Give every photograph its story.

Organize family photos so the people and moments stay connected.

Start with a small collection

Choose one album, event or decade. Keep the original order until you know how the photographs relate. Work in small batches so you can label each group before moving on.

Record the details

For each image, note who appears, where it was taken, the approximate date and who supplied it. Include a sentence about why the moment matters. Write “unknown” when a name or date has not been confirmed.

Make a digital copy

Use a scanner or a well-lit, straight-on photograph. Keep the original scan and make a separate copy for cropping or color adjustments. Handle fragile items carefully and consult a preservation specialist when needed.

Use consistent names

A filename such as 1987-approx_family-reunion_lakeland_01 makes a collection easier to search. Keep a simple text document beside the images with longer descriptions and the source of each photograph.

Keep copies in more than one place

Maintain a separate backup from the device you use every day. Test that you can open copied files. Before sharing, check permission from the photographer and the people shown, especially for private family moments.