
Digital Photo Organizing Basics

This class is intended for everyone already using computers. If you are brand new to computers, Computer Basics is a great class to take first.

Instructor

Cindy Wagner
cwagner@conejoadulted.org

School Phone

805-497-2761

Room Location

Room 9

Overview:

Get your precious digital photos organized and safe!

Our digital photos can be scattered all over our phones, cameras, devices—and beyond! This class gives you a step-by-step plan for getting your digital photos all in one place and enjoying them!

Class Resources and Recommended Books:

Each student will receive a course outline and other useful handouts. Suggested resources for further study will be recommended in class.

Bring These Items to Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The instructor will lecture while demonstrating various techniques on a large screen at the front of the room. Students will follow along with practice photos on their own classroom computer. Students may ask questions throughout the course.

Homework Policy:

Students will receive handouts which may contain some home practice activities however homework is NOT required.

Class Topics

- Overview
- How to establish a photo hub
- Methods for gathering your digital photos from your phone, camera, and all other devices
- The ABCs of photo organization
- Should you rename your photos?
- Using metadata
- How to be prepared for emergencies

Adjusting and editing photos is beyond the scope of this class. Many Digital Photo Organizing students enroll in Photoshop Elements to learn more about these skills.