

# The Digital Shoebox: Minimal DAM

Related Tutorial: [The Digital Shoebox: Minimum Viable Digital Asset Management](#). By: Dawn Oosterhoff.

## Take the Pictures

Take the best quality image or video possible. Check the storage space on your camera or smartphone to ensure you have enough recording space. If using memory cards, carry a spare and treat them well.

## Name and Save

Move or copy your original images to a safe digital storage place. Rename the image files and organize them into folders.

## Edit

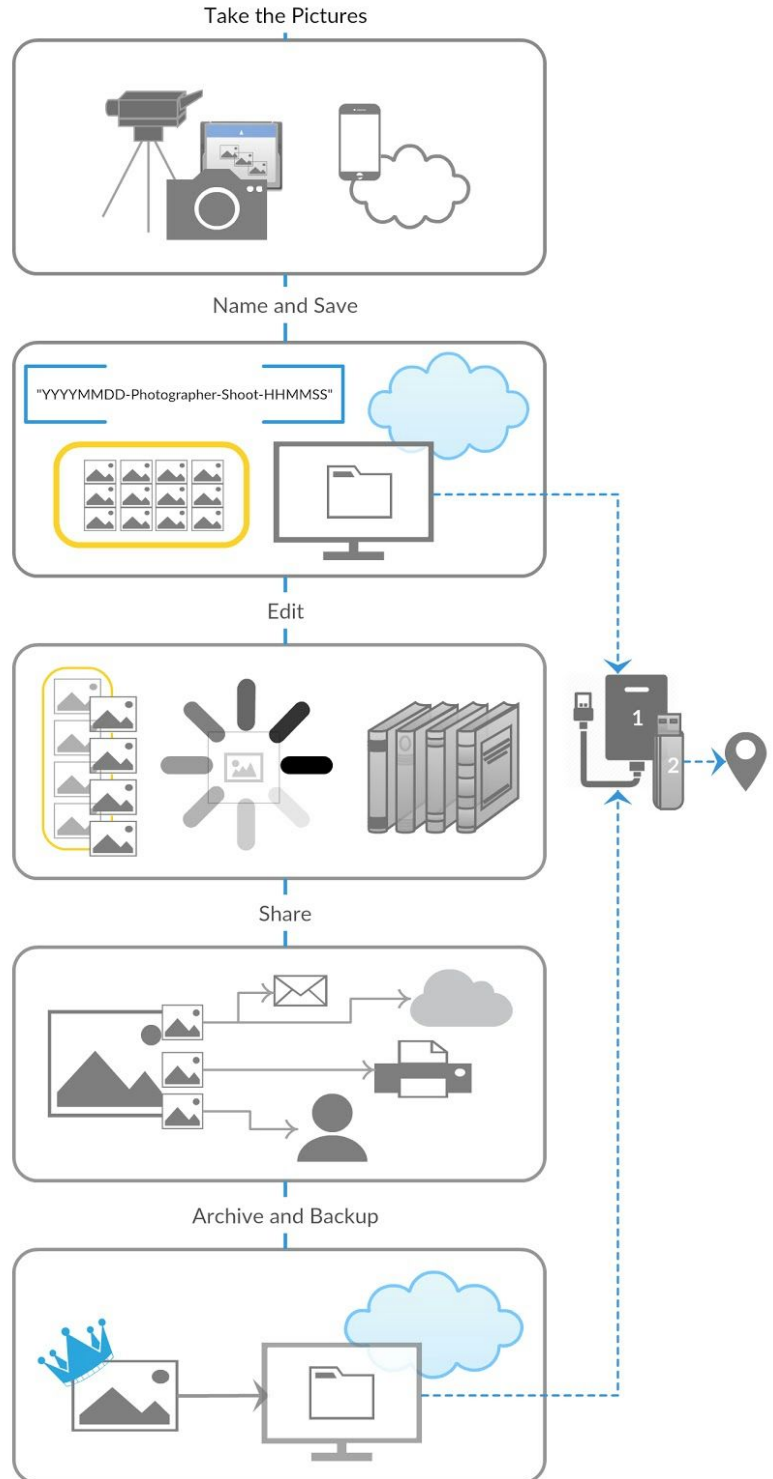
Make a duplicate of your original image files and make any changes to the copy. Organize your images into catalogues or albums. If shooting JPEGs, add a code to the filename of your working images to prevent accidentally overwriting original images with edited versions.

## Share

Share your images on social media or in an online photo service. Print some images to frame or organize them to print in a photo book. Protect your image or video file by sharing copies of your images.

## Archive and Backup

Put your original image files and the final, edited version of your images in your archive. Regularly back up your archive and store a copy of your archive off site.



© Dawn Oosterhoff