

The Old Shoebox Newsletter

Adventures in modern technology by Marlo E. Schuldt

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Organizing and Finding **ALL** Your Original Photos, Documents and Files

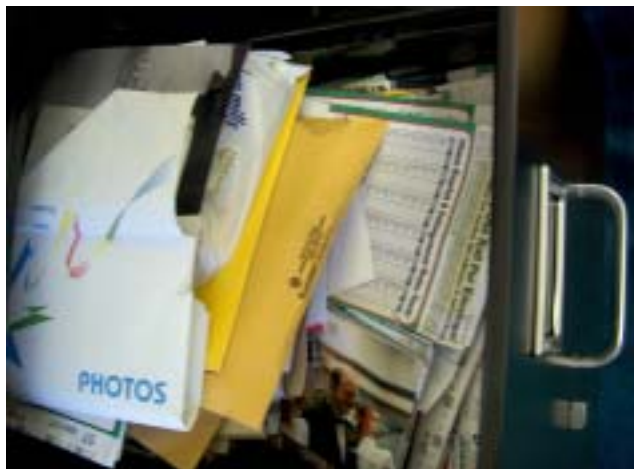
During the past ten years I have made several unsuccessful attempts trying to figure out a logical and simple way to organize and store my original photos, printed documents, tape recordings and genealogical information. To say I've been frustrated would be a huge understatement!

I've made several frustrating attempts to organize but each time I have finally succumbed to total defeat. I've learned this problem doesn't ever go away and gets much worse with time because I continue to acquire more photos and information.



Recently I stumbled on to a simple solution that sounds too good to be true. Even better, you may already have almost everything you need to get started.

My biggest challenge is to convince some of you to try one more time before giving up on becoming organized.



Caution: Please don't give in to the temptation to give all your stuff to your children. This is not the answer. They will politely receive it and then after you are gone throw it all away. **That would be a real loss and tragedy.**



Don't forget to take the disorder "Disorder" test at the end of this newsletter. I think it will put a smile on your face when you discover there is someone else out there that shares your pain and frustrations.!

Basic Materials List For Complete Organization



1. Heritage Collector Software



2. Binder* and Page Protectors* Costco, Wal-Mart and other stores carry inexpensive photo albums. See Allan's site for availability in Australia at the end of this newsletter.



3. Paper* or card stock*, two sided tape* or photo corners.* Use to attached photos to pages. Available in most stores in the stationary section.



4. Genealogical Organizational Filing System by Mary V. Hill. See reference at the end of the newsletter for links and nformation.



*Acid free archival quality.

Moving Photos into Binders

The first step is get your photos into albums.

Do yourself a favor and do not try create a perfectly organized photo album. In my experience, this is not possible or feasible when you are first getting started.

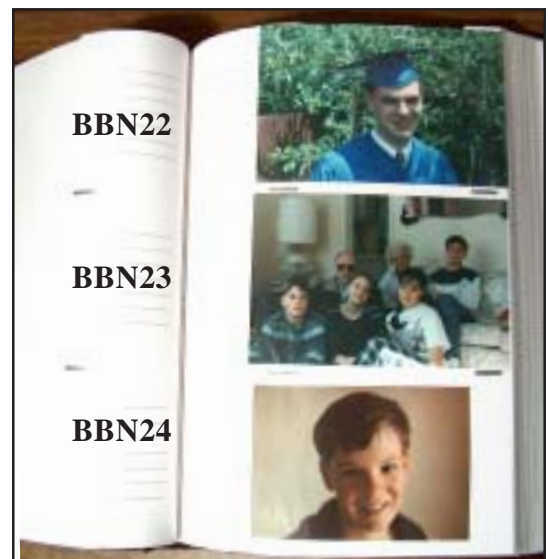
Later you will be able to reorganize your photos and albums using the software to guide and perfect your efforts.

Use two sided tape or photo corners to attach photos to paper. Put the photo pages into page protectors.

Place photos into a photo album type of binder. Place documents into archival page protectors in a binder or album.

Numbering Photos and Pages

Number each page or photo with a consecutive number. The number should reference the book or binder name and the number of each photo such as **BBN22**. The number BBN22 represents Blue Book Photo Number 22.





Each time you scan a photo or enter a document into a collection, enter the binder and page number (BBN24) into the "Description" area in Heritage Collector.

The photo reference number can also be added by right clicking on the photo thumbnail in Heritage Collector and then selecting the "Edit Info" option.

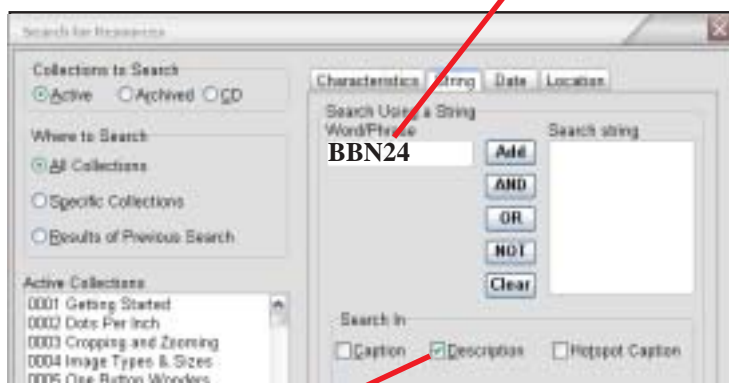
This is an on-going process. To avoid stress, do not try to do this all at once. Just be sure to store the original photo or document in a binder with a consecutive reference number and then add the reference number to the Description field in Heritage Collector.

Finding the Original or Digital Copy

This is the fun part. If you are viewing a photo or other file type in Heritage Collector, right click on the thumbnail image and select Edit Info.

You will see the page number of the item you entered which indicates which album and the page containing the original photo as shown above. You will then be able to go to the binder and thumb right to the page to access the original photo or document.

The reverse is also true. If you find an original item in a binder and wish to locate the digital or computer version, start Heritage Collector, select the search option, type in the book and page number reference (BBN24),

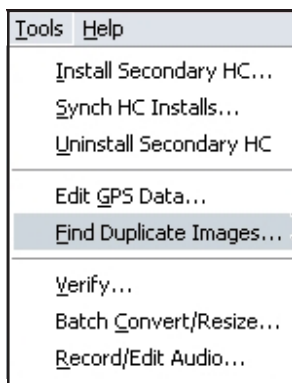


select the Description search and click Find. In a few seconds you will be viewing the digital version on you computer.

As you can see, finding a photo, document or other type of file will now be simple and quick once you have numbered the photo, document or cassette tape and entered the number in the Description field in Heritage Collector

Finding and Eliminating Duplicates

Heritage Collector's new duplicate search will be my lifesaver. Here's why. Like you, I have many duplicate photos that resulted from having double prints made.



The problem is that some of the duplicates were given to other people and some were not.

In my disorganized state, I have no idea how many duplicate prints I have and I don't want to try and lay everything out on the floor and play the old matching game of "Concentration" before scanning to find the duplicates.

I'm going to continue to scan in photos. Occasionally I'm going to use the new Find Duplicate Images and let Heritage Collector find the duplicates. I will then delete them out of my computer collections and then remove the photos out of my binders.

Big thanks and round of applause to our programmer for adding this feature to our new Tools menu. This will save me hours and a lot of frustration trying to manually check through hundreds of photos to find duplicate photos.

Phase Two Organization

Wisely I have decided give up trying to organize all my photos and documents into nice little groups in binders. That has never worked. It has been a very difficult battle for me to finally arrive at this conclusion. Every time I have tried I've been defeated. Why? Because I keep finding new photos and items as I go through my disorganized boxes and files.

I can now clearly see that I have been trying to organize everything in one IMPOSSIBLE and comprehensive step. As I said above, "This is an on-going process." However, I can now see a light at the end of the tunnel *and it's not another train!*

Eventually, maybe in the next few years, I will have all my original photos and documents in binders in archival plastic pages. These items will be randomly organized by reference page numbers because that is the only way it will work for me in the beginning. This is also a logical and workable first step.

There is still hope for those of you who want to have everything organized by category in your photo binders.

Here's how I would do it:

1. Get some extra photo albums.
2. Do a word or phrase search.
3. Do a right click on each thumbnail that is found and select Edit Info.
4. Refer to the book and page reference number of the photo or file in the Description field.
5. Remove the photo or file from its existing location and put it into the new binder in the appropriate group.
6. Give it a new book and reference number.
7. Enter the new reference number in the Description field.

This process will make it possible to finally move and get all of the original photos and files into complete categories in binders or files.

Periodically I plan to do a duplicates image search to remove these items from Heritage Collector and my binders.

Summary

Hopefully you now feel better after reading this newsletter.

Finally I'm relieved to discover a silver lining to these dark clouds of my personal disorganization discouragement.



The process I've outlined will not be difficult if you store your original items in binders or files and add page numbers or reference number to each item and then add the reference number to Description field in Heritage Collector. "Finding is Believing!"

Genealogical Organization Solution

I recently met Mary V. Hill when she purchased Heritage Collector. As fate would have it, we both were trying to find a solution to our organizational woes. Mary wanted to find a way to organize and find all her digital images and documents. I wanted to find a way to organize my genealogical information. Luckily we discovered we each had the solution to the other's problem.

I would highly recommend the genealogical organization system Mary developed and uses. I have personally talked with several people who use Mary's system. They all report they really love its simplicity and the problems it has solved for them. Mary recommended the following sites and information:



www.familyrootsorganizer.com - instructions on how to set up the filing system



mharris_hawaii@yahoo.com
how to order the Organize DVD
and color circle chart



Instructions and steps on how to set up the filing system on the LDS Church website:

http://www.familysearch.org/Eng/Search/RG/frameset_rg.asp?Dest=G1&Aid=&Gid=&Lid=&Sid=&Did=&Juris1=&Event=&Year=&Gloss=&Sub=&Tab=&Entry=&Guide=ALL_REF_DOC_-_Organizing_Paper_Files.ASP

Australian Links

If you are located in Australia, I would recommend you contact Allan Murrin.

Visit his website:



www.joymurrin.com.au

PO Box 278

Oatley NSW 2223

Phone 02 95851187

amurrin@optusnet.com.au



Costco carries a very nice and inexpensive photo album. It has space to write a photo description and add a reference number, add the archive or gift CD/DVDs and a pocket for negatives. Each album holds 300 photos.

Negative: You can not reorder the photo pages since there are permanently attached.

A three ring binder with additional pages would be helpful for reorganization purposes.



Disorder Trauma Test

The following test will help you determine if you have the disorder "Disorder." The test is easy and simple to score. Soon you will know if you have what I call the "Organizational Trauma Disorder."



Symptoms: (check all that apply)

- New Home Excuse.** Your spouse gets annoyed each time you tell him/her you do not have enough floor space. You never reveal the true reason. You need more space to lay out everything in "organized" piles. You know a six bedroom house will be the best solution since you could use one room for each collection and the garage for shredding duplicates.
- Memory Loss.** Can't remember what's in each pile of newly "sorted" items.
- Dysnomia.** Word finding difficulty and confabulation trying to name or identify each of the "piles" of newly organized materials.
- Mental Confusion, Fatigue and Increased Agitation.** Occurs whenever you engage in any activity that involves organization.
- Irrational Word Fears.** Organization, find, organize, throw away, file, binder, folder, garbage, and COMPUTER.
- Delaying Tactics.** Compulsion to walk on your treadmill for extended periods or doing 50 pushups whenever someone suggests you need to get organized or clean your desk.
- Dramatic Increase in "Senior Moments."** These embarrassing events seem to occur more often when you are in any process that involves organization.
- Unrealistic Calming Strategies.** Repeatedly reciting the mantra "I just can't do this." However, chanting the mantra does seem to relax you until someone speaks to you, especially grandchildren.
- Approach / Avoidance Mechanisms.** Attempting to start and avoiding the task by doing something easier such as scrubbing an unfinished wood floor on your knees or removing four layers of wallpaper with a hand scraper.
- Concealed Embarrassment Strategy.** When family asks how you are doing, you respond by saying you just want to be alone with your photos.
- Sudden Waves of Nausea.** You immediately become nauseous when others offer guidance or you try to explain how they can help.
- Dizziness Attacks.** You suddenly get dizzy or lightheaded whenever someone turns on the fan above the table containing your "almost" organized stacks of photos.
- Memory Lapses.** Asking others how long they have been in the room unnoticed and then offering a blanket apology for anything you might have accidentally said when frustrated. The problem – you can't remember what you just said now or five minutes ago.
- Incoherent Mumbling and Talking to Self.** Saying, "This is just impossible" over and over and grinding of the teeth. Teeth grinding may cause TMJ (temporal mandibular joint) pain if this phrase is overused. Grinding your teeth at night may affect your spouse and cause bruising from being poked in the ribs all night.
- Frequent Naps.** Nodding off several times a day instead of organizing materials.
- Transient Blood Pressure Increase.** Rise in pressure is directly proportional to time spent organizing.



Scoring Directions:

Two Matching Symptoms = Definitely confirmed diagnosis.

One or No Symptoms = Serious Phase II Organizational Denial Disease.

Refusal to take the time to take the test. I can't help you – seek immediate counseling.



Photobia Organizallis

(Fear of Organized Photos)

List of Serious Side Effects

- Discovering that “Photo Rage” is worse than road rage since you can’t lay the blame on anyone else! Try sorting photos in your car but not with the engine running. Turn up the radio to muffle any sudden embarrassing verbal outbursts.
- Getting a “No Fault Insurance Policy” will initially ease your guilt and the premiums are not too bad if you get a night job, which should alleviate your insomnia.
- Naps turn into nightmares when you discover you are not asleep but actually sorting endless stacks of photos 24/7.
- Strong compulsion to go out in the backyard and yell, “THIS IS IMPOSSIBLE” for long periods of time. This may be a form of photo tourette syndrome.
- Frequent talking to yourself and answering your own questions is less calming. Telling jokes to yourself doesn’t work unless you have memory lapses.
- Compulsion to weed your garden or mow your lawn in the heat of the day to get out of the house. This should be avoided for obvious reasons.

I hope you don’t have Phototobia! Just remember, denial is not such a bad thing if caught early before other dependencies develop such as eating large amounts of ice cream to “cool you down.” This may cause an “Obese Brain Freeze” and should be avoided for health reasons.



OK – enough comic relief. I will deny having any of the compulsions or symptoms listed above. Unfortunately I don’t have any source citations or footnotes for the information used to validate my research results. So far I only have one person in my control group and he wishes to remain anonymous for a variety of reasons. I think his pen name is Marlo which works well since most people think he’s girl.

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