



Digital Photography File Management Lesson

Objectives for this lesson

Content Objectives: Students will learn how to make a Local Root Folder and organize their work in the folder.

Language Objectives: Students will learn vocabulary used in Digital Photography for File Management.

File Management is simply just what it sounds like. We manage the files and folders. Throughout the lessons in this class you will see terms that are in **Bold** print. These terms are in **Bold** to help you to realize that they are terms that we will be using throughout this class. You will be expected to know and use the terminology for the class. You will have some questions to answer concerning these terms on the evaluation sheet.

Difference Between a Folder and a File:

Sometimes when we are discussing about a particular **File** or **Folder** we can easily get confused as to which one is which. Here is the difference. A **Folder** is the icon that looks like a tabbed folder that you might see in a File Cabinet. It looks partially opened. Usually you have to create **Folders** manually. A **File** is created by a program and is the document or image the you created. **Folders** and **Files** can be placed into a single **Folder**, but nothing can be placed into a **File** except through the program that created the **File**.

Local Root Folder:

You will need to create a “**Local Root Folder**” for each project. The **Local Root Folder** is defined as the **Folder** where all your work for the assignment that you are working on will be saved to. The **Local Root Folder** will be created within the **Folder** with your name on the server.

To make a Local Root Folder (LRF):

1. Connect to the server and locate your folder and open it up.
2. Go to the **Command Bar** at the top of the screen and locate the command called “**File**”. Then there will be another command that you will look for called “**New Folder**”. In the future instructions to simplify the written part the instruction will be like this: Go to **File>New Folder**. A new **Folder** should show up in the window of the **Folder** with your name. Its name should be called “Untitled”, but you will be changing the name shortly.

How to Rename a Folder or File:

You will have to change the names of the **Folders** and sometimes **Files** that you create.

Changing the name of a **Folder**:

1. Click with the mouse once, release, and click one more time onto the current name of the **Folder**.
2. The name should highlight and then you should be able to type in the new name.
3. For every LRF that you create you will need to type the name as follows “YourName.Project or Exercise” (**Type your last name then your first name**). So for this exercise we will use the following as the name of the **Local Root Folder**. Example “SmithJohn.filemanagement”.
4. Go ahead and rename the **Folder** you created above as that name using your name.

Moving Folders and Files (Drag and Drop):

Folders and **Files** can be moved to different **Folders**.

1. Let’s create a second **Folder** with in the folder with your name that’s on the server.
2. Let’s rename it “Main”.
3. Now we want to place that **Folder** into the **Local Root Folder** for this exercise.
4. Click on the “Main” **Folder** and hold the mouse button down.
5. Now you can drag the “Main” **Folder** around. Drag it to the **Local Root Folder’s** window or on to the **Folder** itself (your on it when the folder darkens). and release the mouse button. The “Main” **Folder** should now be in the **Local Root Folder**. To make sure double click with the mouse on the **Local Root Folder**. This is called “**Drag and Drop**”.

Deleting Folders or Files:

There will be times that you will need to delete Files or Folders. Follow these instructions to learn how to delete a **Folder** or **File**.

1. Create another **Folder** on the desktop and rename it “Photos”.
2. At the bottom of the screen notice the small icon on the right side of the dock. It looks like a trash can. This is called the “**Trash**”. When you want to get rid of a **Folder** or **File** you have to put it in the “**Trash**”.
3. **Drag and Drop** the “Photos” **Folder** that you just made onto the “**Trash**”. The “**Trash**” will turn dark when you have the **Folder** on it. After you have put it in the “**Trash**” the trash can will look like it has papers in it.
4. To be able to show me that you understand we are going to take a **Screen Shot** of the “Photos” **Folder** in the “**Trash**” window. Double click on the “**Trash**” and its window will open up. You should see your “Photos” **Folder** in that window.
5. Hold down on the “Command” and the “Shift” keys and press the “3” key. You may hear a noise that sounds like a picture being taken. You have just taken a “Screen Shot “ of your screen.
6. The **Screen Shot** can be found on the desktop. It will be a **File** called “Picture” and will have a number following it. The first **Screen Shot** will be #1 the next #2 and so on. Since this should be your first **Screen Shot** it should have a #1 on it. (*Note: For some of the computers the Screen Shot doesn’t want to show up. To find the screen*

shot go to upper right of the screen and type in “Picture” and it should find it for you. Then double click on the picture and save it where your folder is.)

7. Create a **New Folder** in the “Main” **Folder** and rename it “Photos2”. **Drag and Drop** the **Screen Shot** onto the “Photos2” **Folder**.
8. Now your “Photos” **Folder** in the “**Trash**” is still there until you do one more thing. You have only put something in the “**Trash**” it isn’t gone until you take the “**Trash**” out, kind of like at home. You put something in the “**Trash**” but it is still in your house until you take the “**Trash**” out. To finally delete the **Folder** you right click “**Trash**” can icon, then go to “**Empty Trash**”. Now the folders/files are completely deleted from the computer.

Turning in Assignments:

The following is the way you will turn in all of your assignments for the whole semester. You are to always make a “Local Root Folder” and name it “YourName.assignment’sname”. I will not accept any work turned without the local root folder named properly.

Congratulations you have completed the first exercise for this class. Now you must send the work that you did to the server. Here is how you do that. You will be doing this all semester long so be sure you remember this or have this handout “handy” to remember from.

1. Locate the **Folder** called “**Drop Box**”. It is a one way **Folder**, meaning you will only be able to “**Drop and Drag**” on it. You will not be able to open the “Drop Box” **Folder** or remove anything from it.
2. In a separate window locate the folder you want to put in the “Drop Box” and click on it and drag it on top of the “Drop Box”. When the “Drop Box” darkens you can release the mouse button. There should be a statement about not being able to see things in the “Drop Box” you will just click on “OK”. When the “Drop Box” turns a dark blue release the button.
3. If you make a mistake you will need to tell me so that I can remove it for you.
4. Check with the teacher to make sure it arrived in the “Drop Box”.

Attention: There is an evaluation sheet that you will need to turn in as well. For this lesson the evaluation sheet has some questions to answer. Follow the directions on the evaluation sheet for answering the questions. After you have answered the questions, put the evaluation and a print out of your answers into your “Assignment Folder”. Bind both in. **Make sure your name is on both**. Then turn into the “Turn In Tray” for your class.

Remember: Turn in BOTH your evaluation sheet (Name?) and your computer folder for the assignment (named correctly).