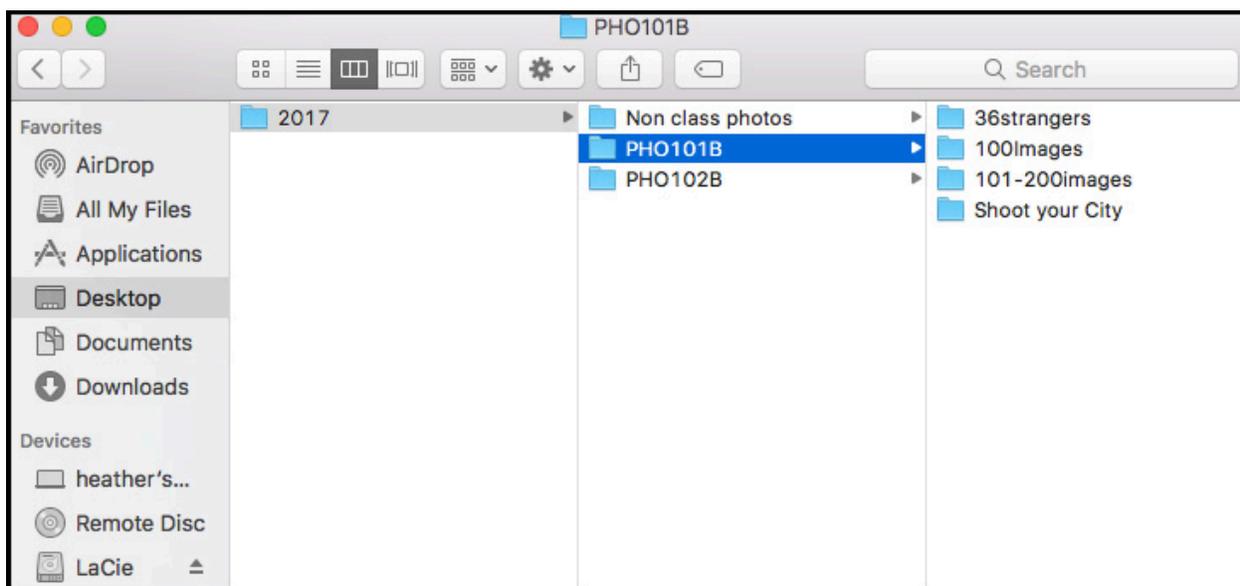Download:
You will **download your files to your computers Hard Drive.**
>   •You will back up to a second Hard Drive.
>   •Best practices you will then back up to a Cloud Service.
>>   •Options for cloud services: iCloud, Dropbox, Amazon Photos, Google photos and many more.

Folder Structure:
Create a folder for the year.
>   •Inside that folder **create a folder for each class** you are taking.
>>   •Inside of PHO101B create a folder for your 100 images.
>>   •This week a new folder for images 100-200.
>>   •Next week's folder Shoot your city.
>>>   •**You will have a folder for each project.**

>   •Create a **final project folder** inside the 101B folder.
>>   •In this folder for each shoot create a folder and name it with the date first and then the location or subject.
>>   •You could even create a folder in this folder for selected final images.
>>   ••Remember to Option Drag the file into the selected images folder. You will have your original in the correct folder and a copy in the final working images folder.

Do not delete your photos. If you think they are not good today, they might be good at the end of the semester. You can use photos for composites, textures, and more. Keep your photos. If they are just BAD, way too dark or light get rid of them. If it is slightly off, it might be something for the future to practice a technique on or use in another way.

••I do not want to see files loose on the HD. Keep organized and your life will be better••