

Organizing and protecting photos - Software

1. Software

- Flip Album
- Adobe Photoshop Elements
- Picasa

Organizing and protecting photos - Hard drive

2. Hard drive: Folder directory (categories & dates)
 - Categories
 - Dates

Organizing and protecting photos – Photo album

3. Photo album

- <http://www.archives.gov/preservation/family-archives/album-types.html>
- Album pages, not the covers, have the most influence on the long term preservation of your photos
 - o plastic pocket pages
 - o paper pages – acid free
 - o self stick albums having clear cover sheets – avoid these

Organizing and protecting photos – Photo album

3. Photo album, continued

- All papers, plastics, and adhesives used in albums should pass the Photographic Activity Test (PAT).
- Plastic pages and cover sheets made from uncoated pure polyethylene, polypropylene and polyester are considered stable and non-damaging.
- Avoid the use of PVC plastics because they generate acids which can fade the photograph.

Organizing and protecting photos – www.archives.gov/

4. Additional information on www.archives.gov/
 - Digitizing Archival Materials for Electronic Access
<http://www.archives.gov/preservation/technical/guidelines.html>
 - Storing photographic prints
<http://www.archives.gov/preservation/family-archives/storing-photos.html>
 - Framing and displaying photographs
<http://www.archives.gov/preservation/family-archives/displaying-photos.html>

Organizing and protecting photos – Internet photo books, back-up

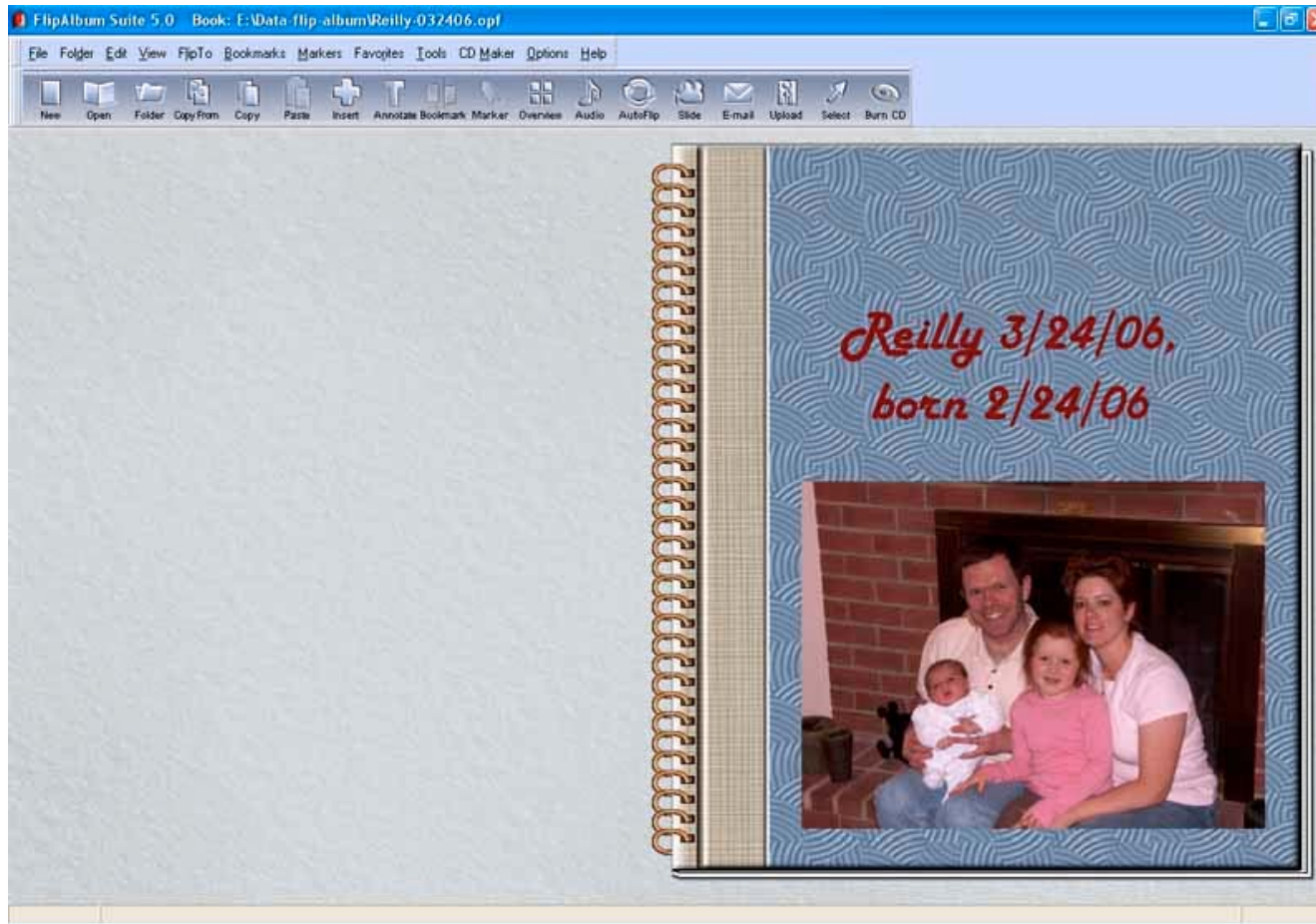
5. Shutterfly photo books

- http://www.shutterfly.com/shop/product_c10010/Photo_Books

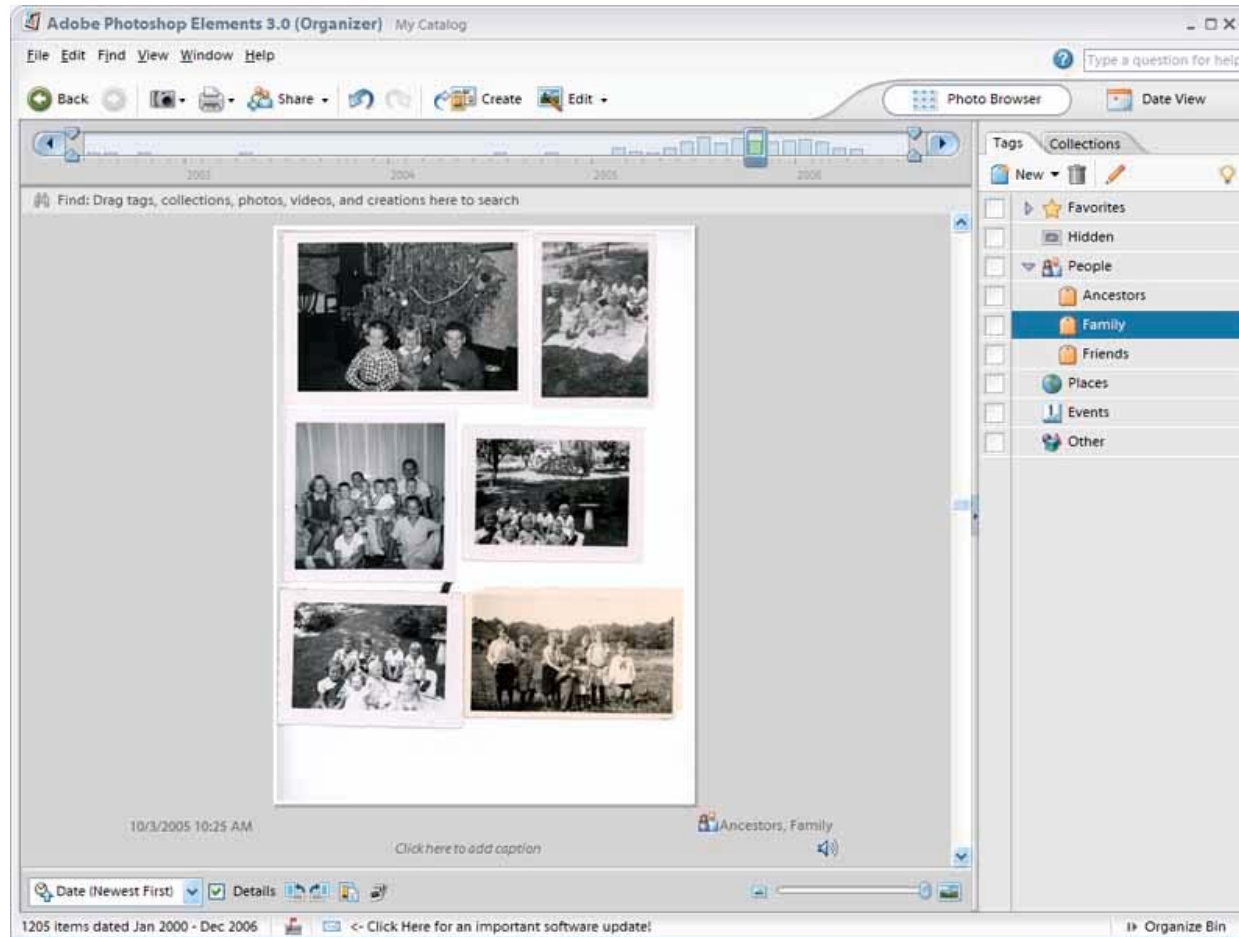
6. Back-up all photos

- Hard drive (internal or external) (? years)
- CD (3 years)
- DVD (3 years)

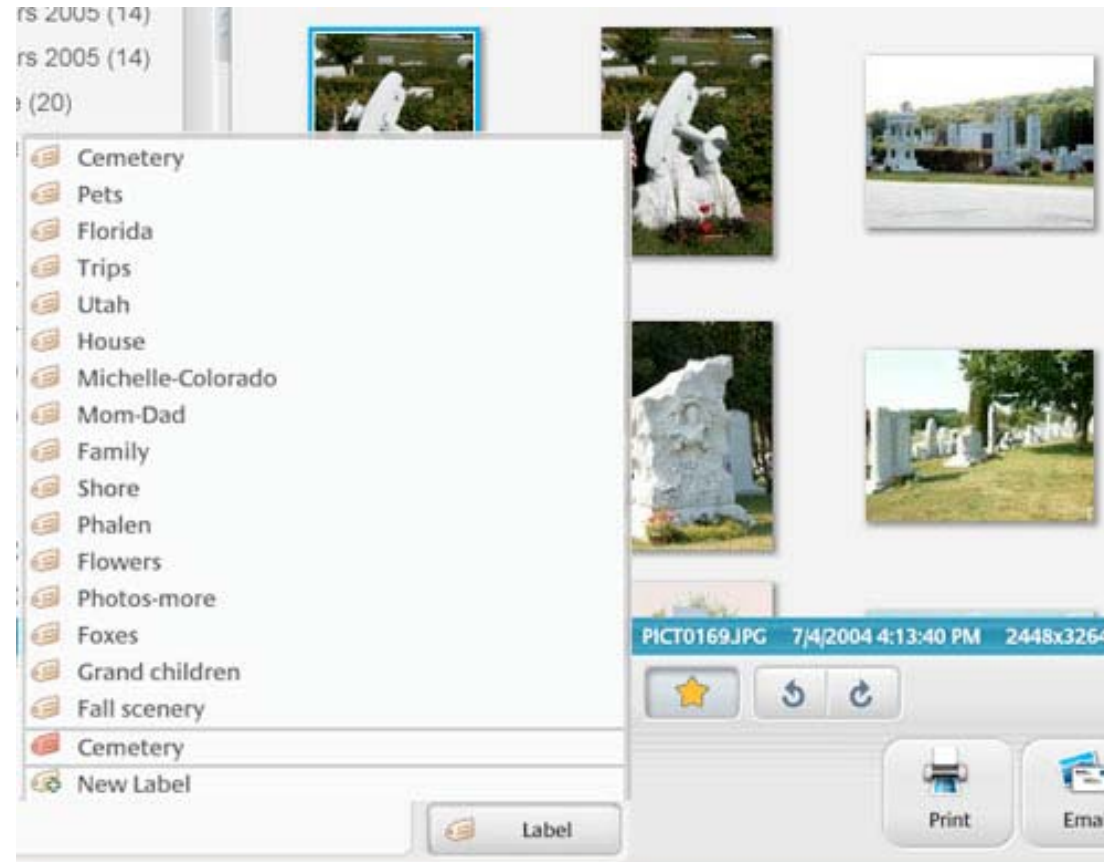
Flip Album



Adobe Photoshop Elements Organizer



Picasa



Hard drive: Folder directory (categories & dates)

