



ORGANIZING

Digital Photos

GATHER

Gather EVERY device (or source) that holds digital photos into one location. Using a new External Hard Drive, make folder called Photo Hub. In that master folder, create a new folder for each photo source. Copy files into corresponding folders.

DEDUPLICATE

Many of your photos will be duplicated on various sources so after all your photos are copied over to your Photo Hub, it's time to deduplicate. There are various programs available. Two I use and recommend:

Duplicate Cleaner 5 (PC), PhotoSweeper (Mac).

SORT

Most people choose to have their photos sorted chronologically. Again there are various programs available to help with this.

Two I use and recommend: PhotoMove (PC), Big Mean Folder Machine (Mac).

BACKUP

We always recommend the 3-2-1 Backup Method: 3 copies of your photos, 2 different types of media, 1 copy offsite. There are various combinations of this (External Hard Drives, computers, phones, clouds, etc.) There are various cloud services are available, each being unique.

SHARE

The purpose of organizing your photos is so they can be enjoyed for generations. There are many ways to share photos and relive memories: photobooks, albums, framed photos, online galleries, slideshows, digital frames, personalized photo products, etc.