

# Day 25: Photographs

Thanks to our devices, we take a lot of photos. Memorable photos, and some that aren't. Our lives are busy, so the images sit on our devices, creating digital clutter.

Those memories are worth saving and organizing for the years to come.

## Checklist

*Objective: to create a photo archive, schedule a monthly download and begin a print photo archive.*

- Begin with digital photos. Download all photos onto chosen system; external drive, hard drive, etc.
- Organize digital photos by chosen organizational strategy - chronological or by theme/event -- or a combination.
- Review photos and eliminate easy choices like; blurry, duplicate, etc.
- Backup photos.
- Print Photos: Create or purchase archival photo storage boxes or binders and label tabs or cards with broad dates and categories. These can be sub-divided at later dates.
- Sort Prints: as you sort, eliminate easy choices like blurry, overexposed or duplicates (unless you want to give it to a family member). Set aside favorite photos to either place in an existing album or frame.
- Organize Negatives and Slides: In the same way, organize negatives and slides into broad categories or dates. Store in specifically designed sleeves.
- Storage. Determine location to store binders or photo boxes in a temperature controlled environment.

## Tomorrow:

Books and Magazines

