

# PHOTO MANAGEMENT

## FINDING, SORTING AND DELETING PHOTOGRAPHS



- Simple photo finding
- 1. You can use the Windows search box in the bottom left hand corner of your desktop.
- 2. If you know the name just type it. You can also use search control parameters such \*.jpg to find multi copies.
- 3. If you know part of the name you can use qualified search term such as ca\*.jpg or perhaps \*10.jpg.

# DUPLICATE FILE FINDER

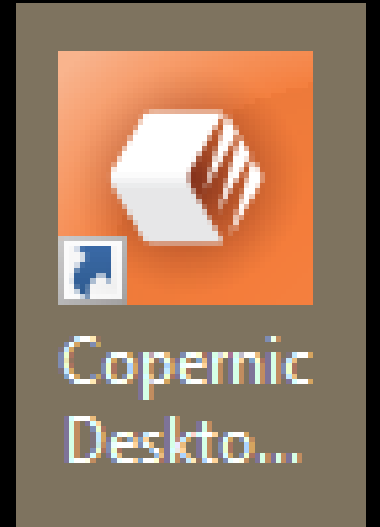
## SEEING DOUBLE



- We are going to look at Google Photos shortly but before that we need to do some weeding to avoid duplicates.
- With the best will in the world we do end up with several copies of photos which sometimes can be confusing.
- So before uploading photos to Google Photos we need to find and erase duplicates.
- I use Duplicate File Finder from
- <https://www.ashisoft.com/>
- There are others a simple web search will find them.

# ALTERNATIVE SEARCH TOOLS

- A little known utility called Copernic Desktop Search
- It is an extremely powerful utility for searching your whole file system
- A free version called Copernic Search Lite can be obtained at
- <http://www.copernic.com/en/products/desktop-search/lite/download/>
- It works by continually indexing your files making access to any file almost instantaneous with search terms highlighted.
- It has a very helpful guide as to how to search very specific elements.



# GOOGLE PHOTOS



- Google now provides a very powerful utility to store photos in the Cloud.
- Google Photos may seem like a simple image hosting service, but it's actually quite powerful. Google Photos bridges the gap between cloud storage, image hosting, and image sharing services, giving stiff competition to Flickr, iCloud, Dropbox, and OneDrive.
- Google Photos provides free unlimited storage when you opt for their "high quality" setting (which means photos up to an ample 16-megapixel limit and HD videos up to 1080p). Any higher than that, and it'll count toward your Google Drive storage
- Goto
- <https://www.howtogeek.com/225333/18-things-you-may-not-have-known-google-photos-can-do/>
- For a detailed description of exactly what Google-Photos can do.
- A short demonstration follows.