



# **HOW TO EASILY ORGANIZE FAMILY PHOTOS AND KEEPSAKES**

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# PHASE 1: PHYSICAL PHOTOS

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## STEP 1 - COLLECT PHOTOS.

Collect all photos from around your house: binders, school folders, boxes, storage tubs, etc.

## STEP 2 - SET UP FOLDERS.

Once photos are collected, set up folders or index cards to label each group of photos. Each folder/index card should have notes to jog your memory, including:

- The year (or decade, if it was a long time ago)
- Ages of each family member that year
- Year in school for each child
- Vacations taken that year
- Halloween outfits worn, or special locations for holidays
- Any other special events (weddings, graduations, etc.)

## STEP 3 - SORT PHOTOS.

Sort all physical photos into the year taken.

## STEP 4 - ADD ANY ADDITIONAL FOLDERS.

Add additional sorting folders for specific groupings, such as:

- Generational photos for each side of the family
- Childhood photos of you and your spouse
- College or pre-marriage photos
- Folder(s) specific to each of your children to keep school pictures, portraits taken, Artwork, Sports photos, etc.)



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## STEP 5 - ORGANIZE NON-PHOTO KEEPSAKES.

As you come across additional keepsakes throughout this process, follow these simple steps:

1. Purchase storage boxes of equal size and shape: 4 for each child to keep any additional keepsake items. Label them by years: 0-5, 6-10, 11-15, 16+. (You can find the banker boxes we like in our Amazon store--linked below!)
2. Get an art archive album to keep within the box for additional keepsakes: special cards, awards, letters, dreams, “when I grow up”, etc. For archive portfolio album ideas, check out our Amazon store, linked below.

## STEP 6 - CATEGORIZE PHOTOS.

Sort your photos into three categories: Display, Store, Digitize.

If you want to put some pictures in an album, choose albums in a design you love! To prevent pictures from yellowing over time, aim to buy an ‘archival, photo-safe’ album (see link at the bottom for 3 examples of archival, photo-safe albums).

If you want to display some pictures, look at the wall space in your home and decide on where you can display photos, then order prints and/or frames.

Display your pictures as desired, store the pictures as desired, and then move onto phase 2 for the photos you want to digitize.



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# PHASE 2: DIGITAL PHOTOS

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## STEP 7 - CHOOSE YOUR DIGITAL STORAGE METHOD.

Here are some options and ideas:

- Hard drives (See link below for an example to purchase)
- Free cloud service: Google Photos / Amazon Photos
- Another program of choice (Apple Photos, Dropbox, etc.)

## STEP 8 - SCAN PHOTOS TO YOUR DIGITAL STORAGE.

Here are some options and ideas:

- Scanner (See link below for 2 options to purchase: Fujitsu / Epson)
- Smartphone photo scanner app: Google Photo Scan, PhotoMyne, Shoebox, Pic Scanner, Cam Scanner, etc.

## STEP 9 - CREATE A LOGICAL ORGANIZATIONAL SYSTEM.

1. Create folders/albums for each year.
2. Start with the current year and work backward. Gather all photos from the current year and sort into that folder. Often you can use keyboard shortcuts to quickly highlight multiple files to bulk move all at one time. (Do a web search to find what shortcuts work on your computer!)
3. Within the folder, create albums for specific memories (i.e. Birthdays, Vacations, Weddings, Spring, Summer, Fall, Winter, Family Member names, etc.)
4. Choose any appropriate tags or labeling you'd like to use (people, places, etc.)
5. Assign names to people if software allows (ex: Photos on Mac.)



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# PHASE 2: DIGITAL PHOTOS

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## STEP 10 - ORGANIZE YOUR PHOTOS AND KEEP THEM ORGANIZED.

Start importing all photos into the chosen central location, and have 2 other backups of choice. Some people still choose to keep their physical photocopies after digitizing them--that is up to your discretion. When you've finished, plan a monthly routine to keep up with any new printed photos that come in.

Enjoy the cherished  
memories you can now share  
with those you love!

**Links for all products mentioned above can  
be found in our “Other Useful Tools” section in our Amazon store!**

**<https://www.amazon.com/shop/learndobecome>**

