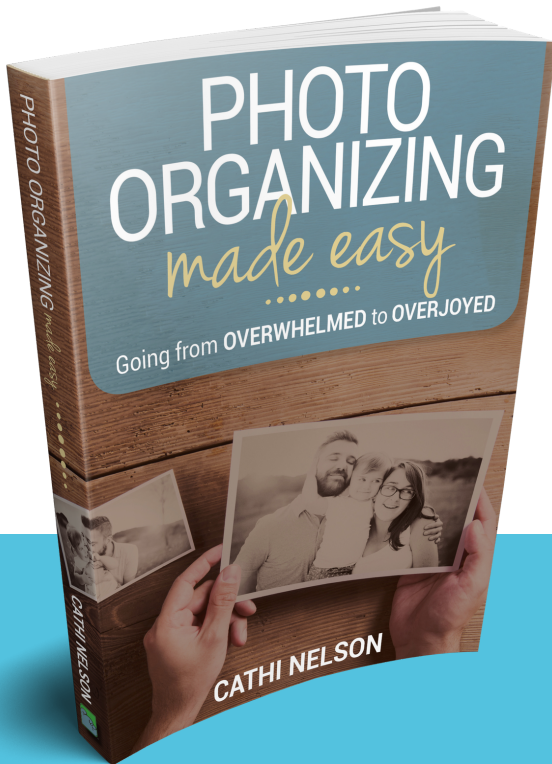


# Cathi Nelson

Author • Speaker • Visionary



Go from overwhelmed  
to overjoyed with  
Photo Organizing  
Made Easy

Available on Amazon

Enjoy your FREE copy of Chapter 2,  
Organizing Your Printed Photos.

Visit [cathinelson.com](http://cathinelson.com) for additional downloads to  
support your photo organizing efforts or to  
purchase the book.

# Praise for *Photo Organizing Made Easy*

“Organizing a life’s worth of photo memories is a daunting process for most of us. That’s probably why we have piles of old photos buried in drawers and a zillion unorganized digital images on our camera rolls. Now in her straightforward, no-nonsense way, Cathi Nelson cuts through the clutter to make the task not only manageable but enjoyable. If you want to get your photos together so you can preserve, enjoy and share a lifetime of memories, *Photo Organizing Made Easy* is just what you need.”

*Tory Johnson*

*#1 New York Times Best-selling Author*

“This is a rarity: an inspiring how-to book! Yes, it’s possible, you can make something timeless and beautiful out of that mess you’ve been avoiding. Sharing and preserving family photographs is an act that requires a big heart—and so does writing a book about it. Fortunately, Cathi Nelson has one that’s up to the task. Not only can you become a hero for future generations but you could have the time of your life doing it. This could be one of the most satisfying things you ever do. Who would have thought it? Well, Cathi Nelson. Great book.”

*Nick Kelsh*

*Award-Winning Photographer and Author,  
How to Photograph Your Life*

“No organizing project is more daunting than photographs, and no one is better equipped to walk you through the process than Cathi Nelson! This

book is warm, systematic, and insightful. You'll conquer years' worth of photos across multiple mediums, while honoring the emotions that go along with unearthing and preserving priceless memories."

*Julie Morgenstern*

*New York Times Best-selling Author,  
Consultant and Speaker*

"This is a not simply a book; it's a pragmatic guide. And it's intended for anyone who wants to preserve their memories for future generations. Whether you want to organize your analog photos, or learn how to create a backup system for your digital photos, *Photo Organizing Made Easy* offers you step-by-step guidance as well as the insights of a passionate teacher who is well-versed in memory preservation."

*Rachel LaCour Niesen*

*Founder, Save Family Photos and weGather*

"Cathi 'gets' it! She seamlessly weaves the emotions we feel about photographs and their stories with a practical step-by-step guide to finally getting our family photographs organized, preserved, and enjoyed."

*Karen Herman*

*Owner, Photos Organized Forever*

"Cathi Nelson's book, *Photo Organizing Made Easy* is a must-read for anyone who is struggling to sort and organize decades of family photos and memories. Being a pioneer in the photo organizing industry, Cathi's knowledge and expertise, which she shares in the book, will help you take control of years of photo disorganization and give you a step-by-step process to bring your family memories back into your life so you can share them with future generations. It's an easy-to-read guide to motivate you to take steps now that will provide immediate rewards; happy, organized, and easy-to-access memories!"

*Deborah J. Cabral*

*Certified Professional Organizer, and TV Host,  
Organization Motivation! and Organized in 60 Seconds*

“Cathi Nelson’s book *Photo Organizing Made Easy* is more than a how-to. A visionary and storyteller, Nelson identifies the bigger picture of what is preserved and convinces readers of the happiness awaiting those who invest in this practice.”

*Jane Pollak*

*Author, Soul Proprietor: 101 Lessons from a Lifestyle Entrepreneur*

“This book is a gold mine of information and practical techniques needed to safely preserve and organize your lifetime of memories. Straight from the founder of the global photo organizing movement, it covers everything from sorting printed photos to scanning, video transfer, archiving, backup, and how to manage your growing collection of born-digital memories. But most importantly, it inspires and motivates with a collection of real-world stories that will move you to action.”

*Ed O’Boyle*

*Founder and CEO, FotoBridge*

“Cathi Nelson has hit the mark with this book! So many people are overwhelmed by their photo mess that they don’t even know where to start. What this book does is not only tell you where to start, but most importantly, gives you the how—a proven method widely used by professional photo organizers that you can use to reconnect with your photos and the precious memories that are buried in boxes and hard drives. Cathi understands the emotional connection we have to our photos, and helps the reader navigate that as well. This is the only guide you will need to get your photos back into your life, and leave a wonderful legacy for your family.”

*Kathy Stone*

*Owner, Calgary Photo Solutions*

“I remember my first conversation with Cathi back in 2010 like it was yesterday. I was sitting on my couch trying to cram in some phone calls while my oldest was in preschool and my youngest was napping. I was so excited to talk to someone as passionate about photos and their

power as I was. Fast forward seven years and it's easy to see that passion has remained. Cathi perfectly articulates the importance and the steps it takes to get your photo collection in order. There's no denying it can be overwhelming but if you follow Cathi's direction, you will have your collection in order and be looking for new projects and helping your friends too!"

*Rachel Jenkins*  
*Owner, ScrapMyPix, LLC*

"Cathi Nelson's book provides an inspirational mix of the how-to's of organizing your family's photo collection along with inspirational ideas to help you understand the magnitude and treasure of taking on such an effort. It's a guide and heartwarming book all wrapped up in one book!"

*Bonnie Hillman Shay*  
*Owner, Mariposa Creative Solutions*

"As an industry partner with the Association of Personal Photo Organizers (APPO) for many years, we've learned to expect nothing but enthusiasm and positive energy from Cathi. She has been passionate about preserving and sharing photos from our first conversation. We look forward to her next chapter and that of APPO."

*Angela Blauvelt*  
*GM, Archival Methods*

"I hired Cathi to consolidate a lifetime of pictures!!' My husband and I had been married thirty-five years at the time and had two children. I sent Cathi about 3,000 pictures. She was in constant communications with me about the gift I wanted to give my boys (a Zip drive of their lives) and she consolidated my family pictures in a movie fashion. It was wonderful! I never could have done it. It was worth every dime!!"

*Caren C.*  
*Former client of Cathi Nelson*



# **PHOTO ORGANIZING MADE EASY**

*Going from Overwhelmed  
to Overjoyed*

**Cathi Nelson**



PUBLISH  
YOUR  
PURPOSE  
PRESS™

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# Dedication

**T**o **Miriam** Therese Winter, beloved professor, theologian, singer, songwriter, author and, most importantly, friend who inspired me to create an organization dedicated to helping people uncover the stories hidden in their photo collections.

To **Lisa** Kurtz, the COO at APPO, whose support, wisdom, integrity, pursuit of excellence, and friendship makes all the difference, day in and day out.

To The **Photo Organizers** and members of APPO who care deeply for the clients they serve and lead the way in this new and growing profession.

And last but not least, to my **husband Larry**, who—in the midst of reading hundreds of high school history papers—willingly stopped to listen, edit, and read the many rough drafts of this book.



*“After nourishment, shelter and companionship,  
stories are the things we need most in the world.”*

—Phillip Pullman



# Contents

	Introduction	xvii
<b>01</b>	Getting Started	1
<b>02</b>	Organizing Your Printed Photos	13
<b>03</b>	Scanning Your Photos: Everything You Need to Know	27
<b>04</b>	Organizing Your Digital Photos	51
<b>05</b>	Organizing Your Home Movies	75
<b>06</b>	How to Maintain Your Photo Collection	83
<b>07</b>	Celebrate and Share Your Family Photos	89
<b>08</b>	Conclusion	103

A Slice of Life: Essays About Photo Projects	107
Cathi's Pics	149
Endnotes	161
About the Author	163
Hire a Photo Organizer	165
Become a Photo Organizer	167
Hire Cathi Nelson	169

# Introduction

In the spring of 2017, I was the keynote speaker at a conference of the Association of Professional Declutterers and Organisers in London. Also present was James Wallman, author of *Stuffocation: Memories Live Longer Than Things*, who said, “Experiences lead to stories, which lead to connections, which lead to relationships, which lead to happiness.”<sup>1</sup> As the founder of the Association of Personal Photo Organizers, I would put it this way: We photograph our experiences, which tell a story, which leads to connection, which leads to relationships, which leads to happiness. Essentially, we take photos to tell the stories of our lives.

We take photos to tell the stories of our lives.

The purpose of this book is to encourage and empower you to take the time to find and sort through the thousands of photos you likely have stored in shoeboxes under your bed or in fading photo albums, as well as conquer the thousands of images on your phone

or lost on your computer. The reason is simple—I know without question—that you will never regret undertaking this project, because buried in those photos are moments and memories that will bring you joy along with feelings of nostalgia as you reflect on the passage of time.

The photo organizers, whose advice is shared throughout this book, and I have worked with thousands of clients just like you. We know that in those boxes are memories of loved ones who have passed away, vacations, the first day of school photos, celebrations of babies born, weddings, and birthdays. Also, mixed in are sunsets and sunrises, fall foliage and spring flowers, beloved pets, and friends—a tapestry of your life. My goal is to help simplify this process for you, so you can once again enjoy your photos and go from overwhelmed to overjoyed.

But first, let me share how I came to be a personal photo organizer and start an entirely new industry. “We are a people of stories.” That simple statement was uttered by MT Winter, a professor at Hartford Seminary, in the fall of 2007. I was sitting in her class and struggling with how to express what I did for a living. I had devoted over fifteen years to teaching people how to create scrapbook photo albums, and it had been a trendy hobby. In fact, in 2004, the headline on *Business Wire* said, “Annual Sales for Scrapbook Industry Reach \$2.55 Billion.” However, a change was coming, and it was coming quickly. I could sense it, but I couldn’t put my finger on it. In fact, another headline, just nine years later, summed up what I had intuited: “Scrapbooking is Dead.” Little did anyone realize that not only was scrapbooking dying, but the entire photo industry was undergoing an upheaval. Kodak, one of the world’s most beloved brands and a household staple, no longer exists.

In his book, *The Power of Habit: Why We Do What We Do in Life and Business*, Charles Duhigg<sup>2</sup> describes the motivations

behind purchases and the reason purchasing decisions change. His explanation is relevant to why the photo industry has declined so precipitously over the last several years. All habits start with a cue, continue with an action, and then end with a reward. For printing photos and placing them in albums, the cue was a roll of film and a stack of 4×6 prints (preferably a large stack of double prints); the action was printing and then purchasing and completing a photo album. The reward was the finished book. With digital cameras, the traditional cue is missing. Prints, something one can hold in one's hand, are no longer a consequence of pressing the shutter, and the average person quickly forgets about an array of files stored somewhere on a hard disk or memory card. Out of sight is truly out of mind.

While scrapbooking was a popular hobby, I have always believed there was something more going on when people print photos and place them in albums. In fact, every year I would take over 100 women on a scrapbooking retreat, and I would ask myself what is actually happening here. What is drawing these women to take the time away from busy lives to work on their family photo albums? I felt the same way when I once had 1,800 women at the Connecticut Convention Center sitting at tables, working on their photo albums for twelve hours. We called it a “crop ’til you drop” event. I would always walk around and think that this isn't just about cutting photos into creative shapes. This is about something much bigger than that; this is about sharing and community building. That is why MT Winter's simple declaration clarified for me what I knew all along. We take photos to tell our stories, and that is what people care most about. Those words changed the direction of my life and gave me a vision for the future. I know that if your photos are unorganized, there is no way you can actually enjoy them and share a story.

As I have looked back on the trajectory of my career, from working in advertising and marketing to scrapbooking to founding the Association of Personal Photo Organizers (APPO), my passion for creating photo narratives should not have come as a surprise to me since I have always been a lover of stories. One of my earliest memories is sitting on the front steps of my neighbor's house at around age three or four and being read to. Stories transported me to a different place, and the world opened before me.

This book is written in chapters that reflect the most common issues people have with organizing their photo collections. Each section can be read as a standalone chapter, and, at the end of each



Each section can be read as a standalone chapter, and at the end of each chapter I list Cathi's Pics; these are the companies, products, services, and resources I recommend.

chapter, I list Cathi's Pics; these are the companies, products, services, and resources I recommend. On my website, [www.CathiNelson.com](http://www.CathiNelson.com), you will find links to handouts you can download and other information you will need. I also interviewed personal photo organizers and other

professionals, whose stories are included at the end of the book. Reading those will give you the inspiration you need to keep moving forward.

Last of all, if you need help, you can find a photo organizer near you by going to [www.appo.org](http://www.appo.org) and clicking on the "find an organizer" tab. Personal photo organizers are ready to assist you by offering guidance, training, and support. If this is a career that appeals to you, we also offer comprehensive training, professional certification, an annual conference, and a warm and welcoming community. We would love to welcome you to APPO.

Now it's time to get to work uncovering a treasure of memories and stories!



## CATHI'S PICS

---

### Websites

Cathi Nelson

[www.CathiNelson.com](http://www.CathiNelson.com)

Association of Personal Photo Organizers

[www.appo.org](http://www.appo.org)

Photo Organizers Academy - Online Classes

[www.photoorganizers.academy](http://www.photoorganizers.academy)

Photo Safety Tips & Help

[www.saveyourphotos.org](http://www.saveyourphotos.org)

### Social Media

Facebook

<https://www.facebook.com/thephotoorganizers/>

<https://www.facebook.com/cathinelsonspeaks/>

Pinterest

<https://www.pinterest.com/photoorganizers/>

Instagram

<https://www.instagram.com/photoorganizers/>

### Forms

Download our simple-to-use checklists to make your organizing job easier. [www.cathinelson.com](http://www.cathinelson.com).



# 02

## Organizing Your Printed Photos

**N**ow that you have located your lifetime of family photos and have them all in one place, it's time to gather the tools you will need to complete this important job. Think of this as something similar to building a house. First, you need the foundation and then the tools. There is a famous saying that you are only as good as your tools, and there are some essential tools you will need to complete this project. In this section, I will help you determine the best tools to have on hand. I will also introduce some of the challenges you will face and give you advice on what to do.

**STEP 1****SUPPLIES YOU WILL NEED**

A photo organizer's supply kit includes cotton gloves, face mask (for moldy photos), garbage bags, empty bins, photo sort box,

A photo organizer's supply kit includes cotton gloves, face mask (for moldy photos), garbage bags, empty bins, photo sort box, sticky notes, index cards, photo labeling pencil, dental floss, a tablet or smartphone, and an external hard drive.

sticky notes, index cards, photo labeling pencil, dental floss, a tablet or smartphone, and an external hard drive.

Before you get down to business, you'll need to collect some supplies. I polled personal photo organizers for their supply list; these are the "must-haves" when they begin any photo organizing project.

**Cotton gloves:** Fingertips contain an oily residue that will further deteriorate your delicate photo.

**Face mask:** If your printed photos smell musty, or they were stored in an attic or basement, they may contain mold spores that you could find irritating during the sorting process.

**Soft-lead blue or black art pencil:** As you sort photos, you may want to include a date, year, or name on the back of a photo. This pencil is not a permanent marker, and it will not indent or harm your photo. It will, however, record essential information until you can store the details digitally once scanned. Never use a pen to mark the back of your photo.

**Index cards:** Jot down more details, facts, stories, and dates on index cards and group them with printed photos. Index cards

can be scanned with printed photos, so important details remain grouped together.

**Archive-quality photo-safe storage box:** Choosing a good quality photo box will keep your photos safe and aid in the sorting process.

**Temporary holding containers:** As you begin the sorting process, you will need a way to identify your A and B photos (see Step 2). I have used everything from tin baking pans to large narrow plastic boxes you can pick up at any retail store. Remember, this is not meant for permanent storage but only as a holding place as you sort and organize.

**Dental floss and hair dryer:** If you have peel-and-stick albums, some of your photos may be difficult to remove. Surprisingly, dental floss and a hair dryer can help you remove those photos from albums.

**Smartphone camera:** If you have old albums with details on the page, you can take a snapshot of the page to keep the details with the photos.

**Sticky notes or a notebook:** These come in handy for creating a timeline during the sorting process.

**External hard drive (EHD):** Choose a high-capacity drive according to the number of images you have. If you are also keeping your videos on your EHD, I recommend one terabyte (TB) which will have plenty of room for your photo and video collection. You can fit approximately 500 hours' worth of movies on one terabyte or close to two million photos of average size.

**Garbage bags:** You'll come across toss-away pictures, artwork, and meaningless ticket stubs that will help reduce your clutter. Let's set a goal to fill a bag!

These are the essentials, but you may have some other ideas as well. Some organizers use apps such as Evernote or OneNote to

curate information or create timelines. Whatever makes your job easier, add it to your list.

**TIP**

## REMOVING PHOTOS FROM ALBUMS

As you organize and sort your photos, you may come across old scrapbooks, pocketpage albums, and old magnetic albums that were popular about twenty-five to thirty years ago. Unfortunately, many of these albums are accelerating the deterioration of your photos and should be removed.

The biggest offender is the magnetic or sticky album. The glue on the page surface, the acidic cardboard page, and the plastic overlay create a “chemical sandwich” that is rapidly destroying your photos.

If you have these albums in your collection, removing the photos is a priority! Some may be easy to remove, and some may be troublesome.

### Here are a few tips as you approach this next step:

1. Find a photo in the album that is a “throwaway” and try to remove it first by gently lifting a corner. If it comes up easily without having to pull or curl the photo, then proceed.
2. If the picture is stuck, take a thin metal spatula and gently work under the photo, or slide a piece of unwaxed dental floss under the corner and gently saw back and forth to work through the adhesive.
3. Try heating the back of the photo slightly with a blow dryer then attempt the dental floss again. Or heat the metal

spatula, and use this to soften the glue as you work behind the photo.

4. Try using a product like Un-du, which is an adhesive remover used by scrapbookers and is safe to use on the backs of photos.

If all this fails, then leave your photos in the albums and make duplicate copies with a flatbed or mobile scanner.

### **TIP**

## **DAMAGED PHOTOS**

You are likely to come across photos that have been damaged, faded, scratched, worn, and torn. Photos are made using chemicals and dyes that are sensitive to light, moisture, and changes in temperature. Over time, these chemicals degrade, and the image starts to fade away, turning yellow and developing cracks. Dust, oil, dirt, and gases contribute to print deterioration.

Prints were only meant to last for so long. The negatives from which they were originally made are likely lost or destroyed. Saving these analog memories from their inevitable destruction can be as easy as a one-click desktop scanner, but sometimes the images have already suffered damage. Subscription software such as Vivid-Pix, Perfectly Clear, or Adobe Photoshop can breathe life back into faded photos if you know how to do it right. There are many tutorials you can watch to learn, or you can save yourself time and have a professional restore your photo. It's amazing the work they can do. You can search for a professional in your area through [www.appo.org](http://www.appo.org) or at your local photo retailer.

**TIP****PREPARE FOR EMOTIONS**

Photography is a beautiful means to reflect back on our lives, both the good and bad. Our families are important, and every family has a story. Love is important. Relationships are important. Joy, fulfillment, integrity, authenticity...also loss, heartache, and feelings of nostalgia. All of these emotions will arise as you open the boxes. Be prepared, or allow yourself to take the time you need to grieve, or go for a walk, write in a journal, or cry a few tears. Don't hesitate telling your family and friends that you are embarking on a journey and that you may be sad for a few days. That is totally normal.

**Nostalgia is Healing**

"Nostalgia is where the healing happens," explains Alan Pedersen, Executive Director of the Compassionate Friends, an organization

"We used to think it best to keep memories at bay because they were too painful. This is old thinking. We now say reminisce to the hilt."

that offers support to nearly one million bereaved parents, siblings, and grandparents across the United States. "We used to think it best to keep memories at bay because they were too painful. This is old thinking. We now say reminisce to the hilt."<sup>5</sup>

**STEP 2****THE ABCS**

Do you remember when we took our film to be developed at the local photo lab or grocery store? We would drop our film off for

one-hour developing and get doubles or triples so we could give the extra to family or friends. Did you even make it out of the parking lot before you were flipping through the envelope for your “first look” at these photos?

The problem with this “era of convenience” was its contribution to excess and waste. Our good intentions produced boxes and boxes of printed photos that accumulated through the years, and we’re paying for it today. I am sure you have come across photos in envelopes you haven’t looked at since the day you picked them up!

That is why I developed a simple method to help my clients sort their photos using an easy-to-remember acronym—the ABCs. This is now used by hundreds of photo organizers throughout the world. Many people find it helpful to keep them on track as they start to dig in to their piles of photos.

**A is for Album:** These pictures are the best of the best! The ones that belong in an album and the memories that you would mourn for if you lost them. These are the photos that you’ll want to digitize, backup, share, and display. It doesn’t mean we’re going to put all these pictures into albums; it just means they are “album worthy.” As you come across *A* photos, add them to your *A* containers, or pile or make sure you identify them with a sticky note.

**B is for Box:** These photos are the extras that support your best. They are the ones you aren’t ready to part with but want to have access to at some point in the future. These photos will be archived for safekeeping but not necessarily digitized. Start adding these to your *B* container.

**C is for Can:** Yes, you CAN repurpose these pictures or throw them in the trash can! Your collection is filled with doubles, triples, and REALLY BAD photos. If your photo doesn’t fall into one of the previous categories, then it’s a *C* photo. We encourage you to be brutal here and set a goal to fill a garbage can with these!

**TIP****PHOTOS TO DISCARD**

I suggest you eliminate many of your scenery, sunsets, and famous travel sites. If you traveled to the Grand Canyon you likely have

I suggest you eliminate many of your scenery, sunsets, and famous travel sites.

hundreds of photos. Try and narrow down to your favorite two or three because the Grand Canyon will still be there years from now, but the photos of people won't

be. In fact, my rule is to eliminate 80 percent of your photos and keep your favorite 20 percent! That means keep only twenty out of every one hundred.

**S is for Story:** Does the photo tell a story? These pictures play a significant role because there is something illustrative about the picture even though it may not be obvious. A picture of a single tree in the backyard may seem meaningless unless it's the full-grown sapling your great-grandpa had planted before he passed away. Or does the photo of your dad making a silly face remind you of how, as a teen, you were embarrassed by him, but today you would give anything to see that smile again? Those are the S photos, the gems within your collection, the photos that matter and tell a story. Depending on what works best for you, you can either put these in a special container to review later or take the time immediately to write down the story on either the index card or sticky note you collected prior to beginning. If you use the Who, What, Where, When, and Why of basic journaling, you will capture all the necessary information.

**STEP 3****ORGANIZING BY DATE OR THEME**

Many people start to become overwhelmed at this point! Especially if your photos are not in date and time order. Are you finding yourself worrying what year a photo was taken and whether your son is five or six in a photo? Well, don't panic. You don't have to organize chronologically. I always like to say we take photos chronologically, but we live and remember thematically.

I always like to say  
we take photos  
chronologically but  
we live and remember  
thematically.

Think about how you like to view family photos and memories. Isn't it interesting to see a collage of images of birthdays that show a growing child or family vacation photos over the course of many years? There is no "rule" that photos have to be organized into a time and date order, which is what I mean by saying we live thematically.

As you survey your photo collection, you most likely will see that the majority of your photos are related to themes, such as birthdays, vacations, weddings, graduations, babies, holidays, first days of school, sporting and school events, along with the everyday photos of the people we love and who love us. Now is an important time to consider which organizational approach you want to take. I have outlined the pros of each.

**Pros of Organizing by Theme**

- **Themes make it easier to pull together a photo album.** Put an entire theme into one album or photo organizing box. For example, your collection may consist of photobooks and photo

boxes labeled like this: We love to travel, We love to Celebrate, We love the arts and music.

- **Themes are easier to identify than dates.** You may not be sure which year a Christmas photo was taken, but you'll know it's Christmas!
- **Themes translate into tags and keywords.** Once digitized, themes make it easier to determine keywords or tags when you move them into your digital photo hub.

If your photos are a mess of disorganized prints with no structure, then I recommend a theme-based approach.

## Pros of Organizing Chronologically

If you already have some chronological organization in place, then keep this intact and look for ways to build on that structure. Now is a good time to use your family timeline so you can keep track of important dates and years. You can still identify themes and group photos based on your end goal.

With your structure established, set up some index cards in sorting boxes or on a table, and use these to group your photos as you sort. Jot down details on the index cards so they can be scanned in with your prints.

### TIP

## PACE YOURSELF

**Two-Second Rule:** As you sort your photos, resist the urge to reminisce and linger. There will be plenty of time for that later. Don't hold your photo for any longer than two seconds or the time it takes to determine its pile.

**Set a Timer:** This can be tiring work so set a timer for one to three hours maximum and give yourself time between sorting sessions. Don't get discouraged if this is taking longer than you anticipated. You didn't live and take all these photos in a few days, and you won't be able to sort through, identify, and organize them in a few days either. This is your life history, so it's worth taking your time and committing to the process.

Don't hold your photo for any longer than two seconds or the time it takes to determine its pile.

## STEP 4

### STORE PRINTED PHOTOS SAFELY

*Your printed photos and memorabilia should live where you do.*

That means they should be stored in archival containers and located in rooms with average temperatures and low humidity. Avoid basements and attic.

Your printed photos and memorabilia should live where you do.

Your last step in organizing your printed photos is to determine where you want to store them once you have sorted using the ABCs and scanned them, which we will talk about in the next chapter.

Printed photos (and memorabilia) should be stored in containers designed for archiving. To be considered *archival*, products must meet rigorous standards developed by the Image Permanence Institute. This is achieved by passing the Photographic Activity Test (PAT). The PAT test is the international standard for photographic archival storage, and you can learn more about it at the Image Permanence Institute website.

Before you place your scanned prints and memorabilia into their storage containers, wipe the surface of each photo with a clean, lint-free cloth to remove any residue or dust that may be on the picture. And of course, wear your gloves!

Your photo boxes and containers should be stored at room temperature with 40 percent humidity levels and away from light. Stay away from basements and attics and keep them off the ground, preferably on top shelves or the second floor of your home. When floods occur, homes fill from the basement up. Even though this collection has been digitized, (see Chapter 4 on how to save your digitized images) and backed up with the rest of your digital images, you should strive to secure your originals to the best of your ability.

Now we are ready to talk about scanning your photo collection. This important step will ensure your photos are safe for generations to come.



## CATHI'S PICS

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### Photo Organizing Supplies

Archival Methods

<https://www.archivalmethods.com/>

Adhesive Removal

<https://www.un-du.com/>

### Photo Restoration

Vivid Pix

<https://www.vivid-pix.com/>



## **CATHI'S PICS (cont.)**

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Adobe Photoshop

<https://www.adobe.com/>

Perfectly Clear

<http://www.athentech.com/assets/perfectlyclear/>

Personal Photo Organizer

[www.appo.org](http://www.appo.org)

### **Industry Standards**

The Image Permanence Institute

<https://www.imagepermanenceinstitute.org/about/about-ipi>

Library of Congress

<http://digitalpreservation.gov/personalarchiving/>

### **Online Classes**

Creative Live

<https://www.creativelive.com/>

Lynda

<https://www.lynda.com/>

My Workflow Studio

<https://www.myworkflowstudio.com/>

Digital Photo Organizing Pro

<http://theswedishorganizer.com/dpopro/>

## About the Author

**Cathi Nelson**, author of *Photo Organizing Made Easy*, is the founder of APPO (Association of Personal Photo Organizers), a membership organization dedicated to helping hundreds of entrepreneurs from around the globe build successful photo preservation and organizing businesses.



Considered a trailblazer in the photo organizing industry, she has been interviewed by *The New York Times*, *The Wall Street Journal*, *Chicago Tribune*, *The Atlantic*, and *Better Homes and Gardens*, and is a regular contributor to Houzz. She has presented at conferences including the National Association of Professional Organizers, the Association of Professional Declutterers and Organisers in

London, the Professional Organizers of Canada, and Tory Johnson's Spark and Hustle Boston.

Cathi holds a certificate in Women's Leadership from the Hartford Seminary, a Master's Degree in Liberal Studies from Wesleyan University, and a Bachelor's Degree in Communications from the University of Connecticut.

Cathi is available for speaking and consulting. Visit [www.CathiNelson.com](http://www.CathiNelson.com) to learn more.

# Hire a Photo Organizer

*“You can’t tell your story and enjoy your  
memories with good intentions.”*

Organizing your memory collection may present a challenge or two. A lack of time or technology obstacles can derail the best of intentions. When you get stuck, consider working with a professional photo organizer.

*Go to [www.appo.org](http://www.appo.org) to find a  
photo organizer near you.*

# Become a Photo Organizer

*“Turn your passion into profit while helping  
others tell their story.”*

You got this! You surprised yourself and enjoyed the process. You’ve got the flair, they’ve got the photos... we’ve got your back.

*Visit [www.appo.org](http://www.appo.org) to learn about  
certification, training and support and  
turn your passion into a thriving business.*

# Hire Cathi Nelson

*“We are more alike, my friends than  
we are unlike.”—Maya Angelou*

Photos and stories unite audiences and connect people because we are more alike than we are different. Cathi is a master storyteller and speaker who uses her love of photos and unique narratives to engage her audience and connect them to their stories.

*Go to [www.cathinelson.com](http://www.cathinelson.com) to see a  
list of upcoming speaking events.*