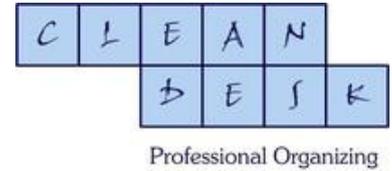


Newsletter 1

Digitalising photos or not?



Welcome to the first English newsletter of Clean Desk Professional Organizing!

VOORWOORDJE -- A NEW BEGINNING

I am Wendy Zwart and have moved to Scotland from the Netherlands last summer. In the Netherlands I was a self-employed professional declutterer/organiser. In January 2014 I started to look for ways to use my organising skills in and around Balerno/Edinburgh. I organise (digital) papers, things and time. In private situations, but also at work. One-to-one or in groups. If you are looking for more space, time and peace: call me!

This newsletter is about whether or not to digitalise photos. It saves a lot of space and you can also easily search through large volumes of images. But the feeling of paper photos in your hands, an album to look through...

What do you prefer? If you like to tell me about your experiences and tips, please feel free to send them to wendy@cleandesk.nl. If you like, I can put them in the next news letter of on my Facebook/Twitter account.

Looking forward to hearing from you!

Cheers, Wendy

Do something every day that you don't want to do; this is the golden rule for acquiring the habit of doing your duty without pain.

TIP -- DIGITALISING PHOTOS AND SLIDES OR NOT?

With our digital cameras and phones, we take more pictures than ever. Taking pictures takes a lot less time and money than before. Organizing photos still cost just as much, if not more time than before. Pictures no longer come from several drawers and shoeboxes , but from one (or more) camera (s), one (or more) phone(s) , tablet(s), other people via Facebook , Flickr etc.

A major advantage over the old paper photos is that there is a date attached to the pictures, which saves a lot of searching. But if you do not add to the photo what occasion you've photographed or who is in the picture, you have the same problem as before: how do you know in 5 , 10, 40 years who is in your photos?

Keeping track of clearing and cleaning remains important, so you do not have to look at pictures that are just not good enough. Whether your photos are digitally preserved or shared in an album. You can make an album with printed photos or make one on the computer and then print it. I prefer a real album, but made digital. Digital cutting and pasting saves time and mess. And you change much more easily. You can easily (and cheaper than before) enlarge or shrink pictures.

Ok, new pictures are 99.9 % digital, but what to do with all those boxes of old paper photos and slides? Organising them anyway. You can also scan photos and slides, so they take up less space, are easy to categorise and share with family and friends. Consider putting one or more pictures in a frame as well, so you can enjoy them every day.

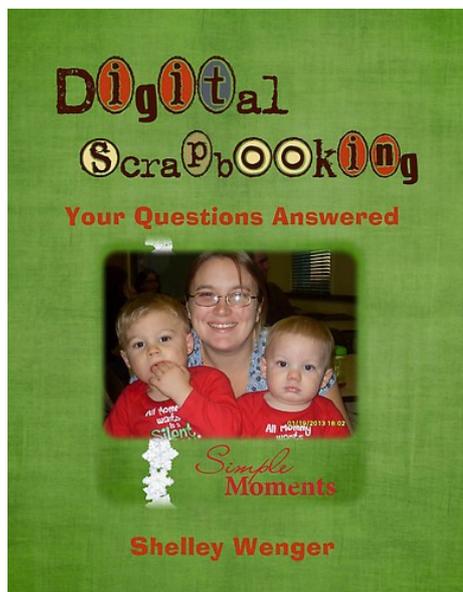
Scanning takes time , but it can also be done by someone else. Even the making of an album (digital of with paper) can be outsourced. How creative are you? How much time and interest do you have?

ACTION PLAN -- ORGANISING ANALOG PHOTOS AND SLIDES

Remember that you can search for help at every step!

1. Find all the pictures and slides you want to organize.
2. Make space to organize your photos and slides. Preferable a space where you can leave everything if you have to do other things. Otherwise find boxes to make a system. Don't buy pretty boxes yet, because you don't know now how much of them you will need.
3. Create a rough system: per year, per occasion, per family , per child
4. Make a box or stack per category with an indication of the category (A4-paper for stacks and labels on a box). Keep paper at hand to make adjustments to the categories.
5. Grab a stack of photos/slides and sort them.
 - Throw away immediately what you can.
 - Safe photos/slides directly in the right stack, adjust categories if needed.
 - Follow these two steps for each category again until only the photos you really want to keep remain.
6. Decide whether you want to digitalise your photos/slides or not.
 - If so:
 - o Buy or borrow a scanner .
 - o Create categories to your computer, just as the sorting ones and give photos a unique name (for example : year – month - day - opportunity - important people).
 - o Scan everything and throw out what has been scanned (make sure you ma a backup of everything!).
 - o Choose if you want to make a digital album and share it with others or make a digital album and print it.
 - If not:
 - o Think about how you want to save the photos: in an album or in boxes or a combination .
 - o Buy albums and boxes and store everything.
 - o If you keep everything in boxes: write on the back of each photo date, place and people. Label the boxes on the outside.

BOOK -- DIGITAL SCRAPBOOKING



If you are interested in digital scrapbooking, this is the book for you. Written by a Creative Memories' consultant, Shelley Wenger, who LOVES digital scrapbooking, it answers all of the following questions:

- Why would anyone want to scrapbook?
- How do you find ideas?
- How do you find the time to scrapbook?
- What exactly is digital scrapbooking?
- What are the benefits of digital scrapbooking?
- Is digital scrapbooking expensive?
- Can you realistically do digital scrapbooking on a budget?
- What software is available?
- Which software do I use?
- Why would you buy a digital scrapbook program if you can get it done for free?
- How is the variety of "paper" selections as well as fonts and other things to add to the page?

You can buy *Digital Scrapbooking* (a Kindle version) at www.amazon.co.uk. The Kindle price is £1.02, including VAT & free wireless delivery via Amazon Whispernet.

(I havent read all the books in my news letters. See for yourself if it suits you.)

HANDY 1 -- PAPER ALBUMS

A few examples of website where you can create and order paper photo:

www.albelli.co.uk/photo-books

www.vistaprint.co.uk/photobooks

www.smilebox.com

HANDY 2 -- SHARING DIGITAL PHOTOS

Of course you can share your photos on the internet: Natuurlijk kun je je foto's ook op internet zetten:

www.flickr.com

www.picasaweb.google.com

www.facebook.com

OTHER ORGANISERS -- apdo UK

You can find other professional declutters and organiser on the website of the apdo UK (The Association of Professional Declutterers & Organisers (UK)) <http://www.apdo-uk.co.uk/>. I am not yet a member, but planning to be as soon as possible. In the Netherlands I have always been a member of the NBPO (the Dutch Association of Professional Organizers).

TRIAL -- ORGANISING AT HOME

If you want to get to know me and my skills, I can tell you what professional organising is and what it can mean for you. The price for a 2-hour session is £ 40. You can invite other people as well, up to 8.

Time and place is up to you. I am available in the morning (Mondays – Thursdays) or evening (Mondays and Thursdays).

*My purpose as a professional organiser is to help people create more space, time and peace,
by supporting them to structure their documents, things and time.*

Do you want to receive this news letter every month? Send an email at wendy@cleandesk.nl.

Do you like sending this news letter to others? I appreciate that!

Kind regards, Wendy

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