**Photo Management/Archiving Photos**

**Save photos in the designated folders as requested by your adviser. Each photo should be uploaded with the corresponding metadata, including cutlines, photographer’s name and date.**

**Follow the steps below in Photoshop to add the correct metadata to your photos for easy retrieval.**

**Step 1:**

**Upload your photo into Photoshop. Go to your File menu and click on “File Info.”**

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**Step 2:**

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**You will find a blank elements for your photo’s information including title and description (cutline). Make sure to include a written confirmation of when your photo was taken.**

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**Step 3:**

**Begin to write down the information for your photo. Please include the title, author, description and keywords. Once completed, click “OK” and save the photo in the designated folder.**

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