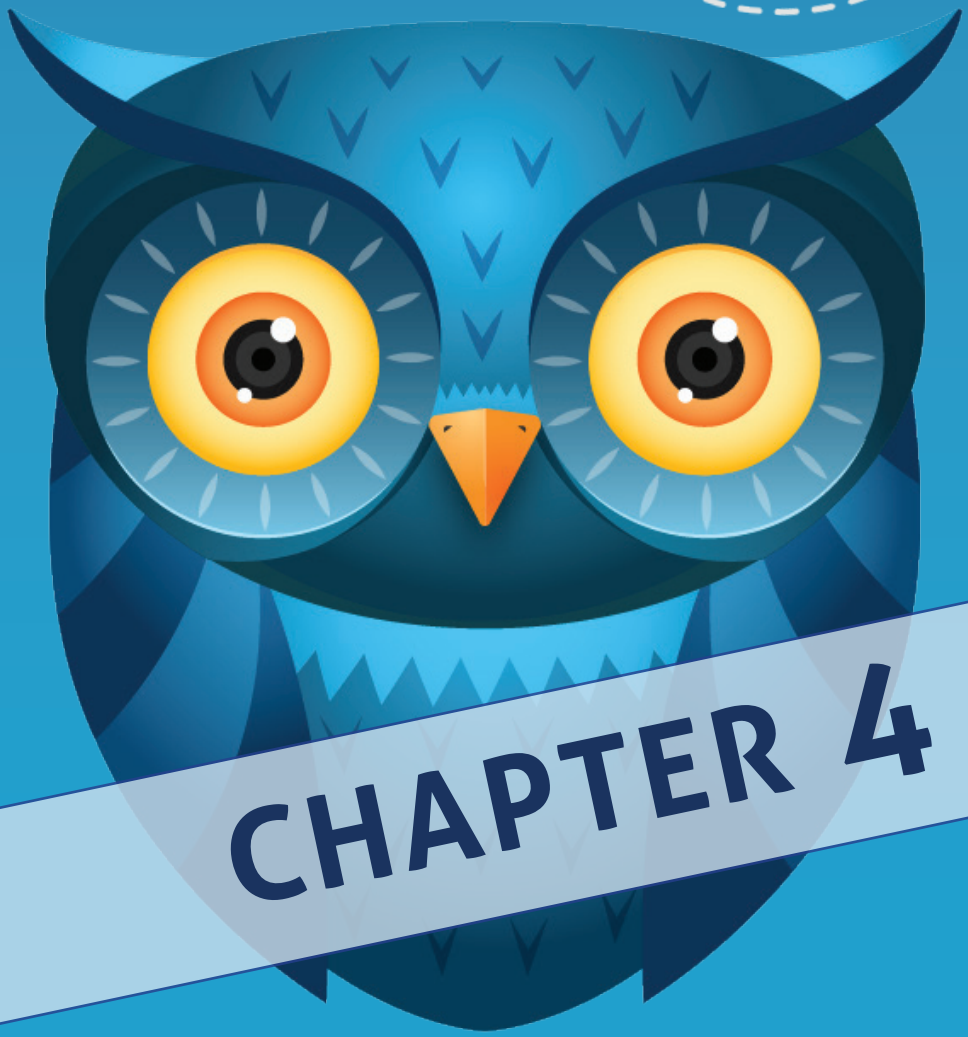
WOOT

# Secrets of the MEMORY GUARDIAN

## Leave A Legacy



## CHAPTER 4

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# Chapter 04

## Organizing Secrets

# Safeguard your memories

Our sunny state enjoys relatively beautiful weather but with the tornadoes, the fires and the flooding, we can no longer turn a blind eye to the need to preserve our legacies. Naturally, the first priority is the safety of our loved ones but we at Leave A Legacy have heard over and over again from the victims of tragedy that photo, video and audio memories are high on the list of their valuables.

## Steps for safeguarding your memories:

1. **Digitize**

   Whether you have boxes and albums of photos or reels of film or cassettes, it is time to either update your media to CDs and DVDs and/or digitize it to file format for your computer. There are multiple benefits to doing this beyond protecting and preserving your memories. Digitization makes your legacy easy to duplicate and share with your family and network of friends.

2. **Back Up and Duplicate**

   Make a second copy of your CDs, DVDs and files on an external hard drive. It is important to keep these copies in a place outside of your home (in a trusted friend or relative's home or in a safety deposit box.) This is in the event that something were to happen to your home.

3. **Be Organized and Archive**

   It may be quite the task but take the time to organize what you have. Leave A Legacy is available to help you organize all of your photos. In the case that a natural disaster is imminent, you can grab what is most important and run.

# How to Rescue Your Wet Photos, Videos, Films and Audio

I think we all agree that photos and water just don't mix. The things that we hold most dear, besides our family and loved ones, are our important photos and documents. This is a guide to help you rescue wet photos, videos, film and audio.

**If they are just wet:** separate everything. Stand up videos on their ends, open up all film and audio containers and set them out to dry. Blow a fan on them to speed the drying process. Photos like to stick together when wet. If at all possible separate them while they are still wet. Hang up photos using a line and clothes pins and a fan.

Alternatively, you can also lay photos out on screens or on absorbent towels with the image side up. Remove wet photos from frames if they are still wet and dry them along with your other photos. If they won't come out of the frame easily or without damaging the photo, stop and scan the photo through the glass before trying to remove it further.

**If they are dirty:** it is suggested that you rinse your photo in cold distilled water before drying. Change the water frequently as it gets dirty. Use one tub for the dirty rinse and a second tub for a clean rinse. Then set out your media to dry.

If you can't get to all of your photos, videos, and films before they dry out, then freeze them with sheets of wax paper between them and place in a zip lock bag. This will buy you some time so that you can work on them later.

**If your photos are stuck together:** the process will be more difficult. Two options are available for you try: steaming or soaking. You can try steaming your photos apart by holding loose edges of your photos with your fingers and holding the stuck part in the steam. Gently pull the two photos apart as the steam works to loosen them. If you have a big stack of photos or there is no loose edge to work from, you can try soaking the photos in a tub of water and work to separate them.

Once your items have dried out, it is time to digitize them. Photos can be scanned; videos, film and old audio transferred to digital and saved to disc or digital files. Once images are scanned, photos can be restored digitally on the computer.

Leave A Legacy, Inc. is here to help you along the way. We can digitize all media forms, restore damaged photos, and make duplicate copies for you to share with other family members.

## How to Organize all your Media

We all have them. We have them hidden – out of sight – out of mind – but they still exist - our photos, videos, films, and boy are they a mess!

When you are ready – Leave A Legacy is ready to help you get started. Below are steps to follow to get them organized?
First sort types of media by collecting all of one type of media in one place. Collect all of your photos in one place. Put all of your videos in one place and so on.

Now it's time to sort within a type of media. Make stacks or piles of each decade: 1960s, 1970s, 1980s, 1990s, 2000s, etc.

Now organize within a decade, by year. For instance take your stack of 2000s and sort them into stacks of 2001, 2002, 2003, etc. We recommend that you organize all years within all decades before moving on to further organizing.

Finally, you can organize within a year. We encourage you to not get hung up trying to figure out specific dates. Fifty or 100 years from now no one will care whether it occurred on April 1 or May 1 – just place the photos between Easter and the 4th of July.

An alternative to sequential sorting: Sometimes it is more practical to sort by theme or subject. You can sort by holiday (Christmas, Easter, Valentine's Day), by child, and by hobby (quilting, antiques, cars, animals).

## How to organize your photos using Adobe Photoshop Elements (PSE)

Decide where you want to save all of your photos on your computer.  Most PC computers have a folder at this location: C: \My Documents \My Pictures Note; you can have them saved in several different folders within the \My Pictures folder.

We will be using the organizer part of PSE to organize your photos. Newer versions of Adobe Photoshop have variations for what buttons are called or look like, but this guide should help you get pointed in the right direction. When you open PSE choose the 'Organize' option.

## Organizing Digital Media

Once you have organized all of your media by type and by date or subject you will likely want to have it all digitized. Leave A Legacy can help you with nearly any type of media.

When digitized it is often helpful to maintain organization by saving your organized media into digital file folders. Make a folder for each year, decade, or theme. To organize individual photos use a photo organizing software like Photoshop Elements.

*A couple months ago I dropped off about 70 lb. box of photos spanning 20 years in no order what so ever just photos in the envelopes I had taken over the years . Yesterday I picked up the 3 different photo album books that Zoe created for me and my 2 sons. I am so impressed, it is like she knew my sons, how she was able to disguise time periods, who was who, what should go in each book and the creative aspect is incredible. I'm sure you are already aware but in this day mediocrity you are blessed to have Zoe who seems to love what she does and is so talented with your company.*

*-Bill Fowler*
*Denver, CO*

While in the organizer, you will see a section on the right side that is entitled "Keyword Tags". You will be "tagging" each photo with multiple tags which allow you to sort your photos in multiple ways depending on the project or photos you want to work on.

Within that section the program will have already made some Categories for you to start with. Under the people category I suggest that you make a subcategory for friends and another for family. Choose the people category and then click on the green plus sign and select 'create new sub-category' and then enter the names (like "friends" and "family"). Then to create further divisions under these sub-categories you will be making new tags. For making keyword tags under family, say, you will want to make tags for each member of your immediate family.

Under 'Places' you can make tags like: school, church, Florida, at home, boy scouts, etc. Under 'Events' you can make tags like: Christmas, Birthday, Vacation, Baseball, etc. Under 'Other' you can make tags like: photos taken by Bob, scanned slides, etc.

Examples of how and why you'll want to use tags: When you have a photo of your daughter at school you will tag the photo with your daughter's name and also with the school tag. If you tag

all of your photos using this method you will be able to find all photos of Bob, photos of Bob on his birthday, photos of Bob at Christmas, photos with both Bob and Sally, or other combinations of multiple tags.

The next step is to begin pulling in photos into the organizer. Choose \File \Get Photos and Videos \From Files and Folders. I suggest just choosing one folder of photos at a time. When that one folder has been brought in, it is time to put tags on them. Choose one photo and then click on a tag that you want to put on it. Click and drag the tag over to the photo and release. Add all of the tags that apply to that photo, one at a time.

In order to save time by applying the same tag to a lot of photos you can use the following shortcuts

Ctrl A chooses all photos that are on the screen

To choose a complete series of several photos click on the first photo in the series and then choose the last photo in the series by holding Shift while clicking on it with the mouse.

To choose several photos that may not be consecutive click on the first photo, when choosing more photos hold down Ctrl while clicking on each additional photo.

Once you've tagged your photos, it is time to utilize the organization that you've developed. Another example: to be able to see all the photos of Bob click on the empty square in front of the Bob tag. This makes a pair of binoculars or an eye appear in the box. To see the photos of Bob at Christmas you would click on the box in front of the Christmas tag and the box in front of the Bob tag.

# Organizational Tools

Our client Laurie gave us some wonderful ideas to help other clients get organized. See the forms we created to:

**1. Keep track of your child's age, grade, and year in school.**

## Age & Grade Tracking

1827 E. Harmony Rd.
Fort Collins, CO 80528
(970)226-0102

team@leavealegacytoday.com
www.LeaveALegacyToday.com

Child: _____

| Year | Grade in School | Age | Important activity level | Important activity level |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**2. Organize your family videos and old movie films.**

## Organizing Your Videos

Gather all of your films and videos of all types in one location. Write numbers on dot stickers to assign the order of your media and record on this sheet. Leave A Legacy will combine media in order to create DVDs up to 2 hours in length or 1800 feet of film.

| Year | Subject | Order |
|---|---|---|
| | | |
| | | |
| | | |

**3. Organize your photos for a photobook.**

This method works for print photos in a physical file and digital photos on a computer. This form will keep things organized whether you choose creating the pages yourself or if our team is getting creative for you.

# Organizing Photos for a Photobook

Create folders (real folders or on a disc) for each section/subject. Include all photos for that section (# them if order is important). Create a text document in each folder that tells the page heading and caption for each photo or text for the section as a whole.

| Order | Folder Name | # of photos | #of pgs | layout/color suggestions | text to be included? (Y/N) |
|---|---|---|---|---|---|
| 1 | example: Halloween | 22 | 4 | pumpkin | Y |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Want Leave A Legacy to do all the organizing for you or questions about the next step of digitizing your media?

# Contact us today

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More questions answered here:

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