

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.

COPYRIGHT: By law we are unable to scan copyrighted images, 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.



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.

Your Memories Are Digitized... What's Next?

It's time to celebrate! Your memorabilia is safely digitized and now comes the fun part! It's time to share, enjoy and reminisce. The last thing you want to do with your digital memories is NOTHING. Consider these recommendations for taking your project beyond the digitizing step.



Back-Up (Very Important!)

Use 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 digital assets. Example: 1. USB Thumbdrive 2. Computer/Hard Drive 3. Cloud Storage

Be Creative!

Turn those milestones into enduring art or keepsake creations to enjoy yourself or give as a gift.



Photo Books - Display your most meaningful pictures and documents in a custom photo book for all to see. Take it a step further and add text, stories and notes to customize your book.

Don't have time? We'd be happy to custom create a personalized book design for you.



Prints + Posters - Ideal for events like milestone birthdays or memorial services. Build a multi-image collage or individual prints of your favorite images.



Home Décor - Turn meaningful images into framed enlargements, canvas prints or a wall collage.



Keepsake Gifts - That '80s prom pic, your grandparent's wedding photo, an old black-and-white shot - have fun using those pictures to make someone smile. Think coffee mug, tree ornament or big print!

Share + Delight Others

Easily share your files with loved ones - today and in the future. Everyone will appreciate having a piece of family history.



Shared Cloud Album: Ideal for younger generations and tech savvy adults. All parties can access the files from anywhere in the world, add more images/videos and view the files from a phone, tablet or computer. *Highly recommended!



Email: Best for sharing fewer than 5 images or 1 small video as attachments.



Social Media: Post images or video clips to social media as long as they meet the file size criteria for each social platform.



Sharing Video: A high-speed wifi connection is required to do this. Video files are extremely large and SHOULD NOT be sent as an email attachment. Instead, use a free file sharing service like WeTransfer or Dropbox to send video files. To share large amounts of video files, use a USB/Thumbdrive instead.