

# PHOTO WORK FLOW CHART

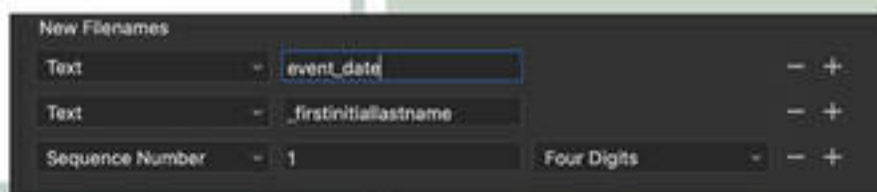
## LAKE RIDGE STUDENT MEDIA

### 1 UPLOADING PHOTOS

- OPEN YOUR SD CARD FOLDER ON THE DESKTOP
- CLICK AND DRAG ALL FILES INTO A FOLDER TITLED WITH THE EVENT AND DATE ON YOUR DESKTOP
- THEN DRAG YOUR FOLDER INTO BRIDGE TO RENAME

### 2 RENAMING PHOTOS

- GO THROUGH ALL OF YOUR PHOTOS AND COLOR CODE THE USABLE PHOTOS GREEN USING COMMAND 8
- ON THE LEFT HAND SIDE CHOOSE SELECT THE GREEN LABEL AND PRESS COMMAND+A TO SELECT THEM ALL
- THEN SELECT "TOOL" IN THE TOP BAR AND SELECT BATCH RENAME
- BATCH RENAME YOUR PHOTOS AND SAVE



### 3 SAVING TO GOOGLE

- WITHIN THE GOOGLE DRIVE FOLDER, TITLED \_PHOTOS 2021, FIND OR CREATE THE FOLDER THAT WOULD BEST FIT YOUR PHOTOS AND MAKE A FOLDER WITH YOUR NAME AND PLACE ONLY THE GOOD PHOTO YOU TOOK IN THERE
- FOR BACKUP PLACE EVERY PHOTO YOU TOOK IN YOUR FOLDER IN "ZZZ STAFF BACKUP" AND MAKE A COPY OF ALL PHOTOS IN YOUR OWN DRIVE

### PHOTO LIBRARY

- FOR THE PHOTOS THAT HAVE BEEN RENAMED YOU WILL LOG-IN TO JOSTENS YEARBOOK AVENUE
- CLICK CREATE - IMAGE LIBRARY - ACTIVITY
- PUT IT IN THE FOLDER THAT CORRESPONDS WITH YOUR ACTIVITY AND UPLOAD THE GOOD PHOTOS

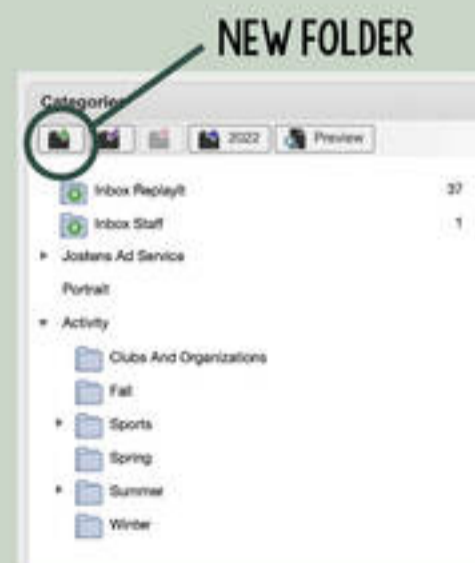
### LOG-IN INFORMATION

HTTPS://YEARBOOKAVENUE.JOSTENS.COM YEAR: 2021 JOB#: 49121  
USERNAME: FIRSTINITIALLASTINITIALID# (EX. KC123456)  
PASSWORD: 3 DIGIT MONTH APRIL = APR 2 DIGIT DATE 02 4 DIGIT YEAR 2005  
FULL EXAMPLE IS APR022005 PLEASE MAKE SURE THE FIRST LETTER OF YOUR MONTH IS CAPITALIZED.

UPLOAD PHOTOS  
WITHIN 2 DAYS  
OF TAKING THEM

RETURN ALL  
EQUIPMENT  
AS SOON AS  
POSSIBLE

EACH PAGE  
DESIGNER WILL  
CHOOSE THE  
PHOTOS FOR  
THEIR PAGE



EVENTNAME\_DATE\_FIRSTINITIALLASTNAME