Tips on Saving Files

On a computer, each user has a Documents folder and a Pictures folder. USB drives and cloud storage usually have just 'empty' space, so create folders and subfolders as needed. **Users of the library's public access computers MUST save their files to either their own USB drive or cloud storage; any files saved to the computer will be deleted.**

Think about how to organize scanned files at the beginning of a project, rather than having to review and rename every single image at some later time.

Three ways to organize files are:

By family name in folders and subfolders (especially for genealogy projects), for example:

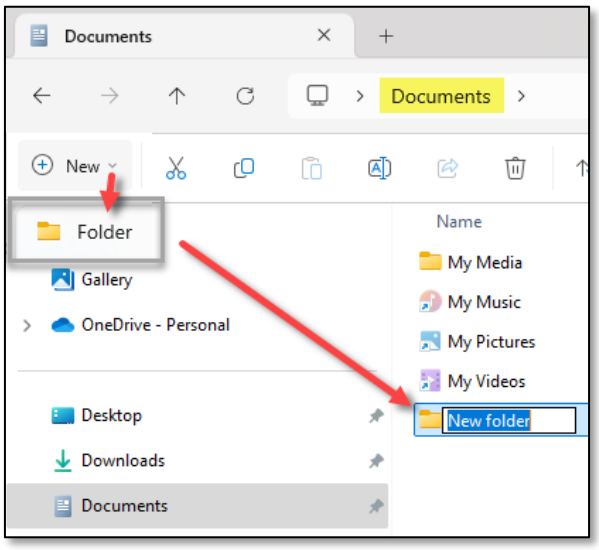
- Your birth family name
  - Mother's family name
- Spouse's birth family name
  - Mother's family name

By date (great for current family and other images):

- 2021
  - January
  - February
- 2022

By events (grouped into years):

- 2019
  - Graduation
  - Vacation
  - Christmas



Obviously, these methods can be combined; it doesn't really matter *how* you organize, as long as it is logical and consistent and works for you.

Saving files *with meaningful names* into organized folders makes them MUCH easier to find later.

- Use personal names instead of relationships; *SharonB* instead of *Mom* or *Nana*.
- When using dates, always put the year first, then month and day: **yyyymmdd** (ex. 20230704 or 2023-07-04). This will naturally sort them in chronological order.

- When saving different versions of an image, ***remember to keep the original scan!*** For example, you could name it something like **SummerPicnic1_orig.jpg** (in the proper year folder), and then save an edited version of the same picture that you posted on Facebook **SummerPicnic1_FB.jpg**.
  - Additional pictures from the same event could be **SummerPicnic2_orig.jpg** and so on.
  - OR you could save edited files in the main folder and create a subfolder for all the originals. This way, they could have the same filename. For example, file paths for different versions might be **Documents>Family Photos>2019>July>*originals*>SummerPicnic1.jpg** and **Documents>Family Photos>2019>July>SummerPicnic1.jpg** for the edited, shared version.