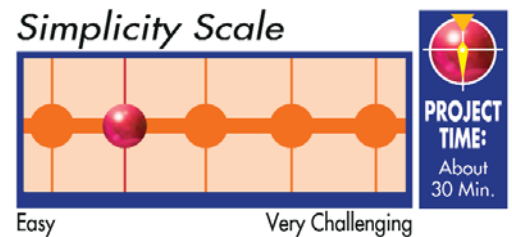


Print Lab #64

Digital Photo Organization

Digital photos are as convenient as they are useful – you can take a quick snapshot and print it immediately without taking a trip to the local photo booth. However, the more digital photos you take, the more you need to organize them before they get out of hand. Now we're going to help you get organized! Get all your digital photos in one place and make it easy to find the ones you want right when you want to print them! If your digital photo collection needs some organizational help, keep reading!



Materials Suggested:

(Not all are required) For printing: Epson Matte Paper Heavyweight (letter), Epson Photo Quality Ink Jet Paper (letter) or Epson Premium Bright White Paper, Printable CD's and an Epson Stylus Color Printer.

For the digital photos: an Epson Scanner and/or an Epson Digital Camera.

*If you do not have a scanner or a digital camera, you can use personal photos from a CD, sample photos or graphics provided in your creative software programs or visit the Epson Print Lab image gallery for a variety of downloadable images!

Organizing Tips

- The main goal is to put your photos where you can easily find them so you can print them when you need to. Some of the easiest programs for organizing your photos are the ones that come with your digital camera or your photo printer.
- Film Factory™ comes free with Epson photo printers. If you don't have one yet, you can try out the program for free for 30 days from the Epson website at epson.com.
- Choose how to name and group each photo file (by date? By event?)
- Once you have files set up by name or group that you've chosen for each roll of photos, print out an "index" or "contact" sheet for each roll. It's a sheet showing you a mini size photo of each of the photos on your roll.
- Check off the option that prints the file name on the top of each page, and the image number under each photo. You'll never have to search for that photo again: you'll simply flip the pages till you find the photo you're thinking of, and you'll know where to find it.

Saving Photos on CD

- Try saving each roll of film onto a separate CD. Each CD can hold a lot of photos, equal to many rolls of film, but for simplicity, you want just one CD for each photo roll or for however you decide to organize them.
- Store each CD right next to each set of contact sheets. Put them all in a file or binder, and place the CD in an archival, safe sheet protector.
- Besides saving room on your computer by burning photos to CDs, you can easily make copies of your photos on CDs to keep somewhere away from home, like in a safety deposit box. It's also a great way to share photos with friends – just give them each a copy of the CD.

Print Designs Directly on CDs

- Manufacturers recommend that you do not place sticky labels directly onto your CDs or DVDs. They're not good for either the CD or DVD itself or for the machine that needs to read them. You can also write on your CD with a felt pen, but that's not as fun to look at or as long-lasting as this:
- Epson makes printers (such as the Epson Stylus® Photo 960 and 900 Printers) that print directly onto CDs!
- Purchase CDs with a printable surface for ink jet printers (they come in either white or metallic finish).
- Put a blank CD into the special piece that comes with the printer (the template for printing on the CD comes with the printer).
- Pick your favorite photo from the roll that is burned on the CD, add text like the date or name of event and print!
- Print multiple CDs full of photos from reunions, weddings etc. with a sample photo or two right on the CD itself – it would be a great gift for wedding guests, or party guests.