

2020-02-06

Preparing Photos for Upload From a PC

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.

A PC is a computer using a Windows operating system. An Apple/Mac computer or device is **not** a PC.

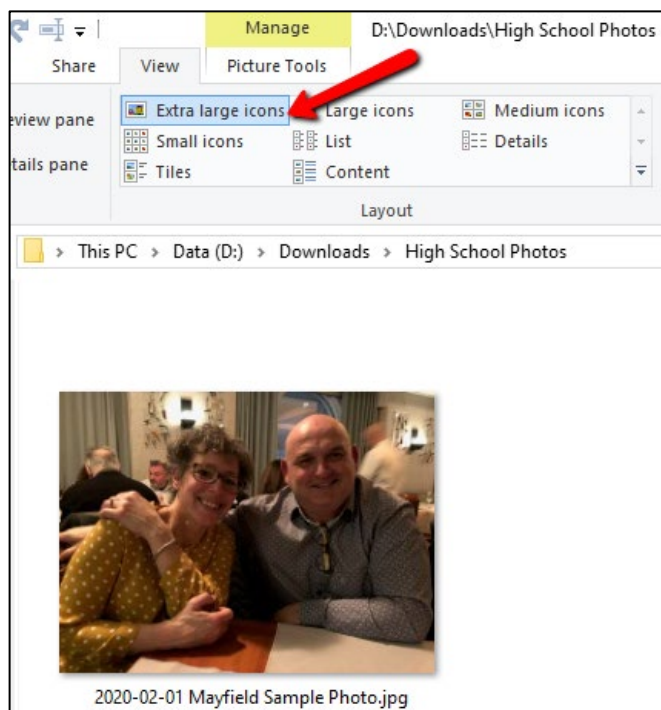
Step 1: Locate your Photo(s)

- Open Windows File Explorer (WFE) to locate the photo(s).

The icon for WFE can usually be found in the taskbar at the bottom of your screen. It looks like this:



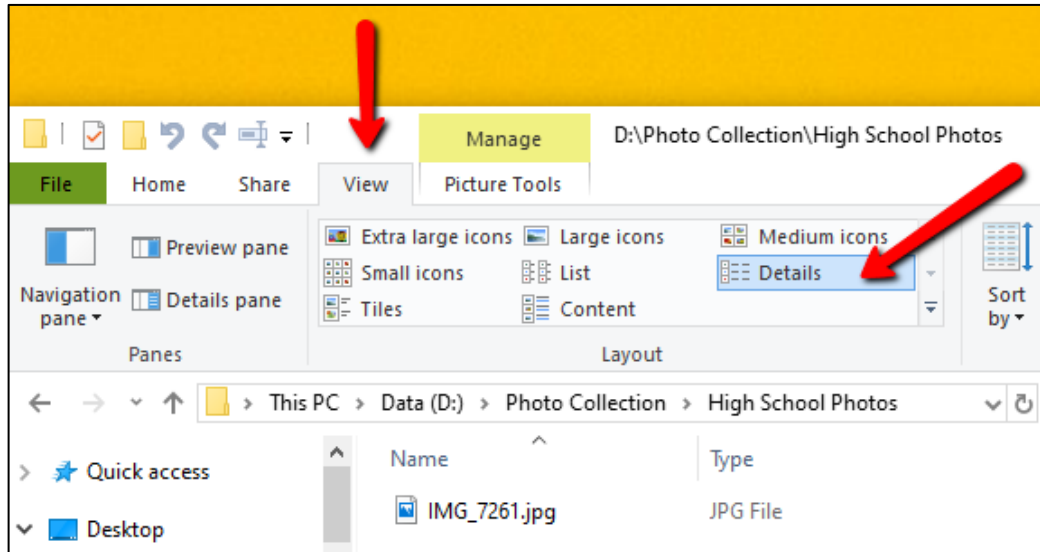
- Open the View tab and select Extra Large Icons. That view will allow you to see your photos.



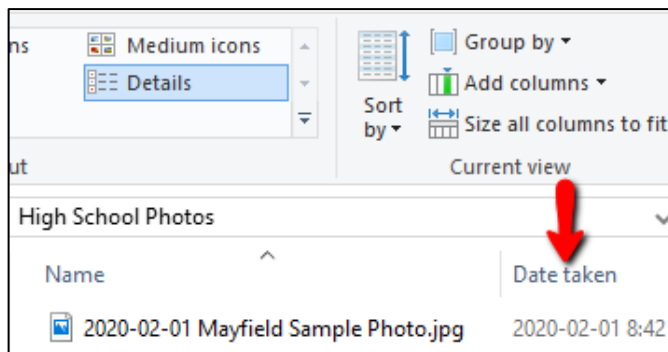
Step 2: View Photo Details to Check Photo Date

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

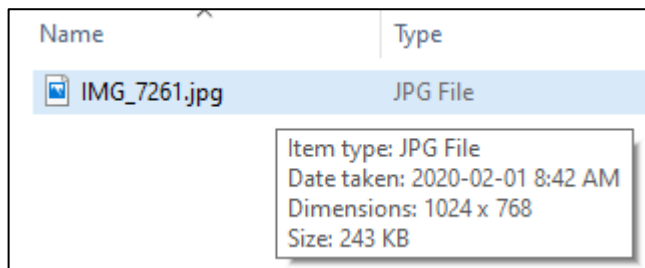
- In the View tab, select Details.
Details view will display photos in list form.



Depending on your WFE settings, the 'Date Taken' column may be visible. 'Date Taken' is the date a photo was taken, scanned or when the file was created. Sometimes there is no 'Date Taken'.



If the 'Date Taken' column is not visible, move your mouse over the filename (without clicking) to see the 'Date Taken'



If the photo's date is correct, proceed to **Step 4**.

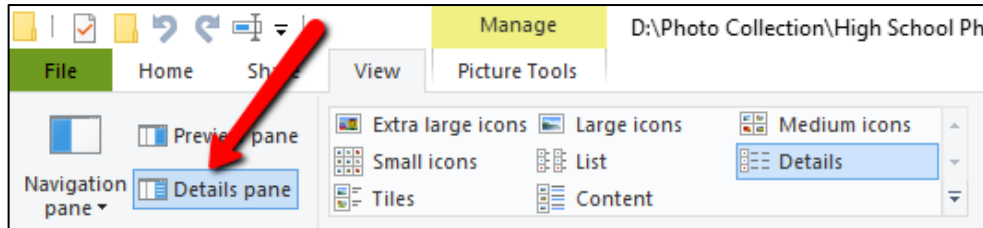
Step 3: Correct the 'Date Taken'

Dates must be entered as YYYY-MM-DD. If you do not know the exact date, that's OK.

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

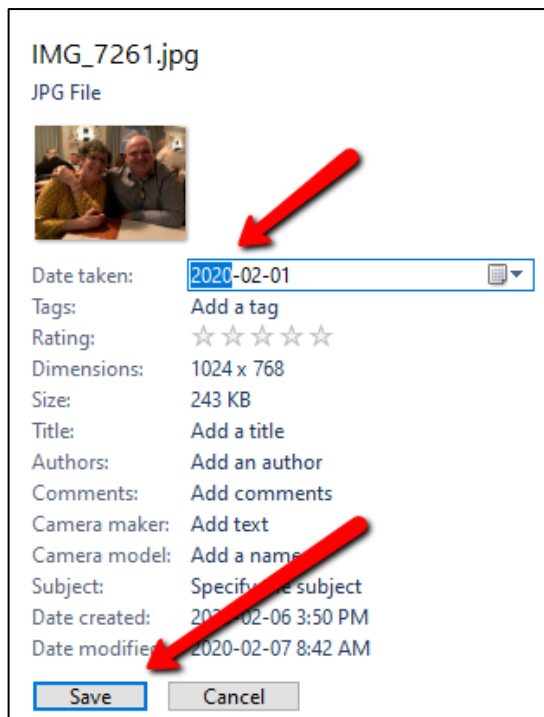
- Click on Details Pane.
The Details Pane will open on the right-hand side of the screen.



The Details Pane displays the file information.

The Date Taken can be edited in the details pane.

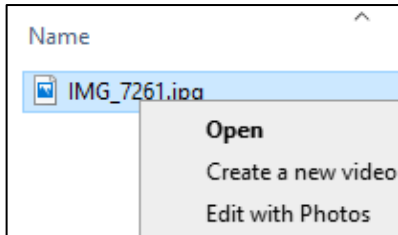
- To edit the Date Taken, click in the Date Taken field.
Enter the date using the format YYYY-MM-DD.
Click Save.



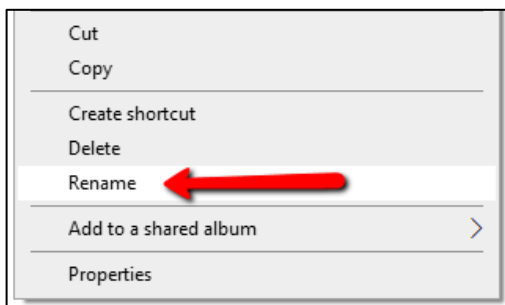
Step 4: Edit the Filename

It is helpful to have meaningful filenames that begins with the date.
You must be using Details view to edit filenames.

- To edit the filename, right-click on the filename.
A dialog box will open.
The screenshot below show only a small portion of the dialog box.



- Click on 'Rename' in the dialog box:



- 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.

