

## The Seven Steps in Photo Organizing



**SAFE**



**SET**



**SELECT**



**SORT**



**SNAP**



**SAVE**



**SHARE**

1. **Safety** on your computer & phone
2. **Set** goals and deadlines
3. **Select** the items for your project
4. **Sort** your items in one place, label tag and plan
5. **Snap** and transfer your photos & media to digital
6. **Save** and scan your printed photos and slides
7. **Share** your hard work with family and friends