

# ORGANISING YOUR IMAGES

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## GETTING STARTED:

1. Do you often despair about finding your images on your computer?
2. Think about your own collection of pictures.
3. Make a list of the subjects and categories you have photographed.
4. You must then decide how you are going to organise them so that you can find them quickly.
5. It is **NOT RECOMMENDED** to sort your collection by **DATE ORDER** as it is almost impossible to remember when you took the pictures (unless it was a special holiday) and dates do not make much sense when you have a large number of images.
6. Rather use a **FOLDER** system, based on a **MAIN SUBJECT**. **SUB-FOLDERS** below the main Folder will enable you to be more specific.  
**OR**
7. Use **KEYWORDS** if you have a program that will allow this. This is the **IDEAL METHOD AND YOU WILL NOT REGRET IT!!**
  - 7.1. Keyword tags are personalised keywords, such as "Cheetah" or "Stonehenge," which you attach to photographs so that you can easily organise and find them. When you use keyword tags, there's no need to manually organize your images in subject folders or rename files with specific names. Instead, you simply attach one or more keyword tags to each image and then retrieve the pictures you want by searching for the keywords in the search feature. You can create keyword tags using any keywords you want. For example, you can create keyword tags for individual people, places, and events. When images have multiple keyword tags, you can select a combination of keyword tags to find a particular person at a particular place or event. You can search for "Avebury" and "Sunset" tags at the same time, to find all pictures of Avebury taken at Sunset. The more keywords you add to an image, the quicker you will find any image in your collection.
8. **VERY IMPORTANT TIPS!!!!** You must be **very consistent with your spelling and typing** and you must **check your typing** before pressing enter. If you do not spell the words correctly, you **WILL NOT FIND YOUR IMAGES!!!!** If you are not sure how to spell the word, Google it! Once entered, you do not have to type them over and over again, as there is predictive text in programmes such as Lightroom 3 so it is very important to get them typed correctly the first time. Do not put the keywords in inverted commas. Separate the different keywords with a comma.

**Adobe Lightroom 3** is **VERY HIGHLY RECOMMENDED**.

**Breezbrowser Pro**, **Adobe Elements** and "Bridge" in **Adobe Photoshop CS** versions also have keywords.

## **MAIN SUBJECTS - FOR FOLDERS AND KEYWORDS**

1. ARCHITECTURE
2. CONTEMPORARY / CREATIVE
3. LANDSCAPE / SCENIC / SEASCAPES / CLOUDSCAPES
4. PEOPLE
5. PHOTOJOURNALISM / NEWSWORTHY
6. PICTORIAL / STILL LIFE
7. ANIMALS
8. BIRDS
9. PLANTS
10. SPORT

Every one of your images should fit into ONE of the above TEN main subjects.

### **FOLDER METHOD:**

This is the simplest method and this system might suit some photographers. Each image is placed into one of the ten folders. It would enable you to narrow your search down to ten options and it would be a matter of looking through all the images in one of the ten folders.

You may also decide to add more sub-folders or categories as your collection grows. You would then drag and drop your images into the extra sub-folders. You are advised not to copy your images into multiple folders as you will fill your hard drive. Keep each image in the folder that best describes it.

### **KEYWORD METHOD:**

This is recommended for all photographers. Start it as soon as you can, even if your collection is small. If you have a more extensive collection of images, the Keyword system, is the only system that will enable you to organise and - more importantly - be able to find any of your images quickly and easily. This is particularly useful if you wish to sell your images or have them published. Keywords enable you to have only one image with multiple ways to find it.

**The more specialised your collection, the more sub-categories and key words you will have and the deeper you will go.**

Keywords do not have to be entered all at once.

They can be added to or deleted at any time.

## **TEN MAIN SUBJECTS and SUB-CATEGORIES (for FOLDERS, SUB-FOLDERS AND KEYWORDS):**

### **1. ARCHITECTURE**

- 1.1. Church Interiors
- 1.2. Buildings
- 1.3. Bridges
- 1.4. etc

### **2. CONTEMPORARY /CREATIVE**

- 2.1. Montages
- 2.2. Zoomed Images
- 2.3. Swoofers (Swooping, Out of Focus)
- 2.4. etc

### **3. LANDSCAPES / SCENIC / SEASCAPES / CLOUDSCAPES**

#### **3.1. UNITED KINGDOM**

- 3.1.1. England
  - 3.1.1.1. Wiltshire
    - 3.1.1.1.1. Stonehenge
    - 3.1.1.1.2. SilburyHill
    - 3.1.1.1.3. Avebury
    - 3.1.1.1.4. Lacock
    - 3.1.1.1.5. Etc
  - 3.1.1.2. Gloucestershire
  - 3.1.1.3. Cotswolds
  - 3.1.1.4. Oxfordshire
  - 3.1.1.5. Somerset and Avon
  - 3.1.1.6. Dorset
  - 3.1.1.7. London
  - 3.1.1.8. Etc

3.1.2. Ireland

3.1.3. Scotland

3.1.4. Wales

#### **3.2. EUROPE**

- 3.2.1. France
- 3.2.2. Greece
- 3.2.3. etc

### 3.3. AFRICA

3.3.1. South Africa

3.3.2. Kenya

3.3.3. Tanzania

3.3.4. Etc

3.4. Etc

## 4. PEOPLE

### 4.1. PORTRAITS

4.1.1. Studio

4.1.2. Outdoors

4.1.3. Etc

### 4.2. FAMILY AND FRIENDS

### 4.3. ETHNIC PEOPLE

4.3.1. Africans

4.3.2. Aborigines

4.3.3. American Indians

4.3.4. Etc

### 4.4. CANDIDS / STREET SCENES

### 4.5. PEOPLE AT WORK

### 4.6. RE-ENACTMENTS

## 5. PHOTOJOURNALISM / NEWSWORTHY

## 6. PICTORIAL / STILL LIFE

## 7. ANIMALS

### 7.1. MAMMALS

7.1.1. Antelope

7.1.1.1. Deer

7.1.1.2. Etc

7.1.2. Badgers

- 7.1.3. Cat Family
  - 7.1.3.1. Cheetahs
  - 7.1.3.2. Lions
  - 7.1.3.3. Leopards
  - 7.1.3.4. Etc

- 7.1.4. Dog Family
  - 7.1.4.1. Foxes
  - 7.1.4.2. Etc

- 7.1.5. Elephants
- 7.1.6. Giraffes
- 7.1.7. Hippotamus
- 7.1.8. Otters
- 7.1.9. Pigs
- 7.1.10. Rhinoceros
- 7.1.11. Zebras
- 7.1.12. etc

## 7.2. RODENTS

- 7.2.1. Rabbits
- 7.2.2. Hares
- 7.2.3. Squirrels
- 7.2.4. Water Voles

## 7.3. SHREWS / HEDGEHOGS / MOLES

## 7.4. BATS

## 7.5. REPTILES

- 7.5.1. Snakes
- 7.5.2. Etc

## 7.6. FISH

- 7.6.1. Marine
- 7.6.2. Fresh Water

## 7.7. AMPHIBIANS

- 7.7.1. Frogs
- 7.7.2. Toads
- 7.7.3. Etc

## 7.8. INSECTS

- 7.8.1. Bees
- 7.8.2. Beetles
- 7.8.3. Butterflies
- 7.8.4. Damselflies
- 7.8.5. Dragonflies
- 7.8.6. Moths
- 7.8.7. Wasps
- 7.8.8. etc

## 7.9. INVERTEBRATES

- 7.9.1. Worms
- 7.9.2. Snails
- 7.9.3. etc

## 7.10. ARACHNIDS

- 7.10.1. Spiders
- 7.10.2. etc

## 7.11. PETS / DOMESTIC ANIMALS

- 7.11.1. Cats
- 7.11.2. Dogs
- 7.11.3. etc

# 8. BIRDS

## 8.1. GARDEN BIRDS

- 8.1.1. Robins
- 8.1.2. Gold Finches
- 8.1.3. Tits
- 8.1.4. Etc

## 8.2. WATER BIRDS

- 8.2.1. Avocets
- 8.2.2. Etc

## 8.3. SEA BIRDS

- 8.3.1. Seagulls
- 8.3.2. Puffins
- 8.3.3. Etc

## 8.4. BIRDS OF PREY

- 8.4.1. Owls
- 8.4.2. Kites
- 8.4.3. etc

## **9. PLANTS**

### 9.1. FLOWERS

#### 9.1.1. Wild Flowers

##### 9.1.1.1. UK Wild Flowers

9.1.1.1.1. Pasque Flowers (*Pulsatilla Vulgaris*)

9.1.1.1.2. Snakeshead Fritillary (*Fritillaria Meleagris*)

9.1.1.1.3. Etc

9.1.1.1.4.

#### 9.1.2. Garden Flowers

#### 9.1.3. Etc

### 9.2. FUNGI

### 9.3. TREES

### 9.4. FERNS

### 9.5. etc

## **10. SPORT**

### 10.1. EQUESTRIAN SPORTS

#### 10.1.1. Polo

#### 10.1.2. Etc

### 10.2. WATER SPORTS

#### 10.2.1. Swimming

#### 10.2.2. Water Polo

#### 10.2.3. Yachting

#### 10.2.4. Rowing

#### 10.2.5. Etc

### 10.3. ATHLETICS

### 10.4. BALL SPORTS

### 10.5. WINTER SPORTS

### 10.6. Etc

EXAMPLE OF HOW TO USE KEYWORDS:

N.B!! BE VERY CONSISTENT WITH YOUR TYPING

Ask yourself six questions?

1. WHAT?
2. WHICH?
3. WHEN?
4. WHERE?
5. USEFUL OR INTERESTING?
6. USED?

(Pasque Flower)	<b>KEYWORDS</b>
<b>WHAT?</b> (Main Subject and / or for Folder)	<i>Flowers (Use Plurals As A General Rule)</i>
<b>WHICH?</b> (Title)	<i>Pasque Flower Study</i>
<b>WHEN?</b>	<i>Springtime April 2010</i>
<b>WHERE?</b>	<i>Gloucestershire</i>
<b>USEFUL or INTERESTING?</b>	<i>UK Wild Flowers Pasque Flower (<i>Pulsatilla vulgaris</i>) (Useful For Publication Or Nature Purposes) Floral Backlighting Rim Lighting Macro Close Ups Texture Shallow Depth of Field Vertical Format (Useful for front cover publications) Purple</i>
<b>USED?</b>	<i>DCC Comp 2 2010 RPS International 2011 Acceptance Northern Counties 2010 Not Accepted</i>

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