

2020-02-06

Preparing Photos for Upload from a Mac

Having correctly dated photo will help you enjoy your photo collection more. Scanned photos, photos taken with early digital cameras, and photos received by you via email or text may have no date or the wrong date.

The instructions in this document may not correspond exactly to what you see on your Mac due to different OS and settings.

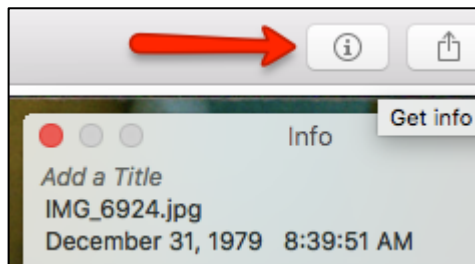
Adjusting a Photo's 'Date Taken' on a Mac

Please make sure your photos are correctly dated before uploading to a Mayfield50.SmugMug Gallery.

Unless you have other photo software installed on your Mac, a photo's 'Date Taken' can only be adjusted if the photo is part of your **Photos Library** (in the Photos app).

Step 1: Check Photo Date in the Photos App

- Navigate in the Photos app to locate the photo you are looking for.
- Click the photo to open it.
- Click 'Get info'.



- The photo's 'Date Taken' is underneath the filename.

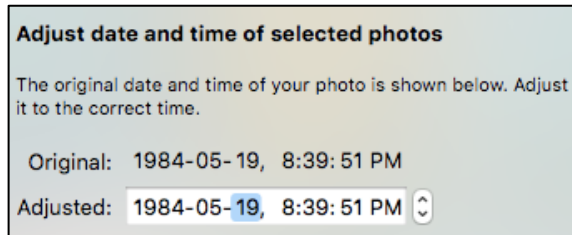
If the photo's date is correct, proceed to the section **Editing a Filename**.

Step 2: Adjust the 'Date Taken'

If you know the year only, use 01-01 for month and day. Example: 1984-01-01

If you know the decade only, use YYYY0-01-01 Example: 1970-01-01

- With the info widow open, click on the date.
A dialog box will open.
- Enter the correct date for the photo.



- Click 'Adjust'.

Editing a Filename

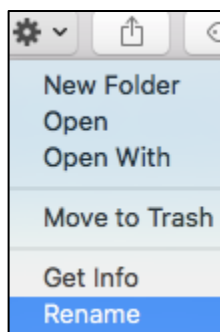
It is helpful to have meaningful filenames that begins with the date.

Editing a photo's filename cannot be done withing the Photos app.

There are a few different ways to edit a filename, but I am only giving instructions for one method.

Step 1: Edit the Filename

- Use Finder to locate and select the photo you are looking for.
Note: It may be easier to locate a photo if the photo icons are shown as opposed to be displayed as a list.
- Click the Gear icon.
- Select 'Rename'.



- Enter the new filename.
Place the date at the beginning of the filename.
Use other words to give meaning to the filename.
Do not change the ending (.jpg or .jpeg).
Suggestion - Include your name in the filename so people will know who uploaded it.

