

CONTINUING EDUCATION

COURSE OUTLINE – Photo Organizing Basics

INSTRUCTOR: Deanna Johnson **PHONE:** 780-539-2975
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PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS: None

COURSE DESCRIPTION:

Photo Management Made Easy

This course will get you started with implementing a manageable, simple sorting system for your photos, videos and memorabilia. It will offer solutions to make saving, organizing and sharing with family and friends safe and easy! You will learn tips from a professional photo organizer to make sense of the organizing process, while creating a personal plan for your printed and digital photos. Once you learn to get organized, you will then work on a process to delete, tag, label and share your photos. Understand what backup systems are available to you and which are recommended systems by photo organizers. Learn about cloud storage and compare the differences between some of the most recognized cloud storage sites. Learn the basics of digitizing old media like photos, documents, scrapbook albums, slides, negatives, film and video. We will cover the basics of photo scanning and what you need to know to have your old memories preserved for long term storage and sharing.

This course is for anyone who feels overwhelmed with getting photos under control, and is presented by Personal Photo Organizer and member of APPO, Deanna Johnson. Deanna is a Founding Senior Executive Ambassador of the online storage service, Forever. With 20 years of photo organizing experience, she will provide useful information that you can apply to all aspects of your photo life!

Note: Participants will be shown comparisons and options for safe photo and video storage, and will use Forever, a permanent online photo and video storage service, for demonstration purposes.

CONTACT HOURS: 6 hours

DELIVERY MODE(S): Face to Face, Videoconference

TRANSFERABILITY: N/A

GRADING CRITERIA: N/A

EVALUATIONS: N/A

STUDENT RESPONSIBILITIES: Attendance and classroom participation.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Week 1: Overview on how to get organized, where to start with printed and digital photos, while offering a look at workflows for photo organizing.

Week 2: Cloud Storage and everything you need to know including how to back up your phone.

Week 3: Adding descriptions, sorting, tagging and adding metadata to your photo collection.

Week 4: Scanning Tips and Techniques.