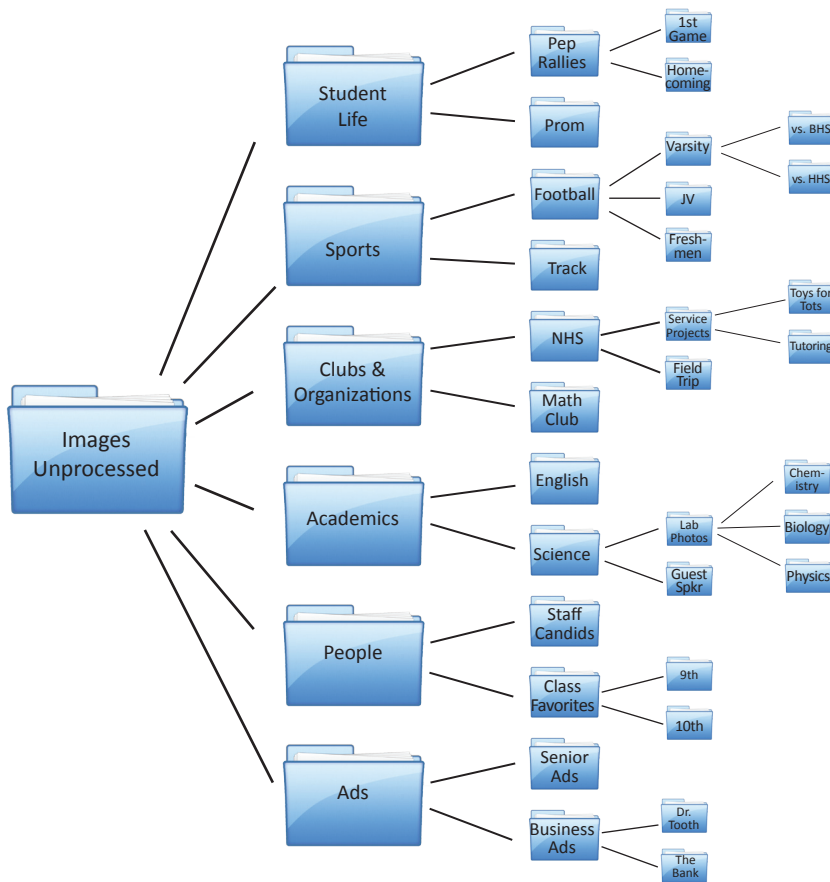


# DIGITAL PHOTO ORGANIZATION

## INDESIGN

- use the folders created by Taylor Tools to keep the staff organized
- sort pictures in the Images Unprocessed folder as soon as the photographers return from a shoot
- continue making sub-folders for each activity within each section



Use Images Unprocessed as a place to store photos that are still available to use in the yearbook. Once a picture has been selected for a page, CUT AND PASTE the photo into the correct page folder with the InDesign document. This will remove it from the Images Unprocessed folder so no other staff member can claim it for their page.



## STUDIOWORKS

- use the same method to keep the photos organized on the school server in a PHOTO BANK
- sort pictures in the PHOTO BANK as soon as the photographers return from a shoot
- continue making sub-folders for each activity within each section
- upload the photos that will be used in the yearbook into a StudioWorks Gallery for that spread
- StudioWorks marks the photo to let you know once it has been used on the page