File Camp User Guidance

File Sharing · https://www.apni.net/Knowledgebase-APNI/file-camp-user-guidance/

File Camp is a cloud-cased photo sharing site dedicated to storing, organizing and sharing digital files.

Quick start guide: https://filecamp.com/support/quick-start-guide-for-new-users/

APNI Staff can use File Camp to upload photos and access common resources such as publications, PowerPoint files, and graphic resources.

Tips for using File Camp

1. Each staff member has their own folder to store their files. Organize subfolders within this parent folder according to your preference.
2. We recommend that staff review their images before uploading to FileCamp to ensure we have a collection of our best images. Avoid uploading many examples of the same scene in order to conserve space.
3. Tagging image uploads is highly recommended. You can speed up this process by uploading groups of related images, and then add the same tag(s) to this group of images at once.

Recommended Tags

You can tag images with any keywords that you'd like. For starter's, we recommend that you include the following tags with each image.

Author/Photographer

1. Country
2. Crop (if applicable)
3. Nutrient (if applicable)
4. Project Short Name/Code (if known)
5. Event (if applicable)

Contact Gavin or Yousra with any questions.