

# *Managing Digital Photos* Checklist

## **Organize:**

- ☐ **Move/copy** all pictures (from phone, memory cards, cameras, files, etc) to folder.
- ☐ **Sort** the pictures by date within the folder.
- ☐ **Create folders** for each year. Then within each year, create a folder for each month.
- ☐ **Move pictures** into the corresponding folder.
- ☐ **Delete** duplicates & unrecognizable photos.
- ☐ **Rename** images with corresponding sequential name.
- ☐ **Add descriptive tags** to pictures.

## **Back-Up:**

- ☐ **Back-up** all pictures on an external memory drive.
- ☐ **Create an auto-sync** for phone pictures, if using online data storage.
- ☐ **Schedule** a monthly back-up.

## **Share:**

- ☐ **Edit** favorite pictures, if needed.
- ☐ **Make a photo book** each month with highlights from that month (use online photo printing services).
- ☐ **Create personalized gifts** using the pictures.
- ☐ **Print pictures** monthly to update household frames.