

Setting up Memory Manager Sample Sort Box & Folder Structure

In order to use the powerful sort features within Memory Manager which allow you to filter your photos by multiple search topics (e.g., 5 star photos of your child in Hawaii), you must use a folder structure to support this. Listed below is the folder structure which I have found to be most effective.

Follow these guidelines creating your folders:

1. Use the "Create a New Memory Vault" option on the "Memory Vault" menu to start fresh without the sample photos in it.
2. Your POWER SORT BOXES should have general names
3. Don't use date information in your sort box / folder names since Memory Manager is already tracking that information on every picture on the timescale. This is DONE for you when you import every photo. For instance, my family takes a vacation to Cayucos, CA every year. I only have one Cayucos folder in which I put all the photos. I just make sure the date is correct on the photo information when I import them. I then use the timescale function to find photos for a specific trip to Cayucos.

Example Sort Box & Folder Structure

Sort Box

Folder

Folder

Start with your FAMILY SORT BOXES, mine look like this...

FAMILY

Christeena (Mom)

Cobhan (son)

Dan (Dad)

Erin (daughter)

Family (pictures which include the whole family)*

Siblings (pictures of my son & daughter together)*

Kales (my husband's extended family, including grandparents)

Lalums (my extended family, including grandparents)

Heritage (for old scanned-in photos)

Pets (the dog!)

*I have also tried sorting the "family" and "sibling" photos by putting them in each family member's folder and then using the search function to find any photos included in all folders. I personally didn't like this method because when I open my daughter's folder to find photos of her, I don't want to wade through all the family photos. I just want to see pictures of Erin.

I then have a variety of THEMED POWER SORT BOXES.

ACTIVITIES & ORGANIZATIONS

Boyscouts

Church

CropClub

School

Miscellaneous (for those activities that we don't do often or don't take many photos at)

EVENTS & HOLIDAYS

4th of July
Anniversaries
Birthdays
Christmas
Parties
Rose Parade
Thanksgiving
Weddings

MEMORABILIA

Artwork
Awards
Heritage (for old scanned documents)

OTHERS (For putting all those pictures of my friend's kids, etc.)

Friends
School

PLACES (This grouping could also be two sort boxes: Local Outings & Vacations)

Aquarium of the Pacific
Hawaii
Huntington Gardens
Cayucos
Montana
Train Museum

SPORTS

Baseball
Gymnastics
Soccer

Keeping the Process Going...

The easiest way to keep your pictures organized is to take 10 minutes to organize each batch when you import them into Memory Manager. I do the organization right in the import screen. I will first select the whole batch of pictures for one topic (Hawaii) by selecting the first picture in the batch and then going to the last photo in the batch, hold down the SHIFT key and select the last photo. That will select everything in between. Once I have them selected, I click on my RIGHT mouse button for the pop-up menu and use "Add to Folder" option. I add them all to the "Hawaii" folder. I can also add more folders to the Sort Boxes if needed at this point.

While I have all the photos highlighted, I will change the name on all the photos to something more specific than the camera default name. I also verify that the date on the photos is correct (i.e., close to the date of the vacation, not today).

Then I go back to the import screen and click somewhere so I no longer have all the photos highlighted. I will then select all the photos of Cobhan by using the CTRL function and clicking on each photo. After I have selected his photos, I use the RIGHT mouse button and use the menu option to add the pictures to Cobhan's folder. I continue this process until I have finished any other designations I like.

Finally, I will select my favorite photos from the batch and give them a 5 star rating, so they are easy to find them later.

If I have time, I will select all of the photos that I took as portrait rather than the typical landscape and flip them all 90-degrees at one time with the button on the bar just below the photos. I hate looking at pictures sideways, so I usually do this.

(It seems like placing each family member's picture into a file with their name would be a timely undertaking, but it's not. In fact, it's fun and smooth and mindless and entertaining.)

How to select photos contained in two boxes...

Now, imagine that in Cobhan's folder, there are 525 photos. His birthday, school, gymnastics, vacation photos, etc. My old organizing method had many folders under a power sort box titled Cobhan. That method was not utilizing MM's best selling feature. Also, I found that I was constantly adding folders to each child's name..

So, let's say I just want to see the pictures of Cobhan from our family vacation in Cayucos 2006. Because I want to make a little 7 x 7 vacation album for him.

And I want Cobhan's Vacation Album to have mostly pictures of HIM in it.

(Keep in mind that many of vacation pictures also have other family members in them)

To do this,

First, I move the scale on my timeline at the bottom of the screen to select only 2006 photos. (Remember to change this back to selecting ALL photos when you are done or you may think you have lost your other photos. They are there, just not showing right now.)

I'd go to the POWERSORT BOX that says FAMILY and left click on the FOLDER that says "Cobhan". The folder name highlights to grey. Up would pop 525 pictures, all with Cobhan's smiling (or not-smiling) face in them.

I would then go to the POWERSORT BOX that says PLACES and (here's the good part!)

I'd RIGHT CLICK on the FOLDER that says "Cayucos". That folder name highlights in YELLOW and a box pops open. The 3rd choice in that box asks, "Display pictures in this folder and those currently displayed?" And you click your mouse on that sentence, the 3rd sentence. What it's asking is, "Do you want to display pictures that appear in both the grey and yellow highlighted folders?"

MM2 then cross references the 2 folders and will give you only those pictures of Cobhan in Cayucos.

This is my absolute favorite feature of Memory Manager. I hope you enjoy using it too!

A Few More Tips...

1. When you "delete" pictures in the "My Media Library" folder in Memory Manager, you are COMPLETELY deleting that photo from your library. It is gone, gone, gone! There is a BIG difference between the "remove from folder" option and deleting a picture. Read the wording of the prompt boxes carefully when trying to remove pictures from a folder.
2. Every so often, I check "Not in any Folder" view at the top of the sort boxes in the Media Library. If I happened to miss a photo, it will show up in here and I can then add it to the appropriate folders.