Virtual Memories: Organizing and Digitizing your Photos

Rose Fortier, Marquette University
Virtual Memories

Organizing and Digitizing your Photos
Introduction

- Rose Fortier, MPL’s Digital Projects Librarian
- I do this for a living
- Take my experiences and adapt them for the casual photo-sharer
Introduction – What are we doing today?

- Learning about
  - Organizing image files
  - Scanning photos
  - Basic photo editing strategies
  - Photo sharing online
Organizing Your Photos

- Naming

  - Name your files something descriptive after scanning or downloading
    - IMG76392.jpg
    - 2011_Vacation_Paris.0001.jpg

  Much better! Descriptive and findable down the road!

What does this even mean?
Organizing Your Photos-
Saving

- Naming is only first step, now to save somewhere that it can be found later
- Create your own folders for photos, don’t just use the default “My Pictures”
  - Most programs will allow the default to be over-ridden
Organizing Your Photos - Saving

- A structured approach to naming folders can be very helpful

- 2011
  - Vacations
    - Paris
    - Las Vegas
  - Events
    - Birthdays
      - Joanne
      - Gail
    - Retirement
      - Bob
Would you rather try to find a file in here?
Organizing Your Photos

- Saving

Or in here??
Organizing Your Photos - Deleting

- Blessing and a curse for digital images
- They are easy to delete when you don’t want them
- They are easy to delete when you do want them
Organizing Your Photos - Deleting

- It is best to be judicious in keeping digital photos
- If you have 70 photos of an event, keep the best ones
  - Get rid of ones that are close variations of each other
- Don’t even download or scan poor quality photos
  - i.e. out of focus, blurry, half of your thumb, missing Uncle Fred’s head, etc…
A few things to consider:

- How big are the originals and how big do you want your final product to be
  - Informs the DPI (dots per inch) that you will scan in
- How much room do you have on your hard drive
  - Decide what file format you want to scan in

Different scanner manufacturers have different software, but they all have similar functionality
Decide if you want to scan in color or black and white

Adjust your DPI here

I like to leave some room around the selection to make sure none of the image is clipped off.
Don’t just save to the default location

Consider the image format JPEG vs. TIFF

Remember to name the file something descriptive of the contents
Scanning-Color vs. Black and White

Color

Black and white
Scanning-TIFF vs. JPEG

Original item

JPEG After 5 saves

JPEG After 10 saves
Multiple free image editing software is available
  - Will be using Picasa and Picnik for our purposes here

Many reasons to edit images:
  - Straighten, crop, touch up, and adjusting contrast
Use this tool to crop out white space or to change the composition of your photo.

Use this tool to straighten a crooked image before cropping.

Use this tool to get rid of scratches, dust marks, and other blemishes.

Use Picnik for more advanced editing options (also free!).
Select "Straighten" tool here

Once the item is straightened it can be cropped here

This slider controls the pitch of the image to straighten it
Blemish gone!
Picasa’s tools for editing contrast, shadows, and brightness weren’t good enough for our purposes so I worked on the exposure setting in Picnik.
Edit for contrast and brightness using “Exposure” button.

Save back to Picasa when done.
Image Editing - Picasa

Various visual effects can be applied to your images here.
Image editing - Contrast

Before editing

After editing
Image Sharing

- Now that your photos are where you want them, share them online.
- Many free services exist for photo sharing, I used Flickr for this demonstration.
Start by creating an account or signing in here.
Start the upload process here.
Can upload items singly

Step 3:
Add titles, descriptions, tags or add to a set

Uploading Tools
We have desktop software available for Windows & Mac to help you get your photos and videos on to Flickr quickly and efficiently. Check out the Flickr Tools page for more information and downloads.

PSST - Looking for our basic Uploader?
Or in batches
Set who can view the images

Then click to upload
Assign tags to a batch of photos, or do it individually. Helps to sort like images in a search.

Add a batch of photos to a set. Advantages to creating sets, mostly in allowing multiple actions to be done to a group of like images.
Or upload items one at a time...

Describe this upload
Or, open in Organizer for more fine-grained control.

Batch operations

Add Tags
- buildings
- branch libraries
- neighborhood libraries

ADD

Add to a Set

MPL Buildings

Enter Title of photo in Title Box.
Description box is where descriptive information can be added. Consider what kind of information you want to add.
Flickr’s interface for working with your photos. It is fairly easy to navigate.
Editing of information on photos can be done after the fact as well. Title and descriptive information can be edited here.
Here information on the date can be edited. Default is taken from image’s camera or scanner metadata. Can do exact OR approximate dates.

The date the image was uploaded can be edited here.
Can change who can view the images you upload to protect your privacy.

Can adjust copyright information on the photo. Defaults to “all rights reserved” but other options exist as well.
Can change filter information here.

Can adjust information on the type of image, Useful if uploading more than just photographs.
Flickr has a number of other tools beyond the basic uploading features. One that is particularly intriguing is their map tool. Many other photo sharing sites have equivalent versions to this tool.
Privacy is an important issue, especially online. When using this feature make sure that you are comfortable with people being able to see where photos were taken.
Enter the location’s address, including city and state in the box.

The location can be adjusted by dragging the icon.

The location is then saved. Location can be listed at neighborhood, city, or state levels. Can also change who can view the location information.
Map information shows up with the record.
Flickr also creates a map showing all of the photos that have been given location information.
The finished product.
Some Free Image Editing Software (to name a few)

- Paint.net: [http://www.getpaint.net/](http://www.getpaint.net/)
- PhotoFiltre: [http://photofiltre.free.fr/frames_en.htm](http://photofiltre.free.fr/frames_en.htm)
- Picasa: [http://picasa.google.com/](http://picasa.google.com/)
Free Photo Sharing Services (to name a few)

- Picasa: http://picasa.google.com/
- Flickr: http://www.flickr.com/
- Snapfish: http://www.snapfish.com/snapfish/welcome
- Shutterfly: http://www.shutterfly.com/
- Photobucket: http://photobucket.com/