
Photo Scanning and Memorabilia Preparation Information

Congratulations on getting your collection ready to scan and preserve! As with all scanning companies, we have instructions for how to prepare your photos for scanning. The information below will provide you with suggestions and recommendations to help you understand the scanning process. Preparing the photos and items and knowing what to expect will make this an efficient and enjoyable process. ☺

Please note that to scan your items properly, they should be prepared as described below. If they are not (as in the image to the right), we will need to prepare them for you. This is considered organizing services and will be billed at the organizing rate of \$75.00 per hour with a 30-minute minimum charge. Depending on the length of time required for this service, this may delay the photo scanning process and any agreed-upon deadline. We will prepare your items in the most expedient way to maximize scanning efficiency.



Incorrect preparation

Prep, Organizing and Custom Services: Our regular scanning costs reflect the time required to digitize photos that are prepared as follows and ready to scan out of the box in the most efficient manner without us doing additional work. We know that everyone's photo collection, needs and goals are unique, which is why we offer customized packages and solutions that deliver outstanding and unique archival-quality collections. Whatever extra support or service you need, a Certified Personal Photo Manager is ready to help! Contact us for more information.

How to Prepare Your Collection for Scanning

Many factors contribute to the efficiency of scanning and the resulting quality of the scanned images. The main factors are the condition of the original items and how they are received. Collections that are not properly prepared take a great deal of time to organize before scanning can begin. This delays the turnaround time and adds to your cost.

- Photos in good, clean condition and sized 2x2.5" to 8x10" will be hand-fed through our professional photo scanner by a Certified Personal Photo Manager.
 - Some photos and other items require the use of a flatbed scanner, which is priced separately (see Services and Price List.)
- Photos should be clean and free of debris, paper, adhesive, etc., if possible
 - The FRONT AND BACK surfaces of the photos should be clean. **Test for any adhesive you can rub off the backside of photos that were removed from sticky albums.** This adhesive will rub off in the scanner, possibly damaging it, and it could result in marks on scanned images and require more interruptions to clean the scanner.
 - Items that are not clean (e.g., paper or adhesive stuck to the backside, dirty) will be scanned on the flatbed scanner.

Option 1: If You Are Not Using Custom Folders

- **Photos must be prepared as follows:**

- All items free from extraneous materials: paper clips, staples, sticky notes, envelopes, bags, etc.
- Loose and ready to scan, placed in boxes or bins as shown in the top image to the right, or in an envelope for small orders.
- Alternatively, you can bundle your photos using rubber bands and place them in boxes or bins. Be careful that the rubber band will not bend, curl, or damage the photos. It is best to sort by size and bundle in large batches to prevent damage.
- If you have a small number of items for which you want Dual Side Scans and/or a different DPI, batch them separately and attach a note indicating Dual Side or the desired DPI.
- Photos grouped by like size and photo type is helpful (e.g., square photos from the 70s in a group separate from 4x6 photos from the 90s).
- Photos facing consistent direction is also helpful.
- Eliminate unwanted photos. All items are scanned except for any duplicates we find.
- Photos that cannot be auto scanned, e.g., those that have debris, paper, adhesive, sticky tape, etc., on them, are of irregular shape, or are extremely small or larger than 8"x10":
 - These items require special handling and extra time.
 - Bundling them separately is helpful. Otherwise, all items that cannot be auto scanned will be put aside as they are found and scanned on the flatbed scanner at the end to maximize scanning efficiency.
- Picture frames for which you want us to remove and/or replace the photos, or for albums, scrapbooks, artwork, scrolls, and other bulky or unique items, please contact us in advance to discuss scan options and instructions. Difficult and time-consuming items or requests may require a custom solution.



- **Non-photos items must be prepared as follows:**

- Batch these items together by type, such as all letters together, all documents together, all postcards together, etc.
- For items that you want to remain in their original envelopes such as letters, remove the pages from the envelope along with any staples and then paperclip the pages to the original envelope.

NEED A CUSTOM SOLUTION? If you want or need anything above and beyond our regular service, please reach out to us. We can scan in order, prepare your items for scanning, remove and/or replace photos from additional packages (processing envelopes, bags, folders, etc.), remove extraneous materials from items, and more.

Option 2: If You Want to Pre-Organize Your Collection Using Custom Folders

- Pre-organizing using Custom Folders is the ideal way to prepare your printed items so you can leave a lasting, meaningful legacy, as well as get back an organized and searchable digital collection that is ready for you to enjoy immediately.
- Refer to the Custom Folders Prep Guide available at <http://www.shoeboxphotoscans.com/scanning-preparation.html>. It includes organizing instructions, tips, and ideas, in addition to prep instructions for bundling your items for scanning.

What to Expect

- You will receive unparalleled service, quality, and value.
- We provide much more than just a scanning service. If, while working with your items, we determine that a different approach or scanning option would help create a more useful or meaningful collection and legacy, we will contact you to share our ideas.
- You will receive personal attention, and your collection is always handled with care.
- Photos will be scanned at the agreed-upon resolution.
- Items will be scanned in an order that is most efficient unless otherwise agreed upon.
- Items will be dusted to reduce spots and to deliver the highest quality image to you.
- All items are scanned, except any duplicates we find.
- You always receive the original scanned image files. We believe an unaltered image is essential for archival collections.
- Items are rotated to their proper orientation.

Additional Options for Creating Your Ideal Legacy Collection

- Possible next steps to consider for further organizing your photos (charged at a rate of \$75.00 per hour) to maximize searchability and value, and provide important detailed historical and genealogical information:
 - Rename photos with additional details in the filename
 - Tag/keyword metadata in photos

Next Steps

- Save your scanned files to at least three (3) different sources (cloud storage, external hard or portable drive, laptop, or desktop computer) for peace of mind and safekeeping.
 - Have fun with your new digital collection. Create some of the following:
 - Photobooks
 - Slideshows
 - Gifts for family and friends
 - And more!
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