

eDesign Photo Organization

Using eDesign gives you a huge step up on keeping your photos organized, keeping track of coverage and making sure that your staff has access to all the photos available.

TWO SIMPLE STARTING STEPS

1. Interpret Sections to mean “page topics.”
2. Type all topics as Section entries in Book Setup. This means Sections will be page-specific as in “Junior Varsity Boys Basketball,” not “Sports,” which means a school will have LOTS of sections in Book Setup.

SIX WAYS eDESIGN CAN USE SECTIONS

This strategy empowers users to type topics once and use them in six ways:

1. Building your ladder
2. Organizing photos in the library
3. Monitoring photo coverage in the library
4. Finding photos in page layout
5. Adding the table of contents to the index
6. Adding page contents to the folio

TAGGING VS. FOLDERS

Tagging images using Sections is superior to putting photos in folders. Folders may seem better because they're more familiar, but there are two major disadvantages to a folder-based system:

1. Folders can quickly devolve into a chaotic organizational system.
 - When each user creates folders and sub-folders, multiple folders can exist for the same topic (Softball, Varsity Softball, Kyle's Softball pics, Softball vs. BHS).
 - Time is wasted when users search through multiple folders. Worse yet, users may not even know there are additional folders of photos they need. That means great photos can easily be overlooked.
2. Folders limit the potential uses of a photo.
 - Often times images can be “cross-trained,” marked with several potential uses in the yearbook. Due to the restrictive nature of folders, a folder-based system can prevent that from happening.
 - When using folders, the only way to cross-train an image is to upload duplicates of the same image, which means the image's “In Use” indicator will not be accurate.

USING KEYWORDS

The most efficient way to use Keywords in eDesign, then, is to provide extra information (names, caption info), NOT the primary method for tagging photos with ladder information.

