BY CHANTAL IMBACH

WORKBOOK

SORT, SCAN AND ARCHIVE YOUR PRINTED PHOTOS

WELCOME!

Welcome and thank you for taking this course!

Photo organising projects can be quite big and overwhelming. Not to worry though, we'll do it together and slowly, step by step. It will take time and effort but you can totally do this.

This is your personal workbook and it is an integral part of the video course. Please print it out and have it at hand while watching the videos. You will find plenty of space to write down your notes and of course some checklists as well.

I recommend watching the whole course first, then starting your project and going back to the videos if you need to.

I also highly recommend blocking out some time in your diary to work on your photos. Ideally, you can work through the project efficiently, especially through the sorting phase. It does help to not drag out the sorting phase too much so your memory stays fresh and remembers more easily what similar photos you might have seen just an hour or a day before. If we have to put it all away between sessions, it becomes more difficult and tedious.

Consider working on this project with another family member or a friend. It's not for everyone but sometimes it does make things easier and more fun.

Are you ready? Let's tackle this together!

Chantal

Chantal Imbach
Photos In Order

SET UP FOR SUCCESS!

THINGS TO DO BEFORE STARTING

Before you dive in and go on a hunt for your printed photos, please make sure you've done the following:

☐ PRINT OUT THIS WORKBOOK

☐ BLOCK TIME TO WATCH THE VIDEOS

☐ JOIN THE CLOSED FACEBOOK GROUP

☐ COMPLETE INTRODUCTION

☐ COMPLETE MODULE 1

☐ COMPLETE MODULE 2

☐ COMPLETE MODULE 3

☐ CHECK OUT THE BONUS MATERIAL

WORKSHEET 1

What do you eventually want to do with your printed photos?

Who should have access to my printed photos?

How and **where** should these photos be stored?

My vision

MODULE 1 - SORTING

This is what you are going to do in this module:

- [ ] PREPARE YOUR WORKSPACE

- [ ] GET THE NECESSARY EQUIPMENT AND TOOLS

- [ ] GATHER YOUR PHOTOS

- [ ] CHOOSE A SORTING STRUCTURE

- [ ] SORT, SORT, SORT

- [ ] DECLUTTER

- [ ] UNEARTH STORIES - REMINICE (JUST A LITTLE)

- [ ] PREPARE FOR NEXT STEP

TOOLS NEEDED FOR SORTING

Make sure you have the following tools handy before you start sorting:

- ☐ RUBBISH BAGS

- ☐ EMPTY BOXES, EG SHOEBOXES

- ☐ ZIP LOCK BAGS

- ☐ STICKY NOTES

- ☐ INDEX CARDS SIZE 4X6 OR 5X7

- ☐ SOFT PENCIL

- ☐ DENTAL FLOSS

- ☐ COTTON GLOVES

- ☐ FACE MASK (IF YOU EXPECT MOULDY PHOTOS)

- ☐ NOTEPAD AND PEN

- ☐ TIMELINE TEMPLATE (PRINT AS OFTEN AS NECESSARY)

HUNT AND GATHER

PLACES YOU CAN FIND PHOTOS IN

Oftentimes, photos are kept and stored throughout the house and contained in various ways. Grab a big box or basket and go hunting! No sorting yet, just gather everything.

- [ ] SHOEBOXES OR OTHER BOXES WITH PHOTOS
- [ ] PHOTOS IN ENVELOPES FROM THE DEVELOPERS
- [ ] UNDEVELOPED FILM ROLLS
- [ ] SLIDES AND NEGATIVES
- [ ] PHOTOS IN FRAMES ON FURNITURE OR WALLS
- [ ] PHOTO ALBUMS AND SCRAPBOOKS
- [ ] PHOTOS PINNED ON BOARDS OR FRIDGE
- [ ] PHOTOS IN WALLETS / PURSES
- [ ] CHECK EVERY ROOM!

WORKSHEET 2

How do you want to sort your photos? Chronologically, thematically or mix the methods?

Do you want to digitise these photos? If yes, which ones? All, some?

How will you know which ones to scan? Label? Rotate?

WORKSHEET 3

INVENTORY

Note what you've found (only roughly, no need to count individual photos)

PHOTO ALBUMS

**LOSE PRINTS
(1 INCH = APPROX 100 PHOTOS)**

FRAMED PHOTOS

ENVELOPES

SLIDES

NEGATIVES

OTHERS (EG 8 MM REELS)

**MEMORABILIA
(ARTWORK. JEWELLERY ETC)**

TO CULL OR NOT TO CULL?

QUESTIONS TO ASK YOURSELVES

Photos are highly sentimental and personal. Hence many find it a real struggle and simply heartbreaking to throw photos in the bin. If you struggle to make a decision, these questions might help you to say 'stay or go':

☐ IS THE QUALITY OK?

☐ IS THE PHOTO DAMAGED?

☐ ARE THERE DUPLICATES OR SIMILAR PHOTOS?

☐ DO YOU KNOW WHO IS IN THE PHOTO?

☐ DO YOU WANT TO BE REMINDED OF THIS?

☐ DOES THE PHOTO TELL AN IMPORTANT STORY?

☐ DO YOU LIKE IT - DOES IT MAKE YOU SMILE?

☐ WILL YOU EVER USE IT?

☐ WOULD YOUR DESCENDANTS WANT IT?

If you still struggle to let go, consider asking a family memeber or friend to help you.

MODULE 2 - SCANNING

This is what you are going to do in this module:

- ☐ PREPARE YOUR WORKSPACE

- ☐ BUY, RENT OR BORROW A SCANNER

- ☐ GET THE NECESSARY EQUIPMENT AND TOOLS

- ☐ GET TO KNOW YOUR SCANNER AND TEST

- ☐ CHOOSE YOUR SETTINGS

- ☐ SCAN

- ☐ PLAN YOUR POST-SCANNING TASKS

- ☐ BACKUP!

TOOLS NEEDED FOR SCANNING

Make sure you have the following tools handy before you start scanning:

- [ ] A CLEAN SCANNER
- [ ] SCAN SOFTWARE INSTALLED
- [ ] ACCESSORIES FOR SCANNER (FRAMES FOR SLIDES)
- [ ] ROCKET AIR BLOWER (NOT CANNED AIR!)
- [ ] SOFT BRUSH
- [ ] MICROFIBRE CLOTH
- [ ] GLASS CLEANING SPRAY
- [ ] WHITE COTTON GLOVES

EXTRA TIPS FOR SCANNING

Here are some extra tips for scanning in general:

- [ ] USE BLACK BACKER SHEET FOR THIN ORIGINALS

- [ ] DRAPE WHITE OR BLACK VELVET CLOTHS WHEN SCANNING FLAT 3D OBJECTS

- [ ] KEEP CURLY PHOTOS FLAT WITH WEIGHT

- [ ] SCAN FULL PAGES PLUS INDIVIDUALS

- [ ] ALWAYS SCAN IN COLOUR

- [ ] COLOUR CORRECT AFTER SCANNING

- [ ] EDIT COPIES OF ORIGINAL SCANS

- [ ] KEEP SCANNER CLEAN

- [ ] COVER SCANNER WHEN NOT IN USE

- [ ] USE LIGHTBOX FOR 3D OBJECTS

WORKSHEET 4

With which photo are you going to start scanning? The one on top of the pile or the last one of the pile? (usually the top one, which is the oldest one)

How are you going to name your scans - eg scan001, scan002 or I'll use the final name?

What is going to be your final naming convention?

What settings are you going to use to scan prints / slides / negatives?

Are you going to edit your photos? If so, what edits are you considering? Eg cropping, colour correction etc.
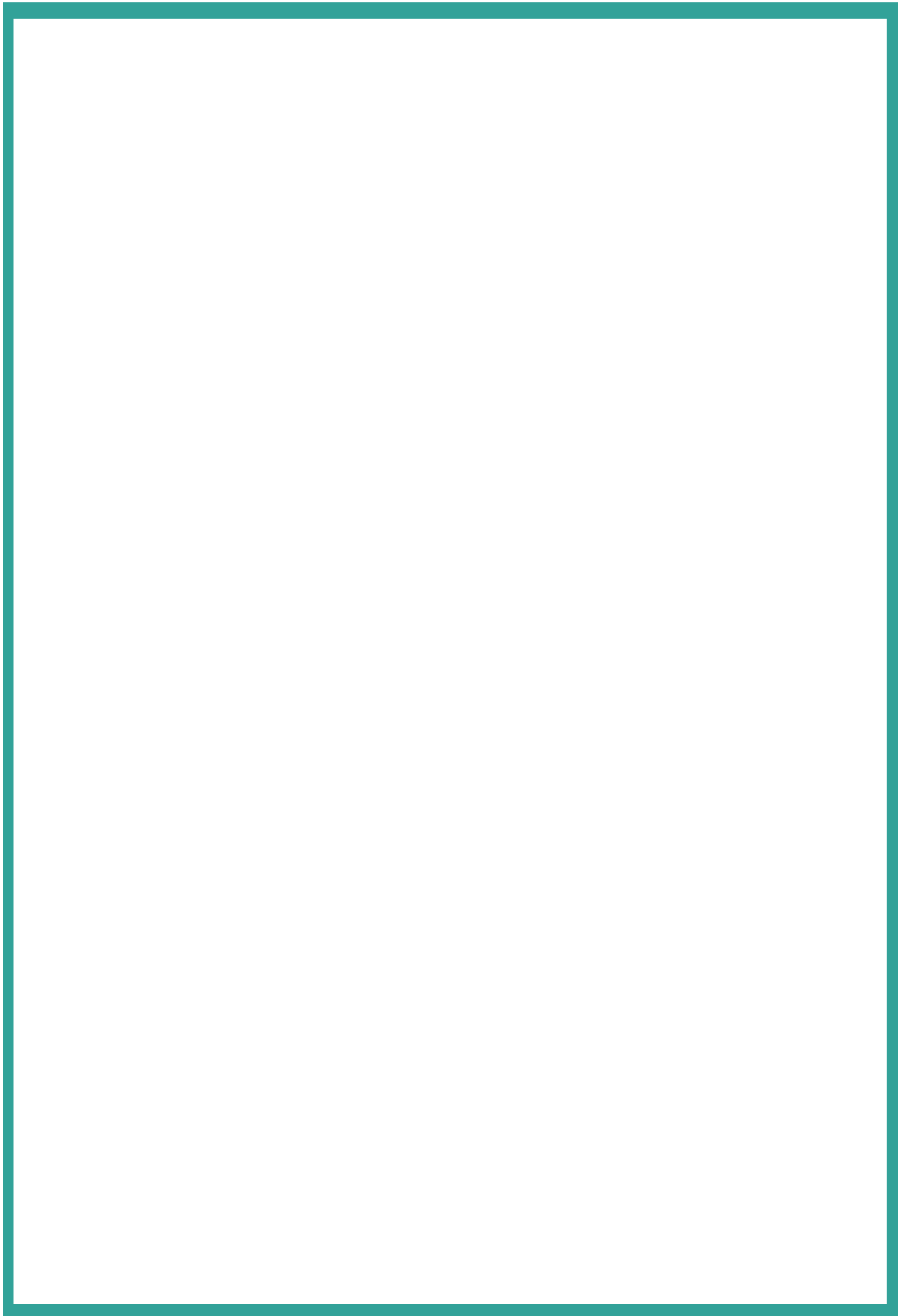
Are you going to adjust the dates of the scans? If so, what conventions are you going to use in general and for the 'fuzzy date' photos in particular?

Are you going to use tags / keywords? If yes, use the separate sheet to write them down.

Are you going to rate your photos? If so, what are your rules?

How are you going to capture the stories?

MY KEYWORDS

MODULE 3 - ARCHIVING

This is what you are going to do in this module:

- ☐   DECIDE HOW YOU WANT TO ARCHIVE
- ☐   BUY THE NECESSARY CONTAINERS
- ☐   TRANSFER THE PRINTED PHOTOS
- ☐   MOVE TO THE DIGITAL PHOTO MANAGMENT
- ☐   SHARE AND ENJOY!

BEST PRACTICE FOR ARCHIVING PHOTOS

Make sure you archive your photos considering these best practices:

- [ ] 15 % - 65 % HUMIDITY
- [ ] CONSTANT TEMPERATURE, NOT HIGHER THAN 23 ° CELSIUS
- [ ] STORE IN DARK PLACE
- [ ] AWAY FROM POTENTIAL WATER DAMAGE AREA
- [ ] AWAY FROM POTENTIAL RODENT ATTACKS
- [ ] CORRECT HANDLING (GLOVES)
- [ ] ARCHIVAL QUALITY STORAGE MATERIALS
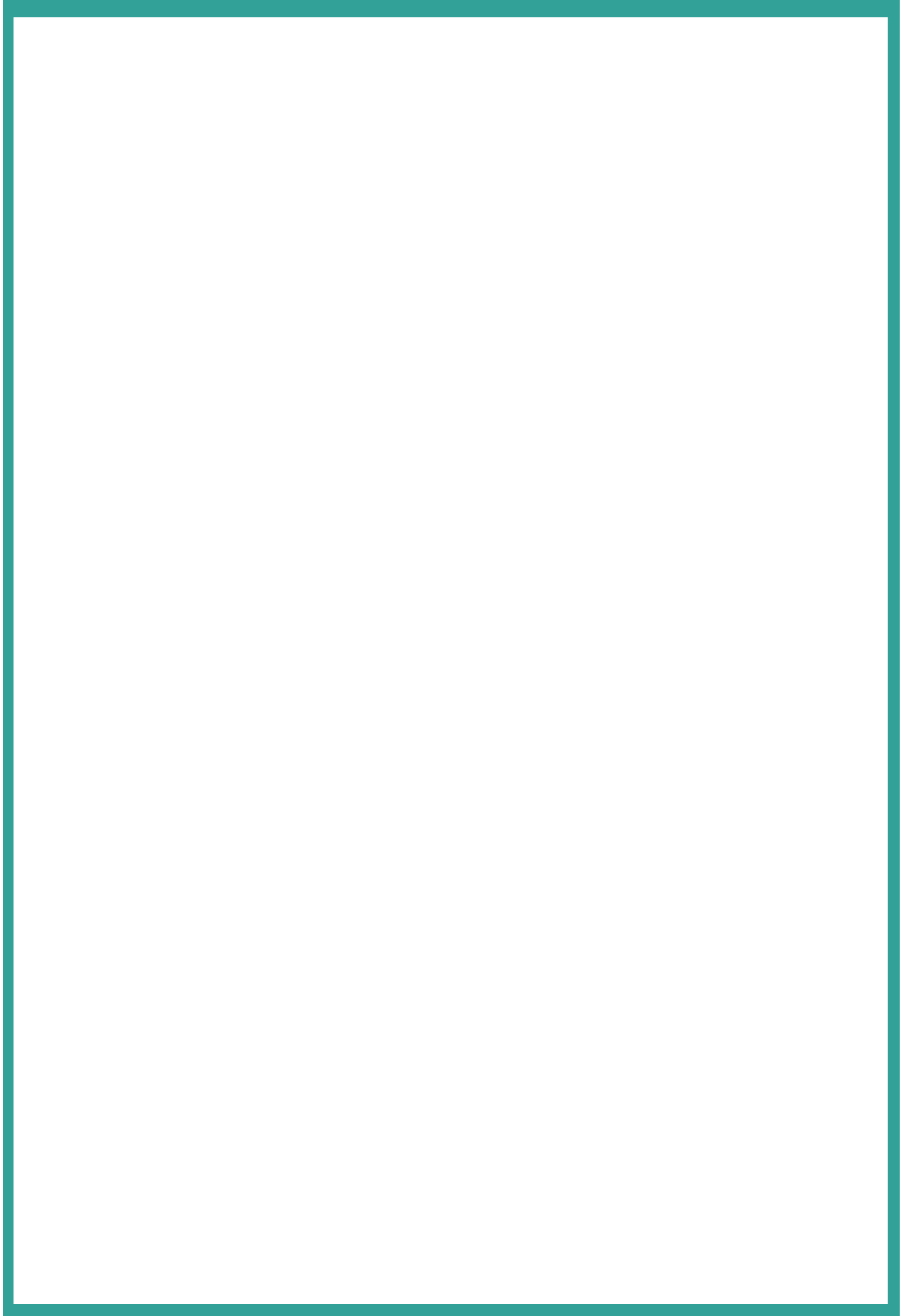- [ ] CORRECT USAGE OF ARCHIVAL MATERIALS

RESOURCES

These are the resources mentioned in the course. Unless it is mentioned explicitly there is not affiliation to these businesses. You can also find more on my website www.photosinorder.com.au/resources.

- [ ] EMPTY FOLDER STRUCTURES - CLICK HERE

- [ ] APPO - ASS. OF PERSONAL PHOTO ORGANISERS

- [ ] MY FAVOURITE EPSON PHOTO SCANNERS

- [ ] CAMERA SCANNING BOOK

- [ ] MOBILE SCANNERS DOXIE FLIP OR FLIP PAL

- [ ] CREATIVE MEMORIES POWER SORT BOXES (AFFILIATE)

- [ ] ARCHIVAL SURVIVAL

MY NOTES

MEET THE AUTHOR
CHANTAL IMBACH

My belief is that photographs give us the ability to overcome time and distance, strengthen family ties and even shape identity.
I would love to help you experience this for yourself through a well-organised photo collection.I understand how overwhelming it feels to be drowning in photos. You might be daunted by the technology and worried about losing your photos. I've been there too!
Let's get your photographs sorted and digitised together so that you can share them with your family, now and into the future.

Chantal

"We take photos as a return ticket to a moment otherwise gone"

Katie Thomas

HAVE QUESTIONS?

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Timeline

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OKTOBER

NOVEMBER

DECEMBER

SOMETIME THAT YEAR