



Method Seattle

PHOTO ORGANIZING Checklist



One of the best things you can do to preserve memories is focusing on the many photos and videos in your possession. There is so much captured there, from special occasions to important moments and a chronology of your life. In fact you'll find that what you have captured in photo and video form releases you from any need to save most of the 'sentimental' things you have kept that take up so much room in your home.

This checklist includes my both my 4-step process for organizing your photos and recommended resources for digitizing, backing up and preventing future photo clutter!

The Checklist

If you grew up on the 60's, 70's, 80's or 90's your photos and video collections probably include everything from VHS tapes to printed pictures to slides and even film reels. It can be overwhelming, especially when you add in the photos you've inherited from your parents and grandparents! Here's how to corral all of those memories into a collection that is accesible and safely backed up.

- ✓ Gather
- ✓ Edit
- ✓ Digitize
- ✓ Backup

No matter how many photos you have or how many places they are currently live, the process for getting the overwhelm under control includes these 4 steps



1. Gather



The first thing you need to do is get all of your physical photos and videos into one room/space. This may be a fairly easy step if you've been stashing them in one place all along. But many folks have pictures scattered in many areas of their home. Go through your closets, garage and storage spaces. I recommend including any pictures in frames that you come across that aren't currently on display in the house. Bring anything you find to your Home Base. Be prepared to feel overwhelmed at this point as you note the sheer volume of photos. Take a deep breath, this project will be worth it, I promise!

2.Edit



Now it's time to edit down. You don't need or want to keep everything! Select a portion of your pile of pictures. It could be one box, one bag, one album or one handful. Start small, it's okay. Go through the pile and remove any pictures that fit the following criteria: low quality, duplicates and near-duplicates, people you don't know, no people.

If you have so many photos that even the above process feels too hard I recommend visually scanning through each album/stack/box and picking 5-10 photos to keep. Sometimes it's faster and less intimidating to turn the process inside-out!

Editing these pics out now will save you either time or money later, so be ruthless. I promise when you are done you will not remember or regret the editing decisions you are making now. The edits can go in the trash, your hopefully much-smaller pile can be set aside in one of your boxes or bins. You can also *ditch the negatives*, no need to keep them as you will get just-as-high quality by scanning the photo itself.

3. Digitize Old Media



Once you've edited down to a much smaller pile of print photos it's time to digitize them, as well as all of the legacy media sitting around in your home.

Digitizing your prints and legacy media has 3 benefits. You can more easily consume it AND you can back it up to a cloud service so it's safe and preserved for future generations. The third benefit is that it will no longer be taking up space in your home, collecting dust.

To digitize your photos you can scan them yourself or send them to a company who digitizes. For the rest of the media, you likely need the digitizing company unless you are a super-smarty with the right equipment (in which case it is unlikely you need this checklist!) On the next page are a couple of resources I recommend...

Scanning

If you have a large amount of prints to scan, consider investing in a photo scanner. You can of course scan photos with any scanner, including an app on your phone, but it takes a *lot* of time to go one by one.



Epson FastFoto FF-680W

- Fast Scanning
- Improves Image Quality
- Adds meta data

This photo scanner is the best on the market. It makes quick work of a large photo scanning project and improves photo quality at the same time. I use this scanner in my photo organizing business and am consistently impressed with its speed and quality. It also doesn't take up much space and isn't cumbersome to move around. If you want to scan your own photos, this is the tool you want!

[SHOP THE
SCANNER](#)

Outsourcing

If you would rather not deal with scanning your own photos, Legacybox can do it for you, as well as digitize your tapes, slides and film reels. The process is simple and the prices are reasonable, driven by how many pieces of media you have to digitize.



[CHECK OUT
LEGACYBOX](#)

I've used LegacyBox to digitize my own media and that of hundreds of clients. They make it so easy, you barely have to lift a finger. If you are worried about sending your media away, all I can do is tell you I've never had anything go missing with my own memories or any of my clients.

It does take some time unless you choose to expedite, so if you plan accordingly you can have something really special to share at the next family gathering or holiday!



4. Back Up ✓

Once you've digitized your old media it's important to back it up, along with your already-digital photos so it is all secure and accessible.

There are so many cloud services that can store your newly-digitized library. You may already use a cloud service for your digital photos, in that case you can stay consistent by backing up your newly-digitized files to that same platform.

But if you don't have a cloud service or are unhappy with the one you are currently using I've included a handy chart that compares most of the big players on the next page.

Where to Back Up

There are so many choices in cloud-land and these companies are all reputable. If you already use one of them it may be easier to add your newly-digitized files to the existing library. But if you are looking for a cloud service I do have one I recommend.

cloud service comparison

	amazon	dropbox	google photos	one drive	icloud
price/year	free unlimited with prime	\$120	free or \$99	free with office365	\$120
autosync (phone and computer)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
stores full-sized files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
search functionality	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
maintains folder structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
easy to extract files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Amazon Photos

I recommend Amazon photos to all of my Photo Organizing clients for the following reasons:

- ✓ Free Unlimited photo storage for Prime Members
- ✓ Stores full-sized files instead of compressing
- ✓ Easy to upload/download from both computer and phone app
- ✓ The phone app is fantastic and I have my whole photo library at my fingertips
- ✓ Amazing search and filtering capability
- ✓ 10gbs Free video storage and reasonable annual rate if you have a lot of video.



If you are already a Prime Member this is a no-brainer. If you aren't you should consider becoming a member just for this benefit - it's worth it but there is so much more included!

TRY PRIME FREE



Wait, one more thing!


If you read through this and thought to yourself 'but what about my digital photos, they're a mess too!' then I have one more recommendation for you. I recently turned my 4 Step Digital Photo Organizing process into a guide for purchase in my shop.

What's Inside:

- A complete 4-step system: Gather, Edit, Sort, Backup.
- Separate PC and Mac instructions with screenshots.
- Help with old sources like memory cards, CDs, old hard drives, photo-sharing sites, and cloud accounts.
- Software workflows for duplicate removal and chronological sorting.
- Backup guidance that protects your memories.

This is a full system to finally tame your digital photo chaos, and I designed it specifically for folks who have more than a little bit of tech-fear. If you want to finally enjoy all the photo memories you've created over the years, this guide is for you!

[CHECK OUT THE DIGITAL PHOTO ORGANIZING GUIDE](#)



I WANT TO THANK YOU SO MUCH FOR READING THIS CHECKLIST! I HOPE IT HELPS YOU TAKE CHARGE OF YOUR PHOTO MEMORIES.

TRANSPARENCY IS IMPORTANT TO ME SO I WANT YOU TO KNOW I DO EARN SMALL AFFILIATE COMMISSIONS FOR ALL OF THE RESOURCES I SHARE IN THIS GUIDE. THAT SAID, I ONLY SHARE THINGS I'VE USED PERSONALLY AND PROFESSIONALLY THAT I WOULD RECOMMEND TO FRIENDS. NOW IT'S TIME FOR YOU TO GET OUT THERE AND START ORGANIZING YOUR PHOTOS. GOOD LUCK AND KEEP ME POSTED ON YOUR SUCCESS, I'M CHEERING YOU ON!



@METHOD_SEATTLE

Carrie