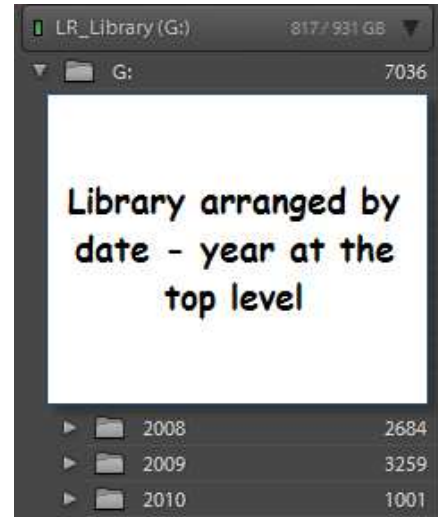
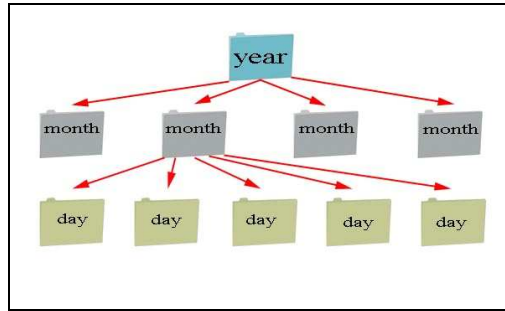
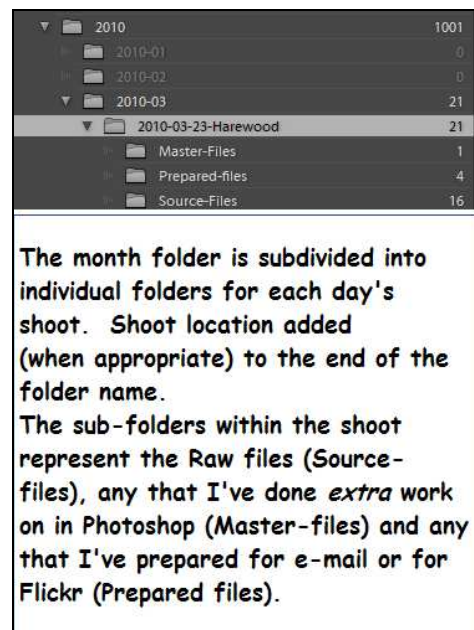
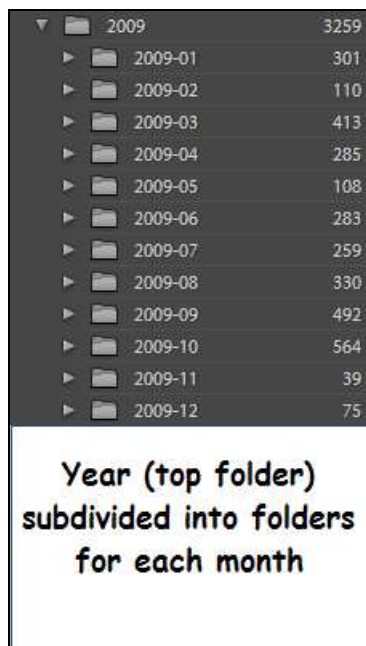


Folder Hierarchy



The entire library is arranged into folders based on dates.



File names



Back-ups

I find it convenient to organise my back-ups in the main Lightroom Library.

Once a folder (or folders) is of a suitable size for a DVD, I drag them into a folder named for the DVD.

▶	Backup_DVD_44_Jan_2010	189
▶	Backup_DVD_45_Jan_Feb_2010	185
▶	Backup_DVD_46_Feb_2010	336
▼	Backup_DVD_47_Feb_Mar_2010	270
▶	2010-02-23	52
▶	2010-03-02	153
▶	2010-03-16	65
▶	Backup_DVD_48	0

Once a folder/folders is equivalent in size to a DVD, I move it to a new folder which I label with the Backup DVD name.

So, for example, Backup_DVD_47 contains my shoots from 23rd Feb, 2nd March & 16th March.

This method is making it very easy for me to keep track of my backups as well as the original images.

For this to work, move your folders using Lightroom, not Windows Explorer.