

# Organizing Your Family Photos

- ▼ Photos
  - > 1) Provo, UT
  - > 2) Denton, TX
  - > 3) Fort Worth, Tx
  - ▼ 4) Oakland, CA
    - > 1980
    - > 1981
    - > 1982
    - > 1983
    - ▼ 1984
      - 3) Girl's Birthdays
      - 3) Oakland Joggers
      - 3) Visit With Grandparents Stoddard
      - 4) Easter Time
      - 6) Cub Scout Day Camp
      - 6) Cull Canyon
      - 6) Fallbrook at Hyatt's House
      - 6) Grandma Schley's Home
      - 6) Kids DayCamp
      - 6) Visit to Park
      - 7) Brian
      - 7) Delta Parade
      - 7) Lehman Caves Camping Trip
      - 7) Yosemite National Park Trip
      - 9) Oakland Park
      - 9) Tilden Park
      - 10) Halloween Time
      - 10) Marriot's Great America
      - 12) Christmas Time
      - Miscellaneous Pix
      - Visit Steve & Marilyn
    - > 1985
  - > 5) Oak Harbor, WA
  - > 6) Pensacola, Florida
  - > 7) Idaho Falls, Idaho

Organizing your family photos can be a significant task to undertake if you have years of photos to organize. However, the process of organizing files ultimately helps in two major areas, 1) to help find your photos more easily, and 2) backing up your photos. If you can't easily find your photos on your hard drive, backup programs will also have a hard time finding them to back them up.

This system presented to the left is an example of how we have organized our family photos. In our case, we moved around a lot while in the Navy, and so we decided to organize our photos according to the locations where we lived. Those are the subfolders you see to the left, Provo, Denton, Fort Worth, etc. Notice that there are integers before each location title. This helps the computer to sort the sub-folders into a correct timeline.

Under the location sub-folder, we posted the **years** that the photos were taken. Because they are integers, the computer automatically sorts them correctly. Since we often moved to a new location in the middle of the year, we may have two sub-folders for "1985", but as you will see in the next paragraph, we use month sub-folders.

Notice that under the year sub-folder, you will see additional sub-folders. These also have an integer preceding the title. These indicate the MONTH in which the activity took place. You might have several activities or events happen within a single month. All photos related to an event are stored in that event sub-folder.

Begin to create a simplified organization approach for you data files, whether photos, documents, or other files. It will greatly help in finding your files.

**HAPPY ORGANIZING!**