



Scan and Label Family Photos and Documents

If you're interested in family history, chances are you have old photographs or know of family members with documents in need of care. Maybe they're in a box or a dusty album. Regardless of where they are now, it's time to breathe new life into them. With today's tools and technology, we can easily safeguard these memories and share them across generations.

Begin or restart a scanning project and preserve the visual legacy of your ancestors. Take it one step at a time and let the faces and artifacts of the past inspire connections in the present that will be valuable to your family in the future.









Four Steps to a Successful Scanning Project

Create a Plan

Outline how you'd like to organize items and write notes as you make decisions and progress. This documentation will ensure continuity and clarity and make it easier to take a break and return to the project.

Get Organized

Set up a system for organization that works for you. It isn't 'one size fits all.' Adapt and make adjustments when needed. What's important is to begin. (Check out the resources on the next page for tailored advice.)

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Decide How to Label

Part of organization is deciding how to label and group the images. Your method could be by families, individuals, places, or dates. Unsure of who, where, or when in photos? Wondering where a document is from? Ask—engage your family, rekindle memories, and maybe even capture new stories.

Start to Scan, Tag, and Label

Scanning is the best way to preserve and share items. Whether you scan as you go or after all of your organization is complete, digitally tag and label each image. It may be a bit time-consuming, but the reward is you and your family effortlessly revisiting people and moments for years to come.



Resources to Help with Scanning Projects

Below are some places to start finding tips, inspiration, and services used by people in the family history community.

GenealogyBank, "Genealogy 101: Labeling Your Family Photos"

How to label printed pictures by Gena Philibert-Ortega.* blog:genealogybank.com/genealogy-101-labeling-your-family-photos.html

Maureen Taylor, The Photo Detective

Videos with tutorials and tips. <u>youtube.com/user/photodetective</u>

MyHeritage, "Enhance Your Photos"

Upload and sharpen images. myheritage.com/photo-enhancer

Sassy Jane Genealogy, "Scanners for Genealogy Research"

Suggestions on portable and desktop equipment. <u>sassyjanegenealogy.com/scanners-for-genealogy-research</u>

ThoughtCo, "How to Label Your Digital Photographs" Learn about metadata from Kimberly Powell.* thoughtco.com/how-to-label-your-digital-photographs-1422277

Vivid-Pix

Scanner, story recording, photo restoration, education, and more. wivid-pix.com

*Kimberly Powell is NGS's Director of Education and Gena Philibert-Ortega is Co-Manager of GRIP Genealogy Institute.





