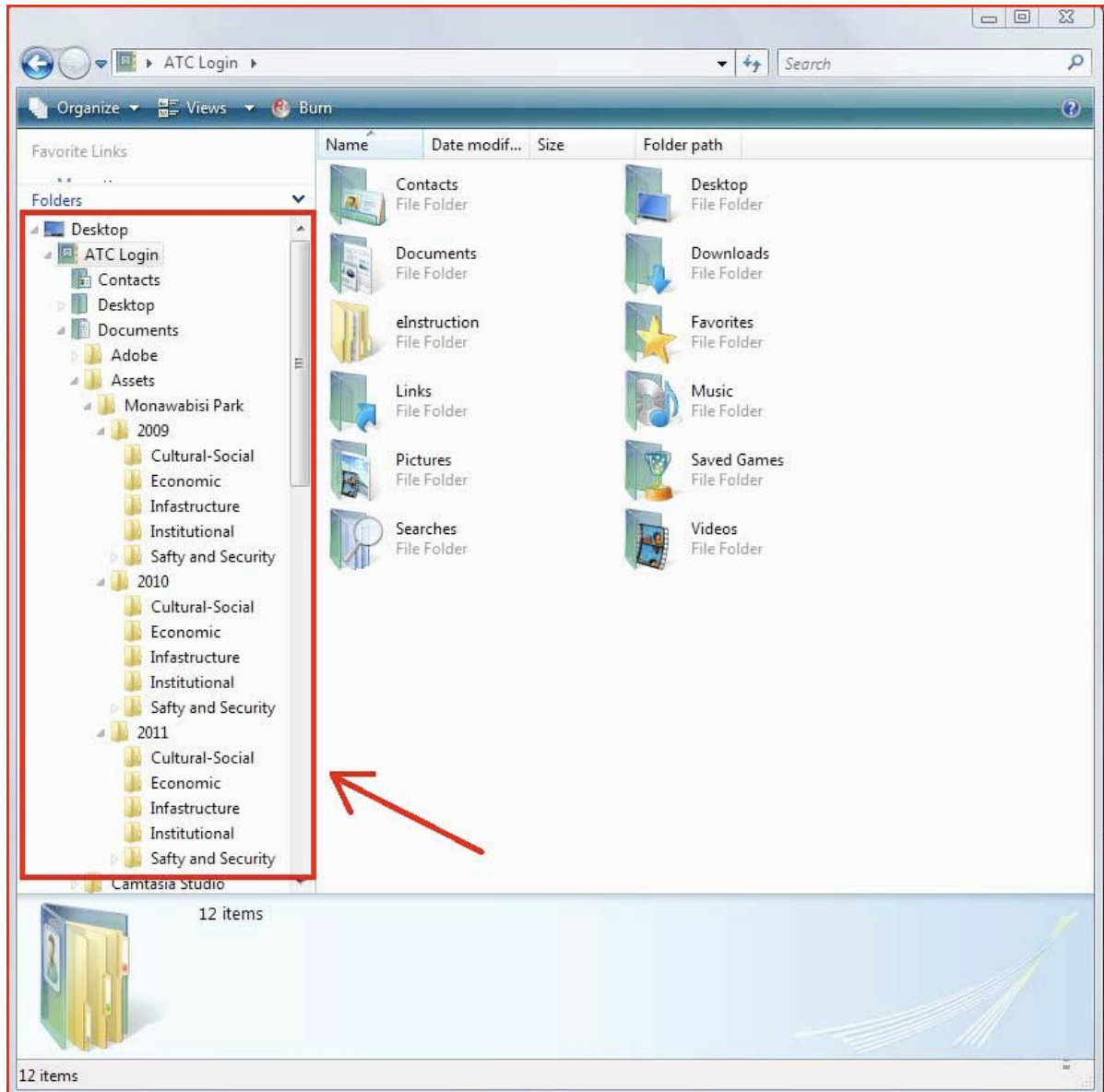


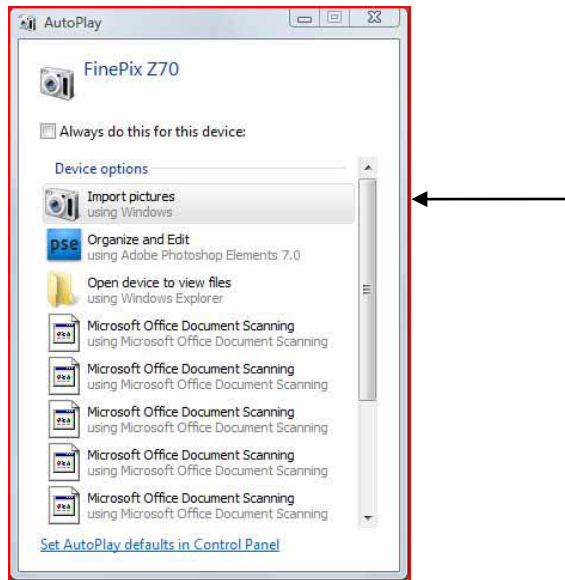
Picture Cheat Sheet

1. Create a folder organization on your computer that is similar to the example bellow.

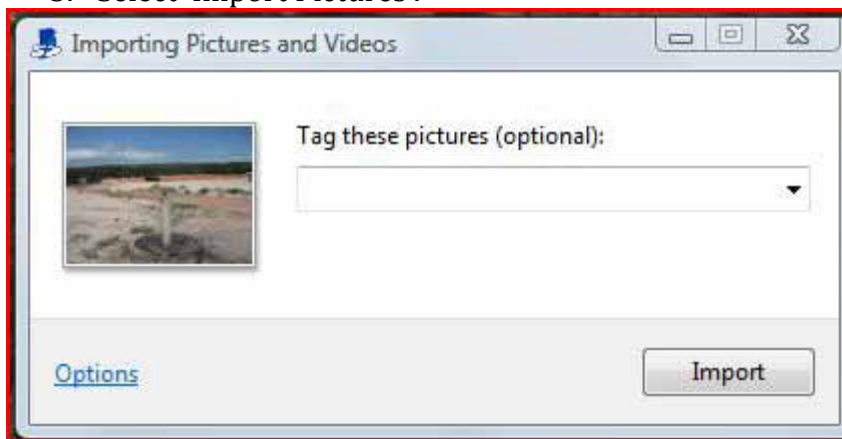


WHEN USING A CAMERRA FOLLOW DIRECTIONS 2-4, OTHER WISE INSEART THE MEMORY CARD AND SKIP TO STEP 5

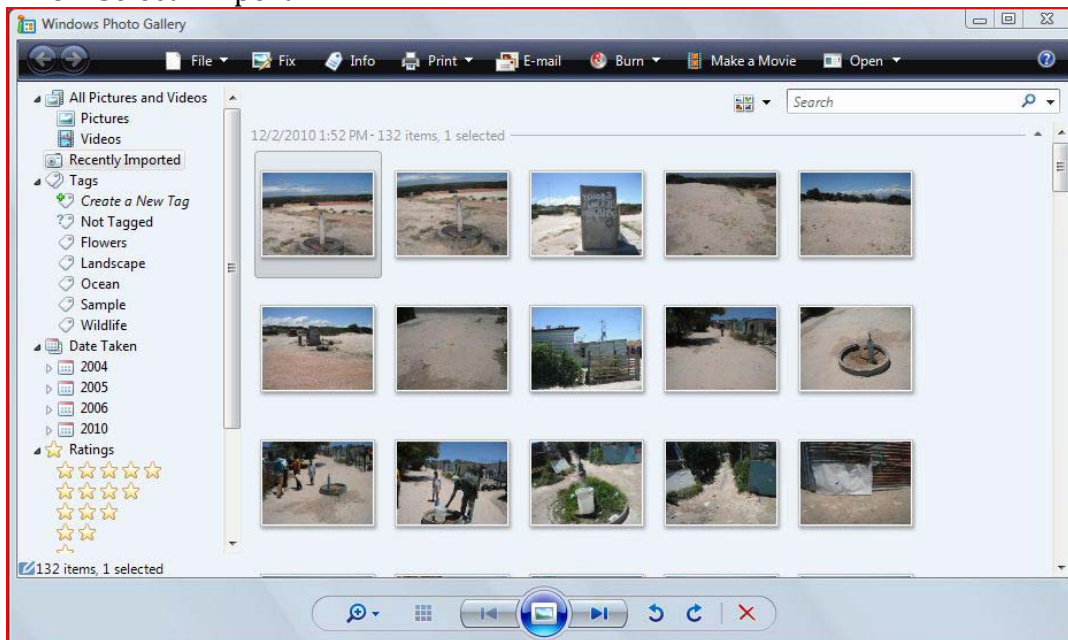
2. Plug the camera into the computer
3. Turn the camera on
4. Wait for a window similar to this one to pop up.



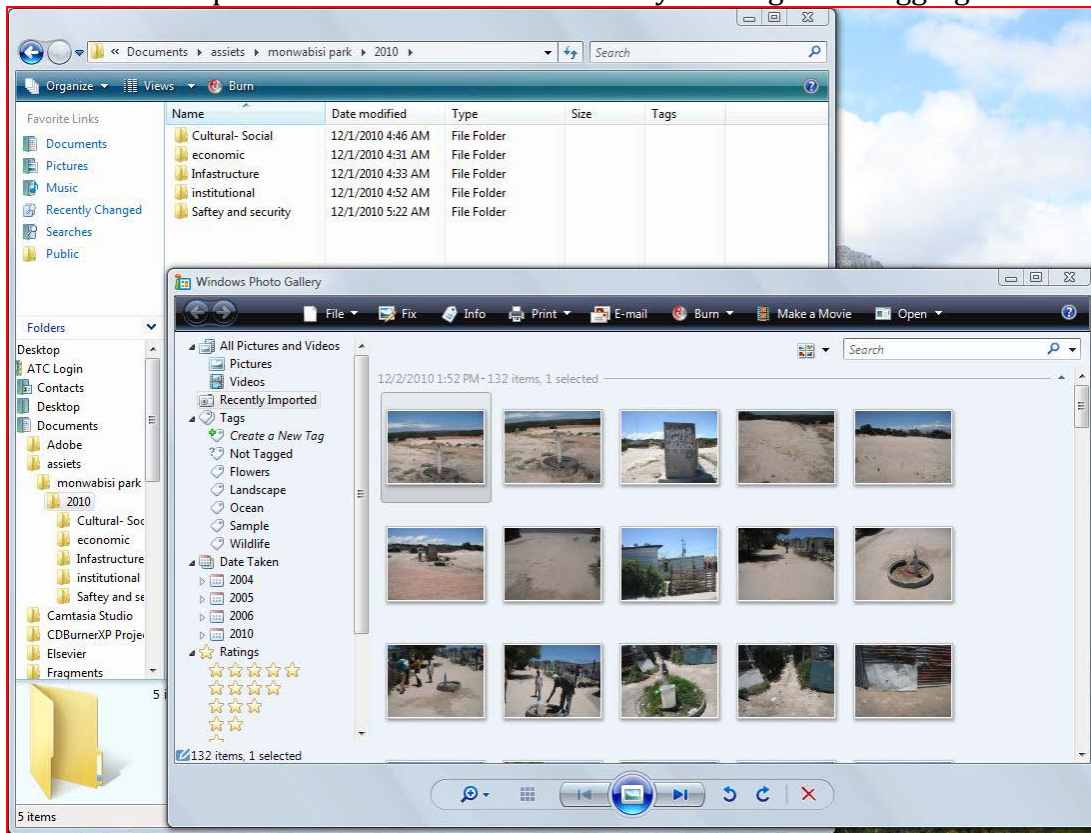
5. Select 'Import Pictures'.



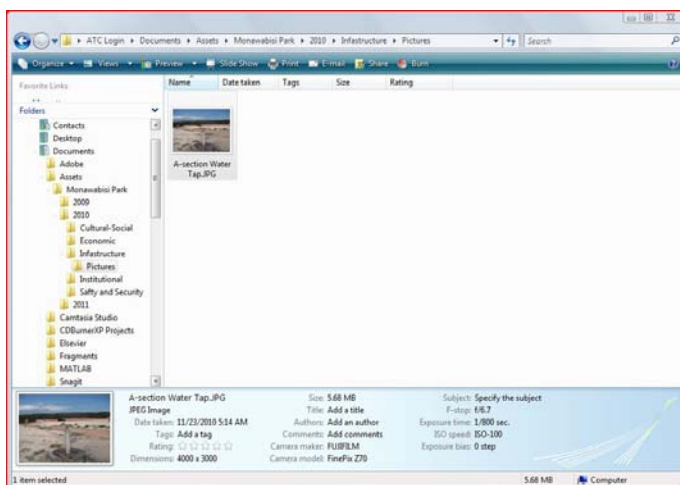
6. Select "Import"



7. Sort the pictures into the correct folder by clicking and dragging them over.



8. After all of the photos have been sorted, go into each of the folders that pictures have been placed in by double clicking the folder name.
9. Rename the pictures by left clicking on the photos and going down to 'Rename'. Give each photo a name that reflects the content of the photo. This way it will be easier to identify photos in order to properly place them into the profile pages.



10. Go through all of the folders that have new photos in them and rename them.