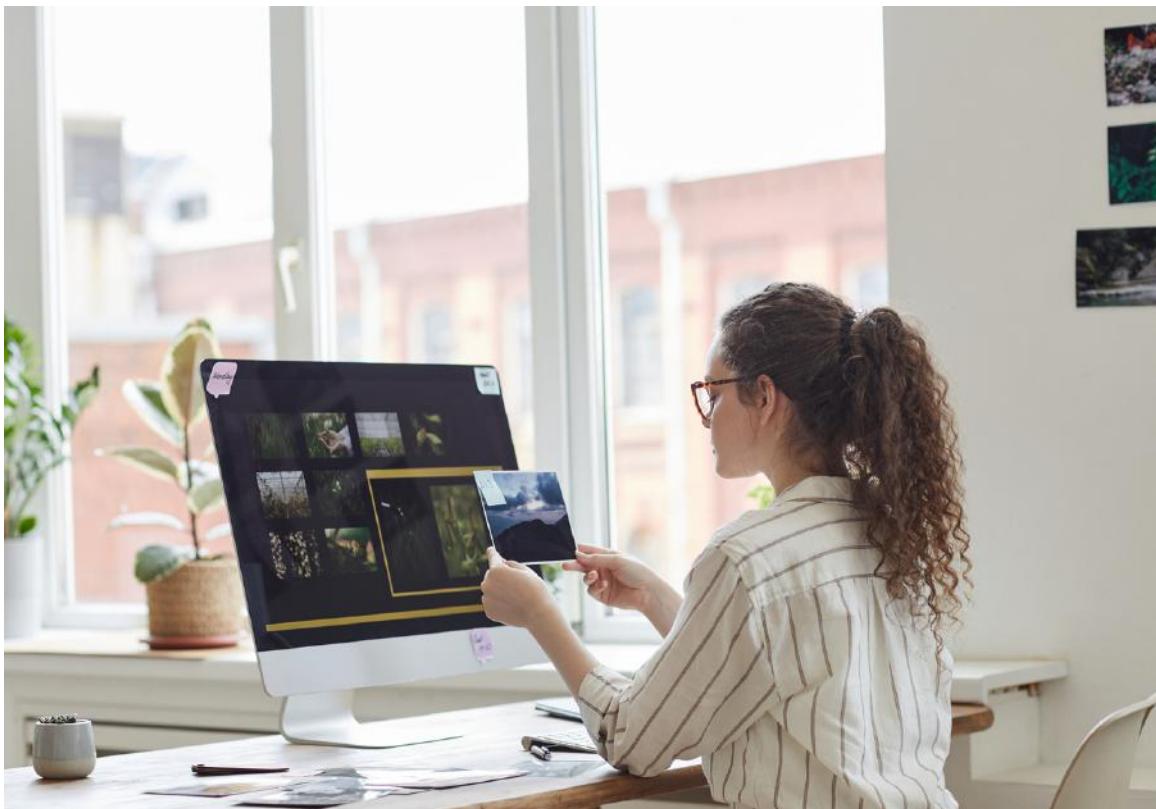




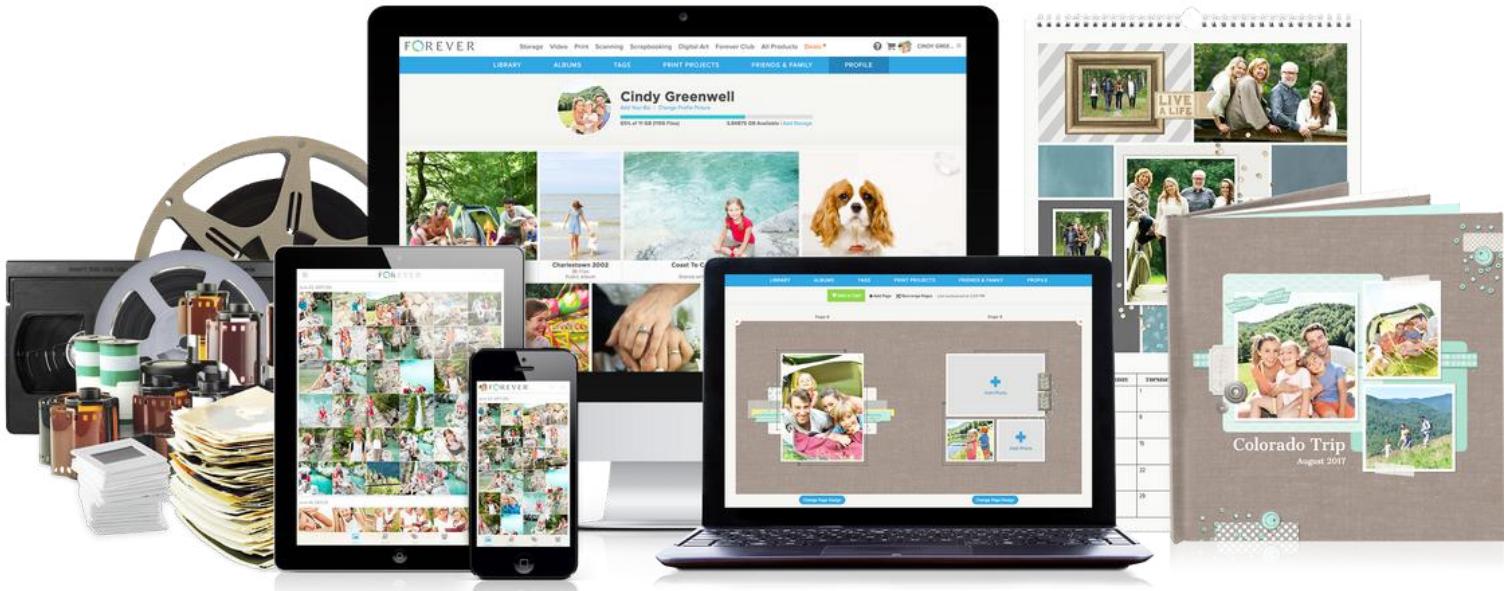
# Organize Your Photos

---

## Tips & Tricks



Schedule a Free 30min Call to learn more!



# Preserving Memories is my Passion

## Who am I

Hi, I'm Melody of AP Photo Solutions and I enjoy helping gray-wavers (like me), budding historians, and those in photo overwhelm tell their family stories.



The Photo Managers  
Member



Forever  
Ambassador

## Services Offered:

- Scanning & Digitization
- Photo Organizing & Preserving
- Backup & Cloud Storage Solutions
- Training & Consulting
- Photo Restoration
- Video Montage Creation
- Photo Book Creation
- Photo Gift Creation

## What I believe

Photos are more than just our memories, they are our LIFE'S STORY and everyone's story deserves to be seen and heard, not only now, but by future generations. Let them know where they come from and from whom. We find strength in the stories of others. Let your descendants find strength through yours!



# Our Memories are in Danger!



## Are Your Memories Safe?

Our photos and memories are in danger of loss or damage due to natural disasters, lost devices, disorganization, changes in format, fading, and more. If you can answer yes to one or more of the questions below, this ebook will help you create a Photo Estate that you can enjoy now and your descendants can enjoy for generations to come!

- Have you inherited the family photos and don't know what to do with them?
- Have you wondered how to manage all the photos you take on your phone?
- Do you have home movies in a format you can no longer view?

## Create Your Photo Plan

It's easy to be in Overwhelm when it comes to our photos. Most of us have photos, slides, videos, and more in boxes or formats we can't view anymore, not to mention all of the photos on our computer(s) and phone(s)!

Here we'll give you some Tips & Tricks to help you:

- Organize your Printed Photos
- Organize your Digital Photos
- Have a Backup Plan
- Digitize printed photos, slides, and videos



# Printed Photo Organization

Many of us have shoeboxes, boxes, and plastic storage bins filled with printed photos taken with a film camera. We took our rolls of film to the photo lab and picked them up a few hours or days later, most likely taking advantage of the "free double prints" offer. If we were organized, the best photos were placed in albums and the remaining photos (including doubles) were left in the photo lab envelopes and stored in boxes and bins.

Organizing these photos can be a daunting process. The goal of organizers and archivists is to sort and digitize the collection so they can be safely preserved and accessible.

Physical photos take a little more work but the end result is rewarding! Sorting, organizing, and culling may have to be done by hand, but even 15 min a day will yield results.

## PRO TIP:

- A 1" Stack of Photos is about 100 photos
- A Michaels Memory Box holds about 1000 photos

## Where Do I Start?

1. **Gather all photos, albums, and media together** from closets, attics, walls, etc.
2. **Designate a table to organize on** that doesn't have to be cleared every night.
3. **Organize by year/decade or by holiday/event** (often it is easier to organize by holiday, event, vacation, etc, and later by year/decade. Pick the easiest method for you. Done is better than perfect!)

*A Year from Now  
You will wish You had  
Started Today!*



# Digital Photo Organization

Around 2003, digital cameras became commonplace. And with the tech advancements of cell phones and tablets, we all have multiple devices that we take photos with, resulting in large, scattered digital photo collections. We have photos stored on phones, memory cards, flash drives, CDs, DVDs, social media sites, and more.

For most people, managing their digital photos has become **OVERWHELMING!**

We all start with good intentions of having a system to consolidate and back up our digital photo collection but soon it gets out of control.

There should be one central location where all photos from all devices are stored, we call this a "Family Photo Hub". This could be a computer that has storage space available or an External Hard Drive. The Hub will be the location where you update, save edits and organize all your photos.

You may want to store videos on an External Hard Drive since they are large files that can slow down an older computer or one that is running out of storage.



## Where Do I Start?

1. **Gather all digital devices** Phones, media cards, flash drives, etc.
2. **Create a folder called "Family Photo hub"** on your computer or External Hard Drive.
3. **Move all photos and videos into your photo hub** (I like to create folders referencing where the photos came from. (For example: My iPhone, Purple flash drive, Google Photos, iCloud, etc.)

### PRO TIPS:

- Store your Photo Hub on a External Hard Drive
- Flash Drives and Memory Cards are easily lost

# Digital Transfers

Over the last 50 years, video has probably seen the most change. There have been so many different formats used to store video. As technology changes, many of the machines used to play video have become obsolete. Most homes no longer even have a VCR, cassette player, CD player, let alone a film projector yet many have a collection of VHS, Hi-8, MiniDV tapes, audiotapes, CDs/DVDs, and possibly some reel film with precious memories on them. Without the proper equipment to play them, audio recordings of our loved ones deteriorate, and our tapes and films sit untouched in a box and are subject to color degradation and/or "Vinegar Syndrom".

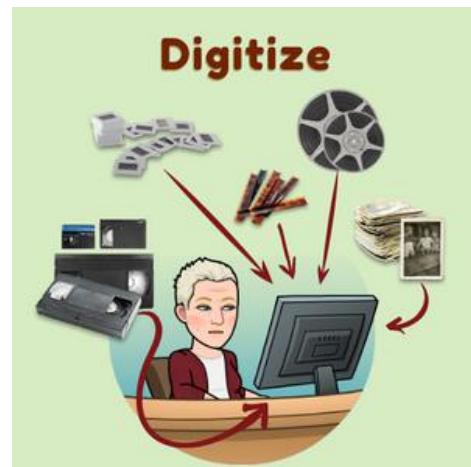
Digitizing the old media formats brings the memories back to life on a modern television or computer.

- A 3" reel holds 50 feet of film with about 3-5 minutes of video footage.
- Larger reels average 200-400 feet and about 10-15 minutes of video footage.
- Most reels of film do not have sound but music can be added after the film is digitized.
- In most cases, broken film and tapes can be repaired.

## Where Do I Start?

1. Choose a Digital Transfer company that is Trusted! My preferred service is [Forever](#).
2. Know the format your videos and audio will be delivered in. Video: MP4 or H.264 Codec and Audio: MP3 are most compatible.
3. Know how they will be delivered.

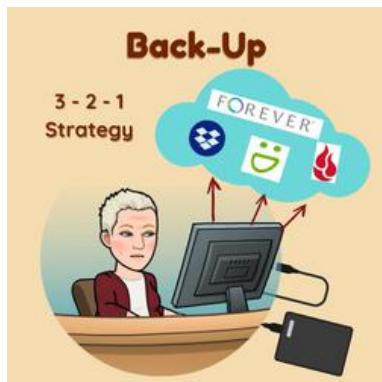
Download is preferred. Flash drives are okay but transfer them to your photo hub quickly to ensure your memories are not lost. DVDs are no longer recommended. It is estimated that DVDs will be obsolete in 10 years and will have to be transferred again.



# Backup Your Memories

Probably the most overlooked, yet most important step, in preserving your photos and memories is having a Backup system in place. Backing up your memories will give you peace of mind. If one device or system is damaged or lost, your photos and memorabilia also reside on at least one other device. Examples of backup devices can include external hard drives and cloud-based photo storage services like [Forever](#) or [Smug Mug](#). [Backblaze](#) or Carbonite can be used to back up your whole computer including your photos. When choosing a cloud-based storage system, consider longevity, privacy, and security.

Remember the old saying "You get what you pay for and nothing is free!" This is also true for cloud storage. **IT'S IMPORTANT TO KNOW** that **iCloud** and **One Drive** are not considered Backup Systems because they use **2-way sync**. They are more for convenience on Mac or Windows systems. If you delete on 1 device, your memories are deleted from **ALL** devices. Always choose a Backup System with **1-way sync**.



## PRO TIP:

- External Hard drives (EHD) have an average life of 3-5 years. Place a label on the bottom with date purchased then change them out every 3-5 years.

## 3-2-1 Backup Strategy

- Have 3 forms of backup
- On 2 different types of media
- At least 1 of them should be offsite.

## Where Do I Start?

1. **Create your 'Family Photo Hub'**  
Stored on a computer or EHD.
2. **Copy Hub and place it on another computer or EHD**
3. **Choose a photo Cloud Storage or Computer Backup site** My first recommendation is [FOREVER](#) (You own your storage, No annual fees to pass on, More than a backup, Lifetime + Guaranty.



# What's next?

Still feeling Overwhelmed? Don't have time?  
Ready for the next steps?

*I'm here to help!*

Schedule a FREE 30-minute call so we can discuss you're specific needs and discover the right solutions for you!



*Your Photo Solutions Consultant*  
**Melody**



**BOOK YOUR FREE**  
**CALL**

