf Course
                YYYY-MM-DD Subject – Key Words

> **Don't use nicknames and don't abbreviate words, names, locations, etc. This will make searching impossible.**
> Use a dash with a space on each side (space dash space) to separate keywords (do not use commas).
> Use 2 digits for both month and day: 2014-1-1 New Year's Day   SHOULD BE: 2014-**01-01** New Year's Day
> If you don't know the specific day or month, use XX to fill in the space: 2015-12-XX Skiing at Crystal Mountain
> Don't hyphenate two separate words or phrases together (remember to a space, a dash, then another space)
> Incorrect: 2011-01-15 Hiking-Mount Rainier   Correct: 2011-01-15 Hiking - Mount Rainier

Open (Double Click) the new folder you just created. – Your new folder should be empty.

Click **PASTE** (on the top menu bar – Left Side).

Go back to the **Yearly Picture** folder to find more pictures to sort, repeat from above.