



# Photo Preparation Instructions

1. Remove all photos from albums, envelopes, etc. Make sure no staples, paper clips, post-it notes, etc. are attached.
2. Categorize your photos in size order with the smallest photos up front and the largest ones in the back. The largest size acceptable is 8" x 10". The smallest size that can be scanned is 2½" x 3½". All Polaroid photos must be separated from the rest. We recommend you use 4" x 6" index cards to divide and sort photos. You can write a message on the card to denote the sequence of your photos.
3. Photographs cannot be thicker than a Polaroid picture. Polaroid pictures are acceptable, but represent the thickest photograph we can accept for scanning.
4. Newspaper clippings, odd shaped photographs and laminated images can not be scanned
5. Make sure every photo is facing upright. If upside down, the scans also will be upside down. Additionally, all photos must be lying horizontally regardless of orientation (vertical or horizontal). If you wish to have your vertical images rotated, we do offer that as an additional service for an additional 20 cents per image, or, this can be done on your home computer.
6. Fan through all you photos and shuffle the pictures like a deck of playing cards (without sorting or getting it out of order). This helps confirm that the photos are loosely presented and without any impediment, such as glue or sticky materials. This also helps identify if your pictures are dusty and to help remove any materials that might cause an imperfect scan, such as lines and dust on your digital files. Any substance (i.e. water marks, pen marks, etc.) that is on the photograph will be scanned along with the photograph.
7. Curled photos may have a haze or be scanned out of focus due to their inability to lay flat on the scanning glass.
8. Photos should be fairly evenly stacked. Use rubber bands to group them in batched of about 100-150 photographs. Please do not put them in baggies as this method of storage does not ensure the photographs will not shift around and are limited in space.

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