



# ROADMAP TO ORGANIZING YOUR PHOTOS ONCE AND FOR ALL

Feel relief and joy to see your family photo collection organized, curated and preserved in a photo estate to enjoy today and pass on to future generations



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# HERE'S YOUR UPDATED ROADMAP ORGANIZING YOUR PHOTOS ONCE & FOR ALL

Over the past ten years, we've helped thousands of people preserve millions of memories. We call our work creating a "photo estate."

**Definition of a Photo Estate:** A printed or digital collection of photos, film, video, documents and memorabilia organized in a manner that allows another person or persons to view the photos, learn about the lives documented, and be impacted by the legacy of those people.

For most people, it's actually an immense job to bring this all together from the old boxes and albums of photos to the immense digital collection we've been accumulating since the early 2000s. We created this roadmap to help you get started on the journey of saving your family memories once and for all!

## STEP ONE - Collect & Inventory Your Photos

Gather all of your memories to one place (old print photos, inherited photos, and analog media, old devices, tech, current digital photo collection, etc.)  
Divide up into the following categories.

### Physical Photos

- Printed photos
- Photo albums
- Boxes of photos
- Misc. loose photos
- Framed photos
- Memorabilia
- Important family documents
- Genealogical records

### Other Photo Types

- Slides
- Negatives

### Old Media

- Video Tapes
- Film Reels
- Audio Tapes
- Audio Reels

### Digital Photos

- CDs/DVDs
- Camera Cards
- USB Drives
- External Hard Drives
- Old Phones
- Old Computers

### Digital Photos - Current & Online

- Smartphone
- Google Photos
- iCloud Photos (Apple)
- Microsoft OneDrive
- Other \_\_\_\_\_

### Other (list)

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## STEP TWO - Make a Timeline & Decide Who Will Do What

Photo organizing projects can take a year or more to complete. Do you want to organize and digitize everything yourself? Or hire someone to do it for you? We'd be happy to help. Here's a chart to keep track:

Photo Project Task	I'll Do It	Have It Done	Deadline	Done
<b>PRINT PHOTOS</b>				
Collect all your photos and media to one place	✓			
Organize print photos - inventory & three sorts				
Scan Photos				
<b>OTHER MEDIA</b>				
Organize slides/negatives				
Digitize slides/negatives				
Organize film, video and/or audio				
Digitize film, video and/or audio				
Organize memorabilia				
Digitize memorabilia				
<b>DIGITAL PHOTOS</b>				
Get all photos to one place on your computer				
Organize digital photos - decades/years/months or topics				
Deduplicate digital photos				
Save new photos monthly				
<b>USING YOUR PHOTO COLLECTION</b>				
Add information to photos, media (metadata)				
Create photobooks				
Edit video and/or create slideshows				
Create other photo projects - calendars, cards, gifts, etc.				
Share and preserve for future generations				

NOTES \_\_\_\_\_

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## STEP THREE - Organize Your Print Photos

Systematically organize in three stages, removing duplicates and nonkeeper photos

- Inventory and first sort by family group/decade or major category
- Second sort by year/sub category
- Third sort by month/event
- Label batches with YYYY-MM-DD Description Formula

## STEP FOUR - Scan Your Photos

- Work with photos in batches - each batch becomes a computer folder
- Use Epson Fastfoto 680W/Epson V600
- Or hire someone to scan your photos

## STEP FIVE - Digitize Other Media

Slides, Negatives, Film, Video, Audio, Memorabilia

- Usually, handle each media type as a separate project
- Organize into batches
- Digitize yourself or find a digitization provider

## STEP SIX - Organize & Save Digital Photos

- Copy/export/download/move photos to folders on your computer
- Organize by Decades/Years/Months or Events, rename folders with YYYY-MM-DD Description formula
- Deduplicate with a program
- Delete nonkeepers

## STEP SEVEN - Add Information to Photos

Pick a program to do this - We recommend Forever to do this work

- Add tags (people, holidays, interests, projects)
- Add descriptions

## STEP EIGHT - Preserve New Photos

- Be selective in how many photos you take
- Delete unnecessary photos from phone/camera weekly
- Get photos to your folders on your computer (YYYY-MM Photos) and make sure they are backed up and uploaded to FOREVER - monthly

## STEP NINE - Enjoy, Use & Share Your Photo Estate

- Create projects like photo books, calendars and slideshows
- [A Roadmap to Organizing Your Photos Once and For All](#)
- Celebrate, inspire, strengthen and connect with your memories!
- Pass on to future generations



We recommend uploading your digitized photos and other media to Forever.com. Scan the QR code to see more about Forever's Permanent Storage and get a trial account with \$20 coupon



**This roadmap is a high-level overview of what needs to be done. There are many moving parts, and we would love to be a resource.**

**Need help getting started?**

Book a call with our team today!

**Take a picture of QR code to schedule your call today!**

