Managing photos electronically using folders

Photos are a quick and useful method of capturing learning events. However, large numbers of photos can quickly become unmanageable and be difficult to sort through, review or easily locate for documentation. This document contains some tips for managing photos using folders.

Setting up your camera

- The default setting for most cameras is a large picture size (often more than 1 MB per photo). Unless you plan to print large, high-quality photos, you can set the picture default size at less than 1 MB to allow you to store and manage more images more easily.
- If you are taking photos indoors, set your flash to ‘on’ for all photos.

Setting up your computer

- Inside your main pictures folder, set up a folder for each month or term.
- Create subfolders for each week in that period of time, e.g. ‘Term 1 Week 1’, ‘Term 2 Week 2’.
- Set your view options to ‘large icons’.

Downloading photos

- At the end of each week at kindergarten, download your photos to the appropriate folder.
- Remove the photos that you don’t need or that are poor quality.
- You may prefer to leave photos in chronological order if you plan to share photos with parents in a slideshow. To do this, open the folder and select ‘slideshow’.
Organising photos

• Set up a series of subfolders in each week’s folder. There are several alternatives for organising subfolders. These include arranging by:
  – individual children
  – activity areas and events (e.g. roleplay, construction, climbing, Rainforest Show)
  – learning and development areas.

Note: Organising by activity areas and events usually means there is less need to copy photos into several folders. An ‘other’ folder will also give you somewhere to store miscellaneous photos.

• Drag and drop your photos into the relevant folders. If you need to duplicate photos for individual children’s folders, you can copy and paste as required.

Accessing photos

Open the folder for the time period you are interested in.

Use the search feature to find the relevant sub-folders of photos.