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INSTRUCTIONS FOR PREPARING MATERIALS FOR SCANNING:

***NOTE:** ALTHOUGH THE BELOW INSTRUCTIONS INDICATE THAT ONLY LOOSE PHOTOS WILL BE ACCEPTED, WE DO OFFER ON A PROJECT BY PROJECT BASIS, THE OPTION TO HAVE SAF IMAGING – A DIVISION OF SENSORY ACCESS FOUNDATION, ORGANIZE YOUR PHOTOS AND REMOVE/RETURN THEM TO THEIR ORIGINAL ALBUM. THIS SERVICE IS AVAILABLE AT AN ADDED COST OF \$20.00/HOUR. IF YOU ARE INTERESTED IN USING THIS SERVICE, PLEASE CONTACT US TO DISCUSS WHETHER YOUR PROJECT QUALIFIES FOR THIS ADDITIONAL SERVICE.

PHOTOGRAPHS:

- Mail photos in your own box
- Photograph scanned sizes 3"x3" through 12"x18"
- Photos can be returned with your DVD, or we can dispose of your photos through our photo recycling service. (Contact us for pricing for the disposal service)

The following instructions are for PHOTOGRAPHS only:

- We can only accept loose individual photos. Photos in albums or envelopes will not be processed.
- Newspaper clippings, odd shaped photographs and laminated images cannot be scanned.
- No mounted, glued, taped or stapled photographs or photographs that cannot bend will be accepted.
- Photographs must be able to bend with little or no effort and cannot be attached to anything else.
- If you need to have your photos scanned in a specific order, that service must be specified on your order form. See step 3 for details.

To get your photos ready for camera-ready high-resolution digital scans, please follow these instructions:

1. Remove all photos from albums, envelopes, etc. Make sure no staples, paper clips, post-it notes, etc are attached.



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2. Group your entire order in size order unless you have chosen "Scan in order" which is detailed in step 3. Photos must be between 3"x3" and 12"x18" (All Polaroid photos must be separated from the rest. If the photos are not organized by size, we will call you to authorize further payment for scanning in order.) (\$0.02 \$ per photo) or the box will be returned to you unscanned. This however is not a reorganizing service if your photos are not just dumped in a box nor is a reorganizing service offered.
3. SCAN IN ORDER OPTION EXPLAINED: Choose this additional option if
 - (a) You have bundled your photos into categories and they must be kept together, even if they are all the same size or
 - (b) Your entire order is not grouped by size; putting your small bundles in size order does not constitute grouping your order by size. We recommend that you include index cards (either 3" x 5" or 4" x 6") with handwritten notes describing the category or year. Put a number in the top right corner to indicate the order in which to scan. If the bundle order is not important, we do not need the number. We do not offer to reorganize your photos in chronological order. We either follow the number in the corner or scan in random group order when no number is present. The index card will be scanned along with the pictures and will be the first image in each series of photos. DO NOT use Post-it notes (they will be either scanned on the image or thrown away) or scraps of paper (they will jam in our scanner and be thrown away). While selecting this option does override the need to organize your entire order in size order, it does not override taking all of your photos out of envelopes or having the photos in some sort of orderly fashion.
4. Photographs cannot be thicker than a standard Polaroid picture. Many older (1960's era) Polaroids were mounted on cardboard. These are too thick and cannot be scanned.
5. Make sure every photo is right side up and face up. If upside down, the scans also will be upside down or face down (so the back of the photo is scanned, not the front). Photos should be submitted right side up. Photos submitted upside down will be scanned and placed on the DVD upside down. Photos submitted face down will be scanned and placed on the DVD face down. For protection against photos not being properly packaged, or to capture the handwritten notes on the backs of photos, we offer an additional service that will scan both sides of the photo. The charge for this service is double the per photo charge, and you will only pay for those additional images that have writing on the reverse side.
6. Due to the restrictions of the scanners, all photos must be lying horizontally regardless of orientation (vertical or horizontal). If you wish to have your vertical images rotated to the correct orientation, we do offer that as an additional service for an additional \$0.065 per photo) or this can be done on your home computer.



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7. We recommend that you fan through all your photos and shuffle the pictures like a deck of playing cards (without sorting or getting it out of order). This helps confirm that the photos are loosely presented and without any impediment, such as glue or sticky materials. This also helps to identify if your pictures are dusty and to help remove any materials that might cause an imperfect scan, such as lines and dust on your digital files. Any substance (i.e. water marks, pen marks, etc.) that is on the photograph will be scanned along with the photograph.
8. Curled photos may have a haze or be scanned out of focus due to their inability to lie flat on the scanning glass.

Acceptable Packing of Photos

- All similar sized photos are packaged together and lying horizontally.
- Photos packaged tight so no shifting will occur in shipping.
- Large groups of photos rubber banded together, grouped by size.
- Empty side space used for more photos.
- Photos organized by size, rubber banded to keep from moving in shipping.

Unacceptable Packing for Photos

- Not organized by size.
- Photos are right-side up and others face down.
- Photos are not packaged to avoid shifting in mail.
- Not all lying horizontally, not organized by size, not bound to avoid shifting in shipping.
- Photos in folders and envelopes, odd shaped photos, negatives enclosed.
- Photos in Ziploc bags, photos not secured to prevent shifting.
- Photos facing different directions, not organized by size.

Packaging Instructions for Slides & Negatives: Slides and Negatives

If your slides are in carousels, slide boxes, or sleeves you may leave the slides in them for easy shipping. If your slides are loose slides, we recommend grouping them in batches of about 50 and rubber banding them together to keep them organized and prevent damage during shipping. Place in a box with lots of padding so they don't slide around to prevent scratching and enclose the order form. If you want your slides scanned in a specific order, please check this option on the order form and number the carousels, slide boxes, sleeves, or rubber banded groups of 50, in the number sequence you would like them to be scanned.



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