



SLIDE SCANNING PREPARATION

- Remove all slides from carousels, sleeves, envelopes, etc.
- Arrange all vertical slides so they are oriented horizontally. Any slides oriented vertically will not be properly scanned. We can rotate images after scanning as an additional service.
- Horizontal slides should all be oriented the same way, otherwise some slides may be scanned upside-down.
- All slides should be stacked in groups of 35-40. Each stack of slides should be bound with a rubber band.
- If slides are to be scanned in a specific order, slides should be stacked in first to last order from top to bottom. Each stack of slides should then be numbered for scanning order.
- Make sure all slides in a stack are facing emulsion side (dull side that normally faces towards a projection screen) down towards the bottom of the stack, and shiny smooth side facing up towards the top, otherwise some scanned images may appear as mirror reverse.
- 35mm slide film frames must be 24mm x 36mm. Otherwise unwanted cropping may occur.
- All slides must have undamaged standard cardboard or plastic 35mm mounting, or else they will not be scanned due to their potential for jamming the scanner.
- Bent slides may be scanned out of focus due to their inability to lay flat.
- Excessive dust, scratches, or any other damage to the film will have a negative impact on the quality of the scanned images. You may wish to use our restoration services for damaged film.
- Extremely over or under exposed slides may not be scanned. Poorly exposed slides should be scanned using our custom scanning service.
- 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.