

How to...

Prepare Photos for Shoebox Scanning

1. Only loose photos may be scanned, therefore remove all photographs from albums and album pages. Small quantities of photos should be removed from envelopes, although you may place large quantities in envelopes after you have sorted them.
2. Make certain there is no hanging tape or sticky substance on the photographs. Remove all staples, paper clips, etc. as these will damage the scanner.
3. Sort pictures by size and direction. We can scan from wallet size (2 1/2 x 3 1/2) up to 8x10" pictures. Our suggestion is that you bundle each size and direction separately. A 4x6 index card is a handy way to separate your bundles.
4. Photographs that have writing on the back, which you wish to have scanned with the photograph, will need to be sort separately and marked with a predominate note for two sided scanning.
5. Photographs must be not mounted (not on any thick backing). Regrettably old Polaroid's on backing and Kodak Instant Prints will not scan by this process.

NOTE: By Federal Law we are unable to scan copyrighted images, UNLESS you have obtained a written copyright release from the copyright holder, which is generally the photographer.

