

5 Steps to starting a photo organizing project



1. Define your goal

Decide if you are going to start with digital or print photos first.



2. Collect

Gather and inventory all your photos and or/devices.



3. Sort

Sort into categories that make sense to you.
As you sort, discard duplicates, blurry and no so great images.



4. Save

Scan printed photos & slides.
Create a digital photo hub. Combine all of your scanned & digital files into folders

Add descriptive filenames or keywords.

Make a backup copy & upload to a cloud service so you have 3 total copies.



5. Share

Photo books
Websites
Slideshows

