

Checklist

The *Photo Crush* checklist is an inventory of your personalized photo management system. Your long-term goal is every box checked off, but your priority should be the first section. **Your system should always work for the next image you take**, so that you don't feel behind from the moment you begin. You will also find, over the years, that you wish to revisit certain items to make the process easier or adapt it to a change in technology.

Protect the Future

I HAVE DESIGNATED A SPECIFIC HOME FOR MY DIGITAL PHOTO LIBRARY.

I KNOW HOW TO MOVE A NEW PHOTO FROM MY CAMERA TO THAT HOME.

I HAVE A PLAN FOR KEEPING MY DIGITAL PHOTOS BACKED UP AND SAFE.

I HAVE A ROUTINE FOR REGULARLY MAINTAINING MY PHOTO LIBRARY.

Organize the Past

I KNOW GENERALLY WHAT PHOTOS I HAVE (ALL TYPES) AND WHERE THEY LIVE.

I KNOW HOW TO MOVE OLDER IMAGES INTO MY DIGITAL PHOTO LIBRARY.

I CAN EASILY FIND (AND PRINT, IF NEEDED) THE PHOTOS I WANT TO SCRAPBOOK.

I HAVE A PLAN FOR STORING AND/OR DIGITIZING PRINTS, SLIDES, OR NEGATIVES.

I HAVE A PLAN FOR STORING AND/OR DIGITIZING MEMORABILIA.