

## **ORGANIZE! YOUR PHOTOGRAPHS**

This format, called ORGANIZE! YOUR PHOTOGRAPHS, is designed for use by both people who have a few family photographs in their home and by the professional as a cataloging tool. It allows you to quickly catalog your collection and then locate a photograph, negative or slide by any one of up to 21 characteristics. For example, you'll be able to get a list of all of the sunset pictures taken at the beach; or all of the photographs of New York city.

Another nice feature of this format is that it can be used with photographs, negatives, slides or almost any other photographic material. Entries can be made for individual pictures allowing you to list the individually unique information about each picture.

The catalog name is: PHOTO

To access this format boot the ORGANIZE! software and then hold down the ALT key and push the letter U. Next push the up cursor key once to highlight "Select Catalog". Push ENTER. Now use the cursor keys to move the highlight bar to PHOTO and push ENTER.

The following describes what I intended each line to be used for. If a line title means something different to you, or you'd like to put other types of information on a line, do it. There is nothing in this software that restricts what can be entered on any line. Also keep in mind that you can change the title or length of any line. (See "Utility Menu - Set Up New Format" starting on page 62 in the manual).

Title - The title of this photograph.

Subject - Who or what is shown in the photograph.

Description - A description of the photograph.

Cat/Neg Number - The identifying number used to find the print or negative in your files.

Note - This line is provided for miscellaneous information. You can enter an abbreviation for the type of entry; or describe the condition of the print; or any other information you feel is valuable.

Value - Enter the current value of the print. This information is useful for insurance purposes.

Subtopic-1 - Addition information about content of the photograph.

Subtopic-2 - Additional information about the content of the photograph.

Other - Like the NOTE line you can enter whatever information you feel is useful.

Type - Use this line to classify entries by type. The classifications you use will depend on your requirements.

Date - You can use this line for the copyright date or the date you took this picture.

Grouping - Several individual pictures can belong to a group or set of photographs. For example, a set of wedding photographs. This line is used to identify the group (or set) the individual picture belongs with.

Equipment, Film/Processing & Printing - Use these three lines to describe the equipment used to take the picture, the type of film and film processing, and the printing equipment and procedure.

Client - The name of the person who paid for this photograph.

Address - The above person's street address.

City/State - The city and state the address is in.

Zip - The zip code.

Phone - Telephone number where this personal can be reached.

Fee - The fee charged (enter only once for a group of pictures). This line title can be changed using the customize feature.

