



PHOTO SCANNING PREPARATION

- Remove all photos from albums, envelopes, etc.
- Group photos by size, unless you would like them scanned in order for an additional fee.
- Make sure no staples, paperclips, post-its, sticky residue, etc. are attached to photos.
- Photos must be between 3x3 and 8x10 size.
- Photos must be rectangular or square. No odd shapes or cut out photos.
- Photos can be no thicker than a standard Polaroid picture.
- All photos should be stacked face up.
- All photos must be laying horizontally regardless of picture orientation. If you wish to have your vertical images rotated to correct the orientation, we do offer that as an additional service.
- Curled photos may be scanned out of focus due to their inability to lay flat on the scanner.
- We recommend that you fan through your photos to confirm that they are not sticking together, and help identify and remove any dust or other material which might have a negative impact on the quality of your scanned photos.
- We are prohibited from scanning photos that were taken by a professional photographer or studio without their written consent. To obtain more information about our copyright policy or assistance in obtaining consent, please contact us.

Scan-in-order option explained:

- Choose this option if you would like your photos scanned in a specific order.
- All instructions above for getting your photos ready for scanning must be followed, with the exception of needing to keep your photos organized by size.
- Stack your photos into categories the way you want them to be scanned.
- You may wish to include index cards with handwritten notes describing each group of photos detailing the location, subject, year, etc. The index cards will be scanned along with your photos and will be the first image in each series.
- Include a note on top of each stack of photos indicating the order you want them scanned in.