

## **What's With the "Read-Only" Folder?**

A brief informational for digital image file management

As we move into the new year, you might notice a new, "bonus" folder included with your finalized images from Creative Sources Photography. "What is it?" you may ask. "And why would I want a "Read-Only" folder of images nobody can edit?"

Including a "Read-Only" library means giving you an immutable archive for permanent preservation, preventing accidental edits or deletions, and ensuring a reliable master copy. Clients will be receiving one folder identified as "Working," the other as a "Read-Only" folder, providing peace of mind and improving data integrity.

1. **JPEG** - The old reliable that's easy to use, moderately sized, but unfortunately "lossy." In general terms, this means every time you drag your image into a file and resize, you're effectively altering pixels from the original image file itself. Ever wonder why that beautiful, crisp image from five years ago now looks like it was taken on someone's old flip phone? Probably JPEG. 😊
2. **TIFF** – A relatively enormous file size, the TIFF is going to be your hero for crisp, large-scale reproductions. May strain that old laptop when you try to open it in Photoshop, but you'll still be able to see the subtle texture and the finest details when it's printed on a 30-foot banner.

The "Read-Only" folder is named such so that you can create a secure access for archival use. Image files within can be copied, renamed, and saved into WebP, PNG, PDF, GIF or other preferred file types.

### **Why does *all* this matter?**

We know that clients can have many individuals and offices accessing the same batch of files, adding complexity to digital asset management. By also shipping "Read-Only" folders we hope to make things a little easier.

We pride ourselves on providing our clients with images that showcase their exceptional vision and artistry. Including this new archival folder along with your final image files is our way of trying to help you safeguard the integrity of your work. Our aim is to provide you with images that look as rich and compelling ten years from now as they did on the day you downloaded them.