

If you have a small hard drive add external storage.
Reinitialize & test every drive before using it.

BACKUPS, BACKUPS, BACKUPS

NOT JUST YOUR COMPUTER, BUT YOUR EXTERNAL STORAGE AS WELL.

Hard drive as large as your computer drive + any external drives you use.

Partition larger drives (one volume for computer BU & separate volumes for each external drive)

Backup application = SuperDuper!

Managed V Referenced Browsers

Managed = Imports a COPY of your photos

Requires more storage space

Referenced = Imports a REFERENCE to the location of your original photos

If you move the photo(s) the application loses access to them

If you use Photos it will operate either way

In preferences select or unselect "Copy items to the Photos library"

MAKE SURE YOU ALWAYS HAVE COPIES OF YOUR ORIGINAL PHOTOS SOMEWHERE

If you have a camera with a removable memory card:

Remove card from camera.

Insert card in computer or card reader.

If Photos or another app opens quit out of it (do not install anything at this point).

Double click card icon to open it.

If you do not see a card icon on the desktop ...

Click desktop

Click Finder menu

Click Preferences in menu

Click General tab

Put checkmarks next to items that you want to show (hard disks &

external disks +)

Find the folder that holds your photos

Drag the folder to your computer desktop or external storage drive.

After you know the files have been copied correctly

you can drag the photos off the camera card to trash & empty the trash

Eject the card from the computer by dragging to trash

DO NOT REMOVE FROM COMPUTER OR READER UNTIL ICON IS OFF

THE DESKTOP

Now you can organize your original photos.

If you took your photos with an iPhone or iPad:

Connect mobile device to computer with a lightning cable.

Photos or iPhoto will open automatically.

Select your device in the left column.

Click The "Import All New Photos" Button

Or select photos to be imported & press "Import Selected" Button

Click "Photos" In the left column.

Create a new folder on your desktop.

Select all the photos you just imported.

Click File menu.

Click Export then Export unmodified original in sub-menu.

In navigation window, select the folder you created on the desktop & export photos to that folder.

Delete the photos from your mobile device if you want to.

To organize your photos:

Open folder with original photos.

Under View menu click on view as list.

Under View menu click on "Show View Options"

Make sure date created is checked.

Create new dated event | location folders.

Naming Format: (YYYY/MM/DD) Event or Location

Organize photos into the folders you just created.

Move the folders to a centralized folder called "Original Photos".

Now all your original photos are together in a single location.

You can also create a folder called "Photos To Organize" to hold photos removed from the camera but not yet sorted.

NEVER WORK FROM YOUR ORIGINAL PHOTOS

Work From Duplicates

Lossless Editing

Browsers

Editors

Plugins | Presets | Actions