



Naperville Public Library, (630) 961-4100
Nichols Library, 200 West Jefferson Avenue
95th Street Library, 3015 Cedar Glade Drive
www.naperville-lib.org/research/genealogy-local-history

Photo Archiving Resources May 2019

Lynda.com

The NPL Online Resource, Lynda.com, has over 3000 professionally made training videos that provide instruction on photo organization, including: Up and Running with Photoshop Elements 12, Photo Archiving: Preserving Family Memories by Erika Thornes, Managing Photos in the Elements Organizer (various editions) by Jan Kabili, Bridge CC for Photographers by Tim Grey,, and Organizing and Archiving Photos by Derrik Story.

In addition, Lynda.com has hundreds of tutorials on photo restoration, including the following: Photo Restoration: Fixing Water Damage with Neil Rhodes; Photo Restoration: Recreating Missing Pieces with Neil Rhodes; Recolorizing a Photograph with Photoshop by John Derry.

Lynda.com is found under the library's 'Research and Learning' section, on the 'Online Research & Learning' page, :
<https://www.naperville-lib.org/research/resources>. Lynda.com requires an NPL barcode and PIN.

Print Guides at NPL

- **Adobe Photoshop Elements 2018** by John Evans & Katrin Straub, 006.686 PHO 2018, Nichols/95th Street Adult Nonfiction
- **Digital Restoration from Start to Finish: How to Repair Old and Damaged Photographs** by Ctein
- **How to Archive Family Photos: A Step-By-Step Guide to Organize and Share Your Photos Digitally** by Denise May Levenick, 771.46 MAY, Nichols/95th Street/ Naper Boulevard Adult Nonfiction
- **Photo Organizing Practices** by Maureen Taylor, 770.2 TAY, Nichols Adult Nonfiction
- **Photo Organizing Made Easy: Going from Overwhelmed to Overjoyed** by Cathi Nelson, 771.46 NEL, Nichols/95th Street/ Naper Boulevard Adult Nonfiction
- **Photoshop Elements 12 in Easy Steps** by Nick Vandome, 006.686 PHO 2018, Naper Boulevard Adult Nonfiction
- **Photoshop Restoration & Retouching** by Katrin Eismann, 006.686 PHO, Nichols/95th Street/ Naper Boulevard Adult Nonfiction
- **Preserving Your Family Photograph** by Maureen Taylor, 771.46 TAY, 95th Street Adult Nonfiction

Free Blogs that offer the latest news on convenient tools and methods for photo organizing:

Organizing Photos by The Swedish Organizer <https://www.organizingphotos.net/>

Maureen Taylor, The Photo Detective <https://maurentaylor.com/>

Are You My Cousin? Resources and Tools to Confidently Research Your Genealogy <https://lialisson.com/>

Software Tools

- **Adobe Bridge** – Free during and after a free trial <https://www.adobe.com/products/bridge.html>
- **Adobe Photoshop Elements** – the 2012 and 2014 versions are available at NPL. The 2019 retails for \$100.
- **Photoshop CC 2018** (soon to be updated to Photoshop CC 2019) – Available at NPL.

Digital File Structure

Organization depends on what you have, quantities, and on your personal organizing choices.

The following file structure options start with a master family folder and the creation of sub-folders within for each child. Location images that are associated with multiple relatives would have a separate folder that is named with the location, *i.e. Naperville, DuPage, Illinois.*

- Main Surname Folder
 - Head of Household Folder – includes head of household, wife, and children until they marry and/or enter a new household. After moving to a new household, photos are placed within the new head of household folder, within the Main Surname folder for that head of household.

Option - nesting descendant folders: Head of Household folders for Eames Family Photos

- Thomas Eames (1618-1680)
 - Nathaniel Eames (b. 1669 – son of Thomas & Mary Paddleford, m. Anna ?)
 - Daniel Eames (b. 1712 – son of Nathaniel & Anna, m. Silence Leland)
 - Daniel Eames (b. 1740 – son of Daniel & Silence, m. Mary Cutler)
 - Daniel (b. ? – son of Daniel & Mary, m. Molley K. Wight)
 - Clift Eames (b. 1804, son of Daniel & Molley, m. Harriet Webb 1826, m. Lucy Ann Tyler 1832)

Digital Photo Log/Index

If you are working with a lot of digitized photos, keep a log or index of where they are stored. This log can hold additional background information and reduce the burden of long file names. Number the photos on their backs with a soft lead pencil. Start with 001. Items to keep in your log could include:

- Filename/number
- Subject of image or description of file
- Date of file/image
- Individuals included
- Location of the original (if you ever need to rescan)
- Computer location (subfolder)
- Original owner of photo or photo collection
- A thumbnail image

A Simple Chart

Photo #	Caption	Other info such as owner, copyright, provenance
001*	Dorothy 11 years old	
002	Edna Rogers Huddleston Hunt b.1887 c.1910	
003	Marion Miller, Dorothy Miller and Edmund miller	

*Notice that I used a three digit number to help with organization.

Index

Name	Box Number
Betsy (Jones) Smith	1, 2, 8, 12
Eliza Jane (Smith) Will (1855-1905)	2, 8, 11
James William Smith	James William Smith
John Henry Smith (1825 - 1870)	1, 5, 8
Unrelated miscellaneous individuals	12

These chart examples are from Maureen Taylor's book *Photo Organizing Practices*. These charts could be combined into one finding aid.