

# Preparing Your “Photo” Archiving Project

Congratulations! You’ve made the smart decision to archive and preserve your precious memories! In no time, your memorabilia will be safely digitized so it can be shared with others and protected for future generations to enjoy. As you are preparing your project, consider these suggestions:



## Gather

- Acquire all analog media, photographs, home movies and memorabilia from your own collection.
- Ask family members/others to contribute additional items that may be in their possession.
- Check less obvious places where photos can be found, such as albums, drawers & inside frames.
- Gather digital media such as CDs, memory cards and digital files from computers. We can add those files to your archiving project so you have a more comprehensive final result.



## Sort

It’s not required that you sort your memorabilia prior to digitizing, however doing so can result in a more organized finished project. We’ll happily accept unsorted photo collections.

- Use a large dining table or area where you can spread out for a few days.
- Use plastic bins, note cards, envelopes and boxes to help keep things labeled and organized.
- Remove all staples, paperclips, sticky notes, etc.
- Remove prints from albums and frames or ask how we can manage this step for you.
- Determine a sorting system. Create piles/bins by year, by event or by person/family.
- To keep photos in a specific order - sort them that way and let us know before digitizing.
- Package & label each pile/category separately using an envelope or box. We can create digital file folders with the same naming system for you. Indicate this during your final consultation.

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## Eliminate

Save money by curating your collection ahead of time. Only keep the very best photos.

- Create a “throw away” pile, box or bin.
- Be quick & decisive when choosing what to eliminate.
- Eliminate duplicate or similar shots from the same event.
- Toss prints with poor lighting, blurry focus, or insignificant subject matter.
- Don’t necessarily eliminate prints with damage. *We can restore those to their original glory!*



## Preserve

Preserving our family keepsakes is about choosing proper storage methods for easy retrieval and safeguarding in case of natural and technological disasters. Settling for only 1 storage solution puts your files at risk. We recommend 3 back-up methods for truly safe preservation of your memories once they are digitized. Example: 1. USB Thumbdrive 2. Computer/Hard Drive 3. Cloud Storage



**SHARE THE MEMORIES:** Always request additional copies of your newly digitized files for family members. This low cost step gets a set of the files to an offsite location and acts as a backup should your original files become lost or damaged.

HELP

**Still not sure where to begin or want some guidance?** Contact us to set-up a consultation with one of our experts.



# Preparing Your “Video, Slides or Reels” Archiving Project

Congratulations! You’ve made the smart decision to archive and preserve your precious memories! In no time, your memorabilia will be safely digitized so it can be viewed, shared with others and protected for future generations to enjoy. Consider these suggestions as you prepare your project:



## Gather

- Acquire all slides, video tapes, home movie reels and memorabilia from your own collection.
- Ask family members/others to contribute additional items that may be in their possession.
- Gather digital media such as CDs, memory cards and digital files from computers. We can add those files to your archiving project so you have a more comprehensive final result.



## Sort

It’s not required that you sort your memorabilia prior to digitizing, however doing so can result in a more organized finished project. We’ll happily accept unsorted media collections as well.

- Use a large dining table or area where you can spread out for a few days.
- Wind up loose movie reel film & secure it with a rubber band.
- Use plastic bins, labels, envelopes and boxes to help keep things labeled and organized.
- Determine a sorting system. Create piles/bins by year, by event or by person/family.
- Label each video tape, reel & slide carousel if you know the contents.
- To keep items in a specific order - sort them that way and let us know before digitizing.
- Package & label each pile/category separately using an envelope or box. We can create digital file folders with the same naming system for you. Indicate this during your final consultation.

*COPYRIGHT: By law we are unable to digitize copyrighted images or movies, unless you have a written release from the copyright holder, which is generally the photographer. Please include this release form with the photos being scanned.*



## 35mm Slides

- Make sure the slides are all facing the same direction (regardless if they are loose or in a carousel).
- Loose slides should be neatly boxed or banded together in a row/stack.



## Unknown Video/Movie Footage

If you don’t know what type of footage is on your media, inquire about a “watch or preview” option. We will not transfer recorded television programs or commercial content from your tapes.



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