



How To Double Your Productivity And Finish Your Scan Project Twice As Fast

A Proven System To Improve
Your Scanning Workflow

Day 4: Organize Scans



How To Use Software To Batch Manage Your Digital Photos So You're Wasting Time Manually Naming And Moving Files

Great job! You've learned a lot so far. You've organized your originals. You've setup your scanner. And you've edited your scans! Just one more step to go!

In this training session, you're going to get some insights on how to easily organize, move, name your digital photos.

The best way is to use software to “batch” name, move, organize your files. What I mean is, you can select ALL your scans, and rename them... or move them... or add more detailed info.

The old way, the inefficient way, is to do this manually. It's inefficient to spend time trying to think of names, places, keywords DURING the scanning process. Or worse, when your scans are done, then going to each digital image file and renaming it manually, one by one.

That's why, if you remember way back in Day 1, when I told you name your scans as simple as possible. For example, “1950_001.jpg” ...or... “1950_Calgary_001.jpg” ...or... “Img_001.JPG”.

Or, remember how I told you to scan from oldest to newest?

This is why! Now when your scans are done, you can easily manage them using software that can rename thousands of images in seconds. You can move thousands of files in seconds. You can add important detailed info to thousands of images in seconds.

Let me show you two main key concepts: Batch naming and Metadata.

That's next...



What's Batch Naming and Meta Data?

Before I show you the HOW TO, I want to explain the big difference between Batch Naming and Meta Data.

Batch naming is when you change the FILE name. For example, say you have a list of scans called...

- 1950_001.jpg, 1950_002.jpg, etc.

What if you wanted to add a certain keyword, say, “Calgary”. For example...

- 1950_Calgary_001.jpg, 1950_Calgary_002.jpg, etc.

That's what's Batch Naming is good for... adding more info to your FILE name. However, Meta Data is more detailed. Instead of adding any info to the FILE name, you can add more detail to the JPEG file itself (often called, EXIF). What I mean is, you can add copy write, author name, and any keywords you want.

Meta Data is also great because you can then search for those keywords.

So, in summary, Batch Naming changes the FILE name. Meta Data add details to the JPEG file itself.

What's The Best Software To Batch Name And Add Meta Data

In this lesson, I'll be using Adobe Bridge. That's what I'm use to. But it doesn't matter what software you use. Every software will have a Batch Name and Meta Data feature.

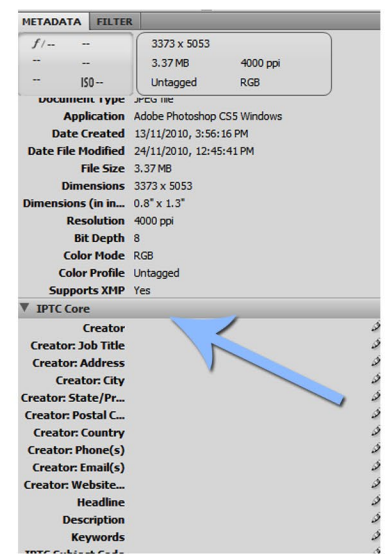
To help you decide which image file management software is best for you, here's a quick list...

- Picasa (free)
- NameChanger (free, for Mac)
- Bulk Naming Utility (free, Windows)
- Lightroom
- Elements

Again, my goal is to show you Batch Name and Meta Data. It doesn't matter what software you use, as all of them will let you do this.



Batch Naming lets you add info to the FILE name.



Meta Data allows you to add more detailed info to the actual JPEG image (often called EXIF)



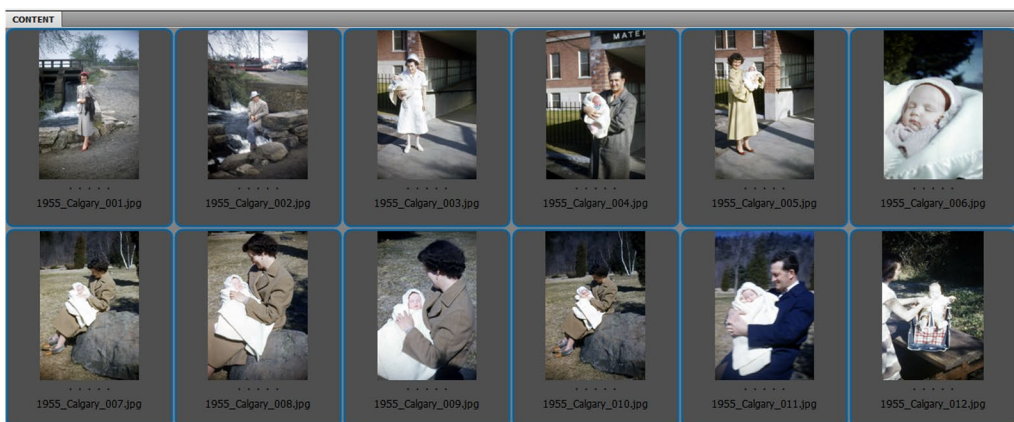
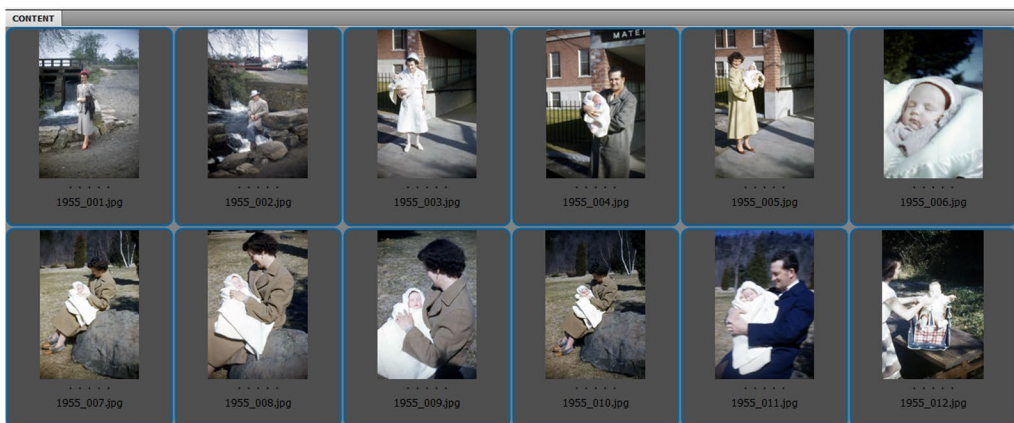
Batch Naming In Action

Here are some scan with simple file name. But say I wanted to squeeze in one more keyword. It's easy to do when using Batch Name.

Again, you're probably using different software. But that's ok because the principle is the same. Every file image manager will allow you to do this.

Here's my example...

I want to add “Calgary” into these files. Using the Batch Name tool, it’s easy to do. Here’s what I mean...



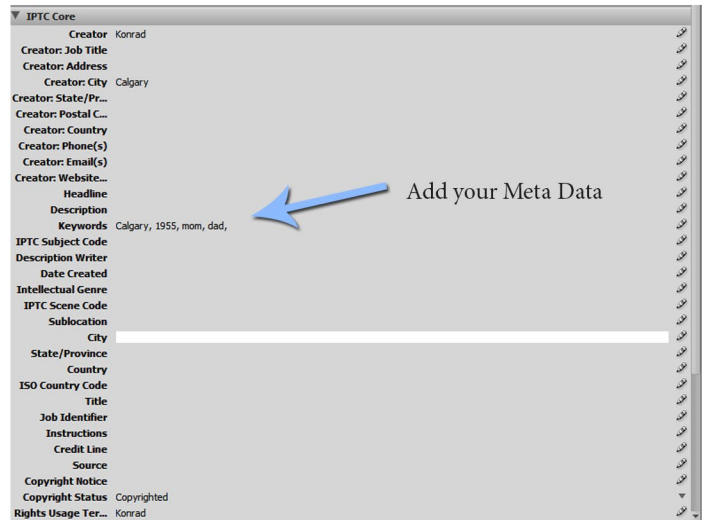
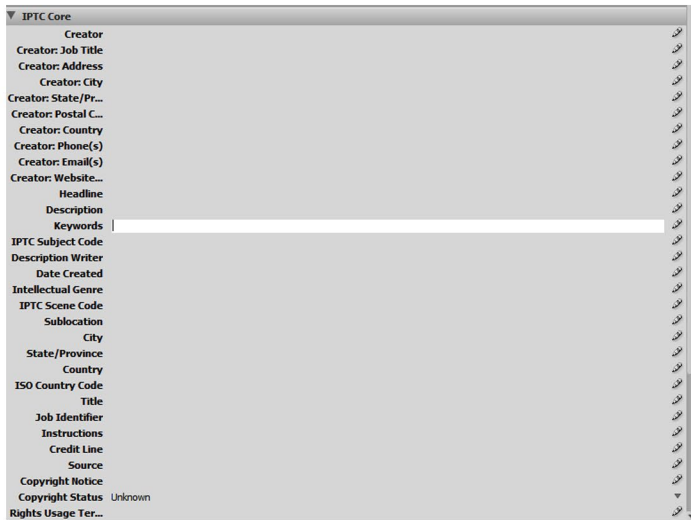
Batch naming let's you add a keyword to ALL your scans in seconds. You don't have to do this manually.



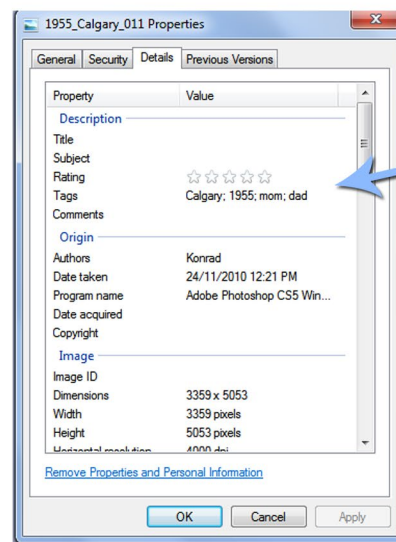
Meta Data In Action

Now, let's see what Meta Data can do. Remember, Batch Naming changes the FILE name. Meta Data add info to the actual JPEG file (EXIF). Let me show you...

Your file manager will give you a dialog box where you can add in your Meta Data. Then, simply add in your keywords. You can also do Batch Meta Data, so you're not doing this manually for every single scan.



Now when you check the file properties of your scan, you will see the Meta Data included...



If You Want Higher Quality Scans And Improve Your Productivity So You're Not Wasting Your Free Time Scanning All Day, Then This Advanced Training Is Designed For You...

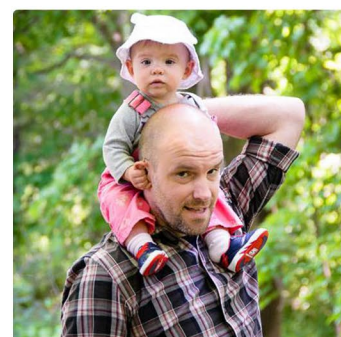
Here's what you'll discover in this advanced scanning training program...

- Insights showing you how to improve your scanning workflow
- If you implement these insights, you will improve your productivity
- You won't spend all day scanning and editing because these strategies are designed to cut scanning time by 50%
- Discover how to use Lightroom, Elements, Photoshop, GIMP, or CorelDRAW to quickly fix your scans and improve how the scans look
- Get scans that look 10 to 100 better quality than if you used any other method
- The training program is broken down into 3 parts
- Each part will show you, step-by-step, what to do, where to start, what to click, what to open, and how to use what you've learned so you see results in real time
- The program is designed so you jump in right away, no fluff, no wasting time
- Use the scan training program along side with you when you scan
- You don't have to be a pro at scanning... and you don't have to buy the most expensive software
- That's why you also get GIMP – it's a free image editing software that does what Photoshop can do
- The training program is designed by somebody who has been scanning almost every day for 12 years
- My scan training works – I've helped thousands of people with their scan project since 2005
- And I charge \$2.50 per scan – that's how valuable this scan training program is
- It's not technical and you don't have to be a professional graphic designer to understand what's going on
- The training program is specifically designed to fix slide, negative, photo scans – and the problems that come along with scanning those formats
- There is no other program like it that shows you how to fix scans using Lightroom, Elements, Photoshop, GIMP, or CorelDRAW

So if you want to learn how to get higher quality scans... and improve your productivity so you're not wasting time scanning all day... click this link below...

[Click Here To Download Advanced Scan Training](#)

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