

Genealogy Workshop

SVCGG Storing and Naming Multimedia

<https://billgeorge.com/2023-04-27-svcgg-organization.pdf>

- Have 2019, 27" iMac - Only one screen
- I use Finder sidebar extensively List View- Including up/down/left/right arrows - & I use desktop extensively
- Where I store Multimedia for Reunion
 - Pictures/Reunion Pictures - & sidebar shortcuts
- Where I store my work
 - **Active Databases - Dropbox/Reunion11/**
 - Databases, Reports/Books, Charts - Documents/Reunion Files
 - Have Projects Folder (Documents/Projects)
 - Have Current and Annual Folders
 - Have this year's photos (Dropbox/My Photos)
 - Have this year's non-photos (Dropbox/My Documents)
 - Have Annualized photos (Documents/My Photos)
 - Have Annualized non-photos (Documents/My Documents)
- Main Naming Conventions
 - Sources - Source Type, Date, Locn, Person
 - People - Last name, First Name, Middle Name, Date of photo, Birth
 - Groups - Date, Event, Locn, Names
- Tips on preparing photos
 - Make them a square form factor. Use shift key while cropping, Sepia colored, remove backgrounds