



Thank-You for choosing *From Boxes To Forever* to preserve your family's mementos. We have prepared a check list to help you prepare for your scanning appointment .

1. Gather your photos and documents. Remove any photos from frames or albums.
2. Sort your black and white photos from your color photos. We scan B&W at 600 dpi and color at 300 dpi.
3. Sort your items according to size: Snapshot size in one pile and those larger in a second pile. Maximum width size is 8.5" There is no maximum length, so we can scan panorama pictures.
4. Sort these items into piles with writing on the back vs. those that are blank.
5. Arrange photos all facing the same direction. You may have a pile of landscape and one of portrait orientation.
6. Separate any fragile items or those with torn edges or any sticky residue. We will scan these items on the flatbed scanner so as not to damage them.
7. Finally, wipe each photo front and back with a soft lint free cloth to remove any dust or particles. This helps to insure a high quality scan.

Hint: Placing the photos in a Ziploc bag helps keep them organized and clean.

If you encounter any problems or have any questions, please feel free to call Mynon at 801-791-9624.

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