**HELPFUL RESOURCES**

Blogs on Photo Organizing

Archival Methods

<https://www.archivalmethods.com/blog/>

Maureen Taylor, The Photo Detective <https://maureentaylor.com/the-photo-detective/blog/>

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

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

Facebook Groups

Advice from Photo Organizing Pros

Random Acts of Photo Restoration

Plus many, many more

LinkedIn Learning (Formerly Lynda.com)

Photo Restoration

<https://www.linkedin.com/learning/search?keywords=photo%20restoration&u=76277308>

Photo Archiving

<https://www.linkedin.com/learning/search?keywords=photo%20archiving&u=76277308>

Products/Resources

<https://www.universityproducts.com/how-to>

<https://www.gaylord.com/resources-personal>

You Tube

<https://www.youtube.com/results?search_query=photo+archiving>

<https://www.youtube.com/results?search_query=photo+preservation>

Photo editing instruction available for free through your library

LinkedIn Learning (Formerly Lynda.com)

Gale Courses

**ADDING METADATA**

**Microsoft Windows**

Right click on photo and select Properties.

Click Details and add Title and Subject.

Click OK.

**Photoshop Elements**

Under File, click File Info.

Add Document Title and Description.

Click OK.

**Photoshop**

Under File, click File Info.

Add Document Title and Description.

Click OK.

**Vivid-Pix**

At the edit screen, click on the blue Zoom/Transcribe button.

Type your comments in the Comments/Notes box on the right.

**USING THE SNIPPING TOOL/SNIP & SKETCH**

Hold down the Windows Key-the Shift Key-the letter “S” key

The screen will fade to gray and a plus sign will appear.

With your cursor, position the plus sign at the spot you wish to capture.

Hold down your cursor and drag your mouse until the area you wish to capture is covered.

Let go of the mouse button.

The snip is now on your clipboard and can be pasted into a word processor, email or a slide in presentation.

**OTHER FREE PHOTO EDITORS AND APPS**GIMP-GNU Image Manipulation Program  
  
Darktable-Like Lightroom  
  
Apple Photos-Mac Users, Mobile App  
  
A Shampoo Photo Optimizer  
  
Snapseed-Owned by Google, Mobile App  
  
Photoshop Express/Mix/Fix-Mobile Apps