

# Quick Start Guide to Digital Photo Organization

## Quick Start Workflow

### Step 1: Back Up Your Most Recent Photos

- ✓ Download the Google Photos app
- ✓ Turn on “Back up & sync” (optional: Create a separate Google account for photos only (e.g., yourname.photos@gmail.com) to get a fresh 15GB of storage.)
- ✓ Let your recent photos upload
- ✓ Use “Free up space” to safely remove them from your phone

### Step 2: Clean Up Your Oldest Photos First

- ✓ Scroll to the earliest photos on your phone
- ✓ Delete: blurry shots, duplicates, screenshots, accidental photos
- ✓ Repeat in 15-minute sessions

### Step 3: Upload Cleaned Photos in Batches

- ✓ Group by event or year (e.g., “Summer 2017”)
- ✓ Upload from your computer to [photos.google.com](https://photos.google.com)
- ✓ Or manually select and back up batches from your phone

## Batch Upload Checklist

### Computer Workflow:

- Create folders like “Vacations 2023” or “Family Album 2018”
- Clean up photos before upload
- Visit [photos.google.com](https://photos.google.com) and upload one folder at a time
- Add to albums after uploading (optional)

### Phone Workflow:

- Turn off “Back up & sync” in Google Photos
- Select a batch from your camera roll
- Tap Share > Google Photos (or upload from within the app)
- Repeat with the next batch when ready

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### Photo Cleanup Cheat Sheet

Start by deleting these:

🗑️ Screenshots (recipes, QR codes, directions)

🗑️ Blurry or accidental photos

🗑️ Duplicates—keep the best version

🗑️ One-off clutter (whiteboards, receipts, etc.)

💡 Tip: Set a timer for 15 minutes and focus on just one section (like your oldest 100 photos)

### Recommended Tools

#### ➡️ **Photomyne**

Fast scanning of printed photos—right from your phone

#### 📁 **Forever**

Long-term cloud storage with one-time payment—ideal for family history

#### ♿️ **Accessibility Features**

Look for apps with voice search, face recognition, and large text display

*See the full guide at [friendsover50.com](http://friendsover50.com) for step-by-step instructions.*

***Not sure where to begin? Just pick your most recent 100 photos and set a 15-minute timer. That's enough.***



Explore more simple tech solutions for women over 50 at [friendsover50.com](http://friendsover50.com)