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## PHOTO SCANNING AND MEMORABILIA PREPARATION INFORMATION

Congratulations on wanting to get your collection preserved! As with all scanning companies, we have instructions for how to prepare your photos for scanning best. The information below will provide you with suggestions and recommendations to help you understand the scanning process. Preparing your 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 billed at our rate of \$85 an hour with a 30-minute minimum. 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. We know that everyone's photo collection, needs and goals are unique. That 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! Let us know what we can do for you.

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## CONDITION OF ITEMS REQUIREMENTS

Many factors contribute to the efficiency of scanning and the resulting quality of the scanned images. These are a few important points to keep in mind.

**All items must be Loose and in Ready-to-Scan condition: removed from all envelopes, books, albums, frames, etc., and be free of extraneous materials such as clips, tape, sticky notes and staples.**

- Photos in good, clean condition (no fragile, curled, thick, paper on back, sticky, adhesive, etc.) and sized 2x2.5" to 8x10" will be hand-fed through our professional photo scanner by a Certified Personal Photo Manager.
  - For 4x6 Bulk Scanning, photos must be in Excellent condition. Excellent condition means that your prints must be flat, undamaged and free of any debris, adhesive, residue or paper. No exceptions.
- All other photos and items, regardless of condition or shape up to 12" x18" (or beyond), will be scanned on our flatbed scanner. (Note: Scanners can only crop in "squares." For odd-shaped photos such as an oval or circle, we will select either a black or white background to fill in the excess space of the "square.")
- Photos or items with tape, adhesive, paper, dried on rubber bands, etc., on the front or back:
  - The FRONT AND BACK surfaces of the photos must be clean to go through the auto scanner. Check for tape and dried on rubber bands and carefully remove any that you can and cut off any that extends beyond the print.
  - Test for adhesive you can rub or wipe off the backside of photos that were removed from sticky albums. Adhesive transfer is a major problem and affects how the photos can be scanned. You can easily feel the glue "balling up" (gummy feel) as you wipe. This adhesive will rub off in the auto scanner, possibly damaging it, resulting in marks on scanned images and requiring more interruptions to clean the scanner. Old glue or adhesive that is not sticky is usually not an issue.
  - Items that cannot be cleaned and could damage the scanner or require excessive cleaning (photos with adhesive on them) will be scanned on the flatbed scanner.

## PREPARING YOUR PHOTOS

### Option 1: If You Are Not Using Custom Folders

#### Optional Services Bundling

- For A la Carte Dual Side Scans, Color Enhancement or a different DPI for select photos, batch them separately and attach a note indicating Dual Side, Color Enhancement or the desired DPI. They will be scanned at the end of the regular scans if you have not selected the Scan in Order option.

#### Helpful, But Not Mandatory

- Photos grouped by like size and photo type (e.g., square photos from the 70s in a group separate from 4x6 photos from the 90s).
- Photos facing a consistent direction.
- Bundle photos that cannot be auto scanned (e.g., fragile, odd-shaped, sticky, or are extremely small or large). Otherwise, all photos that require flatbed scanning will be put aside as they are found and scanned at the end to maximize scanning efficiency.
- Bundle non-photo items such as all letters together, all documents, all postcards, etc. These are typically scanned at the end to maximize scanning efficiency.
  - For items that need 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.

#### Miscellaneous Items

- For framed items, albums, scrapbooks, artwork, scrolls, and other bulky or unique items, please contact us in advance to discuss scan options and instructions.

#### Box up Your Items:

- Place your prints and items in boxes or bins as shown in the top image to the right, or 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 using this method.



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

- If you do not already have the Custom Folders Prep Guide, contact us and we'll email it to you. It includes organizing instructions, tips, and ideas, in addition to prep instructions for bundling your items for scanning.

## ADDITIONAL OPTIONS FOR CREATING YOUR IDEAL LEGACY COLLECTION

Here are a couple of possible next steps to consider for further organizing your photos. These options will maximize enjoyment, searchability and value, and provide important detailed historical and genealogical information to your children and future generations.

- Rename photos with additional details in the filename
- Embed into the digital image file any available metadata such as descriptions, names, places and dates

Provided at a rate of \$85.00 per hour.

## NEXT STEPS – BACKING UP AND HAVING FUN!

- 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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