

Here's a workflow that you may find helpful. My objective is to create a folder for each year. In *each* of those folders I place 2 smart albums (used for organization) and add conventional albums of photos commemorating events occurring in that specific year.

On the Sidebar, click the "+" to the right of My Albums. A contextual menu appears.

- Create a New Folder where EVERYTHING related to 2018 will be organized. Call it "2018 Photos" (You can always rename it later).
- Click the "+" to the right of My Albums again and make a Smart Album. The criteria will be "Date Captured" "is in the range" "1/1/2018 to 12/31/2018". Call it "All 2018 Photos". Drag it into the "2018 Photos" folder.
- Using the results of the "All 2018 Photos" Smart Album just created, create Albums of events occurring in 2018 by selecting groups of photos and selecting File Menu > New Album (Command-N). Give each a meaningful name. Make sure they end up in the "2018 Photos" folder.
- Duplicate the Smart Album "All 2018 Photos" (Rt.-click OR Control-click the Smart Album > "Duplicate Smart Album"). Now to edit it.
- Rt.-click OR Control-click the *new* Smart Album > "Edit Smart Album" and add ("+") another rule to display ONLY photos not yet compiled into albums (Album [is not] any). Also make sure to select "all" (rather than "any"). Rename it "2018 (not used yet)".
- For other years, create and name a new folder. Duplicate (Rt.-click OR Control-click) the Smart Albums used in the 2018 Folder. Edit them (Rt.-click OR Control-click) to meet new criteria. Drag the duplicated/renamed Smart Albums to the new folder and create Albums from the "matched" images for that year.
- Sort albums: Rt.-click OR Control-click on any folder and select Sort > "By Oldest First" to sort them chronologically.