

Challenge – Pile of Pictures Photo Organization



What will you need?

- Software for storing and sorting your digital images
- Photo storage boxes for printed photos – chronological
- Photo storage system for photos you’re going to add to your scrapbook(s)
- A perpetual calendar, either physical or on your computer
- Something to create a family timeline
- Paper / sticky notes for labeling

Step 1 – Gather your Photos

- Your first step is to gather all your printed photographs together into one place.
- Gather all your digital photos together into one place. Microsoft Office Picture Manager is easy to use and may already be on your computer.
- Picasa can help you, too.

Step 2 – Physical Photos

- Label each of the boxes of photos you’ve got:
 - (To and From Dates –) Sorted
 - (To and From Dates –) Need to be Sorted
 - Need to be sorted

Step 3 – Create a family timeline

This can be done with a “clothesline” type design – also doubles as room décor, or it can be done using index cards or even just a note pad. Don’t skip creating this, it will be sooo helpful this time and the next.

Step 4 – Create sorting guides

- I like regular 8.5 x 11 paper.
- Note dates and major events on the sorting guides: Ages, Events, Trips, etc.
(sticky notes work great and can be transferred to the photos once the sorting is done)

Step 5 – Sort into /onto your sorting guides

- Start with the year
- Our goal here is to get everything into the correct year. If you want to add a little more organization, use a sticky note to create a label for events within the year and as you come across other photos for that event it will be easier to group them together.
- This is a completely “subjective” exercise. You can recruit family members to help – it will be FUN!

Step 6 – Sort stacks into “events” and preplan for scrapping.

How many pictures will you use on a page? Decide this first, it will be really helpful as you're grouping pictures for scrapbooking.

- Sub-sort each year stack chronologically and by event; Christmas, Easter, Birthdays, Vacation, etc.
- Create folders for each event **you are going to scrap about**.
- Choose the number of layouts and note it on the folder
- Select the pictures you will use for the layouts
- Put the photos you will use into the folder. Put the remaining photos into your chronological photo storage box. Use sticky notes to tag/separate them.
- Put the photos in the folders into a box labeled “Photos to Scrap – (year/dates)”.

Digital Photo Storage

- Download photos into the right folder – the first time!
- Inside the “My Photos” file, create files for each year.
- Within each year, create files for each event.
- Create files for “scrapping” the same way we did in the physical sort. Once these photos are printed, add a note to the digital file reminding yourself that they pictures were printed and where you stored them.

Digital Photo Storage - Tagging Photos

- Tag just a few of the images in your folder – no need to tag *every* photo. Just be sure you've got at least one tag with each person's name, place, event, etc. in each folder.

Tagging Tips

- ✓ Use a perpetual calendar to “aid” your memory.
- ✓ Be consistent – Date 20100709, Main Subject (or Event), People
- ✓ Keep keystrokes to a minimum
- ✓ Don't do ALL the pictures – it's not necessary
- ✓ Be REALISTIC!
Not every group of photos needs to be sorted and organized. Worry about the things that are MOST important to you.
- ✓ Perpetual Calendars make it easy to stay consistent. Create one on your computer or purchase one.

Challenge #6 Checklist

- Establish your physical (printed) and computer (digital) photo filing systems.
- Sort 2 boxes/Piles/Drawers of photos. Add one additional box for each “family” helper you recruit.
- Sort one year of digital photos.
- Sort 4” of paper
- Post your progress on the [FaceBook Group](#) page or send us an email.
- When you complete this challenge – Reward Yourself!

“There are no bad pictures; that's just how your face looks sometimes.”

– **Abraham Lincoln**

“Sometimes I arrive just when God's ready to have someone click the shutter.”

– **Ansel Adams**

“Nothing is ever really lost to us as long as we remember it.”

– **Lucy Maud Montgomery, The Story Girl**



Products Tiffany talked about in the Photo Organizing class:



[4x6](#) or [5x7](#) [Fab File](#) – each includes 6 file folders.



[ScrapRack Perfect Six](#) or [Fantastic Five](#) basic storage pages are ideal for photos and can be stored in [one of our binders](#) or on your [ScrapRack](#).



The [3" Flippin' Storage Binder](#) features pocket pages that are 4x6 & 5x7. [Pages](#) can also be purchased separately.

The [Monica Buddy Bag](#) will hold up to 300 4x6 photos.



