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## photo organization cheat sheet

-  **1 label** what you are uploading or printing with the date and the name of the event the photos are related to.
- 2 delete** any duplicate or unfortunate photos that aren't worth keeping around.
- 3 merge** any photos you have just printed or uploaded into bigger organizational buckets as it makes sense. For example, you may have a folder for each year, with sub-folders for each major event, such as a birthday party. 

*All in, it takes about five minutes to do these things as you upload or print. But if you wait until you have to do the same for thousands of photos, it becomes a monster.*

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