



## Save Your Photos the Right Way the First Time

### Ten Point Checklist to Creating Your Photo Estate

We provide this checklist to help people get a plan to sort and save all their memories in a way that can be enjoyed and shared today while preserved for future generations.

**Photo Estate Definition:** 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.

- 1. Collect & Inventory Your Photos** (old print photos, inherited photos, and analog media, old devices, tech, current digital photo collection, etc.)
- 2. Complete Photo Project Timeline & Accountability Chart**
- 3. Get Prepared**
  - a. Tools
  - b. Age Chart
  - c. Backup/Forever
- 4. Organize Print Photos**
  - a. Inventory and first sort by family group/decade/major category
  - b. Second sort by year/sub category
  - c. Third sort by month/event
  - d. Slides and negatives set aside and then organized later separately
- 5. Scan Photos**
  - a. In organized batches
  - b. Scanner - cost comparison
- 6. Digitize Other Media (Slides, Negatives, Film, Video, Audio, Memorabilia)**
  - a. Usually, handle each media type as a separate project
  - b. Media Type/DIY/Hire/Costs

## **7. Organize Digital Photos**

- a. Copy/export/download/move photos to your computer
- b. Organize by Decades/Years/Months or topic
- c. Deduplicate

## **8. Preserve New Photos** (Save Your Photos Monthly!)

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

## **9. Add Information to Photos**

- a. Add tags (people, holidays, interests, projects)
- b. Add descriptions

## **10. Enjoy & Use Your Photos/Photo Estate** (Photobooks, video editing, etc.)

- a. Create online projects
- b. Download to create in other programs or other websites
- c. Share with family and friends
- d. Celebrate, inspire, strengthen and connect with your memories!
- e. Pass on to future generations



## Photo Estate Project Timeline and Accountability Chart

Check off the projects you need to complete, cross out the ones that don't apply.

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 \_\_\_\_\_



# Your Photo Inventory

In order to start planning how to create a photo estate for your family's memories, begin by taking stock of what needs to be done.

Check which of these materials you have in your photo collection. Circle the items that you'd like to work on in the next few months.

## 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 - Offline

- 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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I want to: \_\_\_\_\_

I would like help with: \_\_\_\_\_