File Naming/Organization

All files should be saved to the external hard drive. (Usually named My Passport)

Do not use spaces. The only punctuation used can be underscore (_) or hyphen (-).

Each (Sub) Collection will have a parent folder of its own.

> All items from that collection are housed in that parent folder.

> > Any item that is multiple pages will have a sub-folder of its own (within the parent folder)

When items are saved into sub-folders, use the same root name for the sub-folder, plus the files. The sequence (####) will then be automatically added to the file name by the software.

Any sequences not included in a sub-folder need to be manually added to the file name.

Multi-paged (files) items will appear in Recollection Wisconsin in the order they are saved, so sort/name accordingly. If by date, place the date at the beginning of the file name (yyyy-mm-dd format). If to be sorted by name, place a brief/descriptive name at the beginning of the file name. If to be sorted by item type/format place Photos_/Postcards_/etc. at the beginning of the file name.

**Write the file name in PENCIL on the original item.

Examples:

Books/Scrapbooks:

Parent folder=Scrapbook_Name   (Or book name)

> File names=   Scrapbook_Name_01

> > Scrapbook_Name_02

> > Scrapbook_Name_03, etc

Photographs/Postcards (Front Side Only):

Parent folder=Photos_Library

> File names=   Library_01

> > Library_02

> > Library_03, etc.

Parents folder=Photos_Town

> File names=   Town_01

> > Town_02, etc.

Instead of OR in addition to _01/02_03 a brief description can be included:

Parent folder=Photos_Library

File names=   Library_ChildrensGroup

Library_Staff

Library_BuildingExterior_01

Library_BuildingExterior_02

Photographs/Postcards-(Front AND Back Side):

Parent folder name=   Postcards_Poynette

Subfolder name=   Poynette_MainSt_01

File names (Postcard #1)=   Poynette_MainSt_01_A

Poynette_MainSt_01_B

Subfolder name=   Poynette_MainSt_02

File names (Postcard #2)=   Poynette_MainSt_02_A

Poynette_MainSt_02_B

Subfolder name=   Poynette_Parade

File names (Postcard #3)=   Poynette_Parade_A

Poynette_Parade_B

For multiple photos/postcards with the same brief description, add _01/_02/etc. for the end of the root file name of the subfolder.

Ex: Poynette_MainSt_01

Poynette_MainSt_02

Copy all files to all three hard drives. Keep one of the hard drives off-site in a safe place.