



Preserving Memories. Helpful Tips for Organizing Photos and Albums.

They say Elephants never forget and have great memories!

Where are your memories and what captured moments in life have you forgotten??

Time to locate your bins of old photos and albums, and start getting organized!

Remember you cannot eat an elephant in one bite!



Organizing Tips

A stands for
Album

B stands for Photo
Boxes

C stands for Trash
Can

S stands for Story.
Your Story!

CAPTURED MOMENTS
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Tips For Organizing Your Memories

1. Locate your bins of old photos and albums
2. Find a large work area for sorting
3. Large zip locks are useful for categorizing
4. Magic marker to ID photos, rubber bands, along with scissors for cropping out unfamiliar faces.
5. Trash Can
6. Remove photos from albums carefully to avoid tearing. Otherwise, leave them in for scanning.
7. Handle a few photos at a time. You did not accumulate these overnight, and you're not going to sort them overnight. Small bites!
8. Get the photos out where you can see them.
9. Obtain or create a destination for the photos. This could be an External Drive, Cloud, DVD, USB or a legacy photo box.
10. Sort the photos into broad categories.
11. Trash any hopelessly blurry shots, duplicates, along with anything that's much too bright or dark.
12. As you see the photos again, consider how you will organize them. You could arrange them chronologically, by subject, or by the event, for instance.
13. Label the zip locks as you go through each photo or create labels for stacks and boxes.
14. Scan in each photo or use a flatbed for Album page.- Contact Captured Moments for HI- speed scanning.
15. Move photos to similarly named folder name on your Laptop/Computer or External drive.
16. Using a Photo Organizing application for easy dating, tagging and renaming. Forever.com, DropBox or iCloud, are recommended.
17. Rename each photo to approximate or "fuzzy dates". Scanned photos keep the date scanned.
18. Last minute sorting, organizing and trashing of duplicates. Tell your story!
19. Share your Legacy- Social Media, Photo Books, Cards, Artwork, email, etc.
20. Contact Captured Moments for Hi-speed scanning, Photo Books and sharing ideas.

