



# THE Unsorted FOLDER

SIMPLIFYING YOUR DIGITAL PHOTO WORKFLOW

## How to Set Up & Use Your Own Unsorted Folder

1. Open your Digital Photo Hub and create a folder in the root structure. Label it Unsorted.
2. When doing quick imports, copy your photos into a new folder nested under Unsorted.
3. Name the folder YYYY-MM-DD-LOCATION-EVENT (or something similar that's meaningful so you can remember the occasion).
4. Verify files have been imported.
5. Back up your Digital Photo Hub.
6. Delete photos from memory card or storage device.
7. Set aside some time to go back to that folder to sort, edit, and organize your photos.
8. When organized, transfer your photos into the regular folder structure.