



THE LEGACY IN ORDER™ SERIES

THE LEGACY IN ORDER™

A STEP-BY-STEP GUIDE TO
ORGANIZING, PRESERVING & SHARING
YOUR FAMILY PHOTOS



W O R K B O O K

*Preserve your memories.
Honor your story. Leave a legacy.*



WELCOME

YOU'RE CREATING SOMETHING
THAT MATTERS.

The photos you're about to organize hold more than faces and places—they hold stories, legacies, and love. This workbook will guide you step-by-step so you can bring order to your collection, preserve your memories, and share them with the people who matter most.

There's no "right" way to organize your photos. The right way is the way that works for you and your family.

IN THIS WORKBOOK, YOU WILL:

-  Reflect on the people and moments that matter most
-  Learn simple systems to organize your photos
-  Discover best practices to preserve your memories for generations
-  Plan how to share your photos and your story
-  Create a legacy that will live on



“

*What we have once enjoyed
deeply we can never lose.
All that we love deeply
becomes a part of us.*

— HELEN KELLER

1 WHY ORGANIZE YOUR FAMILY PHOTOS?

Our photos are more than images—they are pieces of our story. When they're organized, preserved, and easy to find, they can be enjoyed today and cherished for generations to come.

ORGANIZING YOUR PHOTOS HELPS YOU:

-  Preserve precious memories before they are lost or damaged.
-  Save time and reduce stress by knowing where everything is.
-  Share your story and family history with loved ones.
-  Protect your photos from damage, loss, and technology that may change.
-  Create a legacy that future generations will treasure.

“

*You don't take a photograph,
you make it.*

— ANSEL ADAMS



The goal isn't perfection—it's connection. Progress over perfection.

2

KNOW WHAT YOU HAVE

YOU CAN'T ORGANIZE WHAT YOU HAVEN'T TAKEN STOCK OF.

Before you create systems or buy containers, take time to see the full picture. Gathering and assessing your photos will help you understand the scope of what you have and make decisions that support your goals and your future.

TYPES OF PHOTOS YOU MIGHT HAVE:



Printed photos in boxes, albums, or loose



Slides and negatives



Digital files on computers, phones, or external drives



Photo books, framed photos, and other keepsakes



Videos and media files



KEY TAKEAWAY

*You don't need to do everything at once.
Start by simply gathering and seeing
what you have.*



AWARENESS TODAY
CREATES CLARITY TOMORROW.

GETTING STARTED —

1

GATHER EVERYTHING IN ONE PLACE.

Collect photos from all the places they may be hiding.

2

SORT BY TYPE.

Group similar items together (prints, slides, digital, etc.).

3

TAKE STOCK.

Note how much you have and where it's stored.

4

IDENTIFY PRIORITIES.

What's most important to you right now?

5

SET A STARTING POINT.

Choose one small area to begin.



Remember: Progress feels good. Even small steps forward are steps worth celebrating.

3

CHOOSE A SYSTEM THAT WORKS FOR YOU

The best organizing system is the one you will actually use. Whether you prefer something simple or more detailed, consistency is the key to keeping your photos easy to find and enjoy.

POPULAR SYSTEMS:



BY DATE

Organize by year, then month.
Simple and straightforward.



BY PERSON

Group photos by individual
family members.



BY EVENT OR OCCASION

Sort by holidays, vacations, weddings,
reunions, and more.



BY PLACE

Organize by locations that are
meaningful to your family.

You can also combine systems that work best for your family and your collection.



TIPS FOR SUCCESS



KEEP IT SIMPLE

Start with a system
you can maintain.
You can always
refine it later.



BE FLEXIBLE

It's okay to adjust
your system as
your collection
grows and changes.



USE CLEAR LABELS

Labels help everyone
in the family find
and return photos
with ease.



INVOLVE FAMILY

Ask for input and
memories while
you organize
together.



FOCUS ON JOY

Your system should
help you enjoy your
photos, not add
more stress.

4

HOW TO ORGANIZE YOUR FAMILY PHOTOS

There is no one “right” way to organize your photos. The key is to create a system that makes sense for you and your family—one that you can maintain and that helps you enjoy your memories.

Follow these simple steps to build a system that brings order to your photos and peace of mind to your present.

1



GATHER

Collect all your photos from every location and in every format. Keep everything together for now.

2



SORT

Sort your photos into broad categories such as by date, person, event, or place.

3



ORGANIZE

Put your photos into a system that works for you. Use albums, boxes, digital folders, or a combination.

4



LABEL

Label everything clearly so photos are easy to find now and in the future.

5



PRESERVE & BACK UP

Protect your photos from damage and create backups of your digital files.

6



ENJOY & SHARE

Look through your photos, share them with loved ones, and celebrate your memories.



REMEMBER

*The goal isn't just to get organized.
It's to connect with what matters most.
Take it one step at a time.
Your future self will thank you.*



5

PRESERVE YOUR MEMORIES FOR THE FUTURE

Photos can last for generations—if we take care of them. Time, light, humidity, and technology can all cause damage, but with a few simple steps, you can protect your memories and make sure they're here for the people you love in the future.

BEST PRACTICES FOR PRESERVATION:



KEEP AWAY FROM LIGHT

Store photos in a cool, dark place. Direct sunlight can fade and damage your photos.



CONTROL HUMIDITY

Keep photos in a dry environment. High humidity can cause mold and warping.



KEEP IT COOL

Extreme heat can cause photos to fade and become brittle.



HANDLE WITH CARE

Always handle photos with clean, dry hands. Avoid bending or touching the image surface.



USE QUALITY MATERIALS

Store photos in archival-safe albums, boxes, and sleeves. Avoid plastic that can trap moisture.



BACK UP DIGITAL FILES

Save copies in multiple places—such as an external hard drive and a cloud service.



CHECK & REFRESH

Review your digital storage every few years and update formats when needed.



A LITTLE CARE TODAY

means your memories can be enjoyed tomorrow, and for generations to come.



6

CREATE A SYSTEM YOU CAN MAINTAIN

The best system is the one you will stick with. Keep it simple, realistic, and flexible. Build habits that make organizing a natural part of your life, not another task on your to-do list.

TIPS TO MAKE IT EASY:



SET A SCHEDULE

Choose a regular time—weekly, monthly, or seasonally—to work on your photos.



START SMALL

Do a little at a time. Even 15 minutes makes a difference.



KEEP SUPPLIES HANDY

Store boxes, labels, and tools in one easy-to-reach place.



INVOLVE OTHERS

Make it a family activity. Share stories while you organize.



REVIEW AND REFINE

Revisit your system every few months and adjust as needed.



“ It doesn’t have to be perfect.
It just has to be yours. ”



MONTHLY MAINTENANCE CHECKLIST —

- ☐ Add new photos to the appropriate categories.
- ☐ Label and date any unlabeled photos.
- ☐ Make sure digital files are backed up.
- ☐ Declutter duplicates or unclear photos.
- ☐ Enjoy a few memories—you’ve earned it!



Consistency over time creates a legacy that lasts. Keep going—you’re doing something beautiful.

7

DIGITIZE YOUR PHOTOS

PRESERVE TODAY, SHARE TOMORROW

Digitizing your photos protects them from loss or damage and makes it easy to share, enjoy, and pass down your memories. You can do it yourself or use a professional service—and both can yield great results.

HOW TO DIGITIZE YOUR PHOTOS

1



GATHER & PREPARE

Collect photos, slides, negatives, and photo documents. Gently clean them with a soft, dry cloth and remove any staples or tape.

2



CHOOSE YOUR METHOD

Use a flatbed scanner for prints and high-resolution scanning for the best quality. Slides and negatives require a dedicated film scanner.

3



SCAN WITH CARE

Scan at 300–600 DPI for prints and 2400+ DPI for slides/negatives. Save as high-quality JPEG or TIFF files.

4



ORGANIZE & LABEL

Name files with dates or names (e.g., 1965_Family_Trip.jpg). Store in folders by year, event, or person.

5



BACK UP & STORE

Save copies in at least two places—like an external hard drive and a cloud service.

6



SHARE & ENJOY

Create digital albums, share with family, and preserve your stories for generations.

GOOD TO KNOW

Digitizing once can save irreplaceable memories forever. The sooner you start, the more you protect.



SERVICES THAT CAN DIGITIZE YOUR PHOTOS FOR YOU

If you'd rather leave it to the pros, these trusted services can handle your photos with care.



Legacybox

Mail-in service for photos, slides, negatives, video, and more. Easy kits and optional cloud storage. legacybox.com



ScanMyPhotos

High-quality scanning with quick turnaround and great customer service. scanmyphotos.com



Digitize My Photos

Affordable scanning of photos, slides, negatives, and home movies. digitizemyphotos.com



Shutterfly

Upload or mail in photos. Offers scanning plus albums, books, and gifts. shutterfly.com



Costco Photo Center

In-store and online scanning of photos, slides, and negatives. Great value. costco.com/photo



The Photo Managers

Premium service with personal attention and expert organization advice. thephotomanagers.com



Local Photo Labs & Retailers

Many local camera shops, photo labs, and libraries offer scanning services. Ask in your community!



A digital copy isn't a replacement—it's a backup and a way to share your story.

PHOTO LIST

Use these pages to list the photos in your collection.
This will help you keep track of what you have,
where it belongs, and its condition.

#	NAME / DESCRIPTION OF PHOTO	CHAPTER (Section)	DATE TAKEN (If Known)	PEOPLE IN PHOTO (Names)	LOCATION (If Known)	FORMAT (Print, Slide, Negative, Digital)	CONDITION (Good, Fair, Poor)	NOTES (Stories, Details, or Comments)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

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11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

QUESTIONS TO ASK FAMILY MEMBERS ABOUT PHOTOS

The stories behind your photos are just as important as the photos themselves. Use these questions to spark memories, gather meaningful details, and preserve your family's history for generations to come.



WHO IS IN THIS PHOTO?

List names, relationships, ages (if known), and any nicknames.

NOTES: _____



WHAT WAS HAPPENING THAT DAY?

What were you celebrating or doing? Any special events or traditions?

NOTES: _____



WHERE WAS THIS TAKEN?

Be as specific as you can—city, state, country, and exact location if known.

NOTES: _____



WHAT MEMORIES COME TO MIND?

What do you remember about this moment?
How did it make you feel?

NOTES: _____



ANYTHING ELSE TO SHARE?

Funny stories, challenges, forgotten details, or anything worth remembering.

NOTES: _____

HELPFUL TIPS

- ✓ Sit together and look through photos slowly. Let memories come naturally.
- ✓ Record conversations (with permission) so you can refer back to important details.
- ✓ Write down dates, names, and stories right away while they're fresh.
- ✓ Don't worry about getting everything perfect. Every little detail matters.
- ✓ Thank your loved ones. Their memories are a priceless gift. 

ADDITIONAL NOTES

 Every photo holds a story. Every story connects us.
Take the time to listen, remember, and write it down.