



Photos & Pictures Essentials

Keep Your Memories Organized, Protected, and Easy to Find

Photos are some of the most valuable files on any computer or smartphone. Whether they're family vacations, grandchildren, holidays, or important documents you've photographed, a little organization goes a long way toward making them easy to enjoy and nearly impossible to lose.



RGE Tip

The best time to organize your photos is right after you take them—not years later.



Mac Note

Mac users will find many of these features inside the Photos app and Finder, while Windows users will use Photos and File Explorer. The ideas are the same regardless of which computer you own.



EVERYDAY TASKS



View Your Photos

- Open the Photos app on your computer or phone.
- Double-click or tap a picture to enlarge it.
- Use zoom to see details.



Delete Unwanted Pictures

- Remove blurry, duplicate, or accidental photos.
- Empty the Recycle Bin or Trash occasionally.



Create Albums

Group photos by:

- Family
- Vacations
- Holidays
- Pets
- Special Events

Albums make finding pictures much easier later.



USEFUL SKILLS



Rename Important Photos

Instead of:

IMG_4837.jpg

Try:

2026-Christmas-Family.jpg

Meaningful names make searching much easier.



Transfer Photos

Move pictures between:

- Phone → Computer
- Computer → External Drive
- Camera → Computer

Always verify the copy before deleting the originals.



Share Photos Safely

Use:

- Email
 - Text Message
 - Shared Cloud Folder
- Only share with people you trust.



Crop and Rotate

Simple edits can:

- straighten crooked pictures
- remove distractions
- improve framing

Save a copy if you may want the original later.



ADVANCED TOPICS



Back Up Your Pictures

Your photo collection deserves at least two copies.

Good choices include:

- External hard drive
- Cloud storage
- Both (best option)

Remember:

One copy is no copy.



Organize by Year

Many people find this simple system works well:

Photos

— 2024
— 2025
— 2026

Within each year:

- Birthdays
- Vacations
- Holidays
- Miscellaneous



Scan Old Photos

Old family photographs can be preserved forever by scanning them.

Store both:

- Original scan
- Edited copy



HOW TO GET STARTED

- ✓ Delete 10 unwanted photos.



- ✓ Create one album.



- ✓ Rename five important pictures.



- ✓ Make sure your photos are backed up.



IMPORTANT SAFETY REMINDERS

- Never rely on only one copy of important photos.
- Be cautious before deleting pictures from cloud storage.
- Verify backups regularly.
- Don't post personal photos publicly unless you're comfortable sharing them with everyone.



RGE GOLDEN RULE

Your photos tell your story. Keep them organized, backed up, and easy to enjoy.



RGE PHILOSOPHY

Technology should help preserve life's memories—not make finding them more difficult.

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