



How to Prepare your Media for Scanning

Where to Begin...

Yes, that's what most of our customers say about the daunting task of preparing media to be scanned.

... Let's reduce the Stress

Here are some very basic instructions on how to prepare your media for scanning and digitization.

SUPPLIES - First we suggest that you get some rubber bands, index or note cards, sticky notes, and a pen or marker which you will use to group and name your media.

STEP 1 – PREPARING YOUR MEDIA

PHOTOS – Group your photos together in stacks by either year/holiday/vacation/event/person/family or any other way you choose. Prepare an index or note card for the stack, rubber band them together, and place the card on top as seen in the photo.

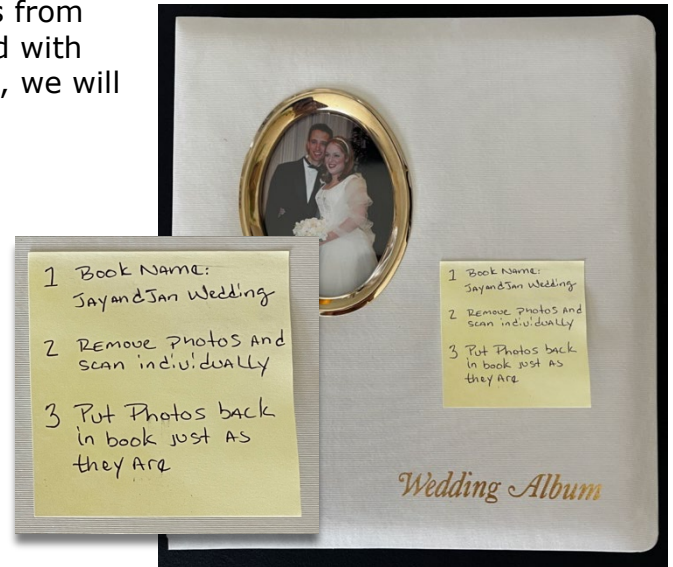
- We will use the name on the card when creating the file names for the stack or grouping
- Make sure the photos are in the same orientation and are the same size – the cleaner they are, the better they scan
- If the photos have writing on the back, our scanning process will create a stand-alone scan of the back of the photo so you will not lose that valuable information
- It is your responsibility to make sure that no copyrighted material are part of the media we receive - we do not scan any copyrighted materials
- Odd sized or odd shaped photos, which include photos smaller than 3"x3" or larger than 8"x10," should be placed between two pieces of thin card board so they do not get bent or damaged in shipment. We do not scan photos larger than 12"x16"
- The photos should be free of any staples, glue, tape or sticky notes
- Do not stack them too thick (approximately 100 per stack) as you don't want the rubber bands to damage the photos; put them in multiple stacks if necessary.



SLIDES/FILM/NEGATIVES – Group each of these together just like you did for the photos, and rubber band them together. Slides typically come in their own cases; use sticky notes for each individual case if needed.

PHOTOBOOKS - It's best if you remove the photos from the books and group them together just like you did with the photos. But if you choose to send us the books, we will need to know two to three pieces of information:

- 1) Book Name
- 2) If you would like us to **scan the full pages without removing the photos** (so one scan of each full page), -or- if you want us to **scan each individual photo** in the book
- 3) If you choose for us to scan the photos individually, **would you like us to put the photos back in the book** after scanning



STEP 2 – PACKAGING YOUR MEDIA

Now that you have your media prepared, it's time to package your media in a way so that no damage occurs during its journey to our facility. Please read the below suggestions to that end.

- Use paper or bubble wrap on all 4 sides of the box, none of your media should be touching the box edge. If the box gets dented or torn, you don't want your media anywhere near the damage
- Do not use peanut packaging as it can break apart and stick to your media, causing your media to get dirty
- Stack media evenly so that shifting will not occur in the box. If you will be layering your media, put bubble wrap in between layers
- Once all of your media is in the box, fill the box with packaging so that it is completely full and solid and be sure box is completely taped closed

STEP 3 – SHIP YOUR MEDIA

Please use the address below to send your media to our facility.

DigitizebyScan.com
Attn: Order Number XXX
638 Camino De Los Mares
Suite H130-418
San Clemente, CA 92673
Phone: (949) 297-6115

- Be sure to put your order number on the shipping label if you have already placed your order
- Send your package with shipment tracking so that you can follow its progress to our facility
- Send the package with signature required at time of delivery so that our staff has to sign for your package(s)