



How to Prepare Your Memories for Your Affordable Archives Project.

Photographs.

1. **GATHER all of your photos together.** Handle your photographs by the edges whenever possible and avoid touching the image itself or exposing it to prolonged sunlight, moisture or excessive heat.
2. **SORT your photos into categories.** First sort the black and white photos from the color photos. From here, most people choose to categorize alphabetically by subject or location, or sort chronologically by date. **The order in which the photos are arranged, per category, will be the order in which they are scanned.** Place each category of photos into a separate zip lock bag. Write the category name on the zip lock bag.
 - **This photo order will be combined with the category name and will become the file name of the scan.**
 - For example, if the category name is "Christmas 1988" the resulting file names will be: "Christmas1988-001", "Christmas1988-002", "Christmas1988-003", and so on.
 - Consider whether or not to have any text that is written on the back side of the photos scanned. When scanning the back sided of photos the default orientation is that the back side scan follows the front side scan. This order can be reversed if you like.
3. **FIND a sturdy box or other suitable container** and make sure to pad the bottom before putting your photos inside and pack the empty space in the box or container so that your photos do not get jostled around.
4. **CALL text or email Affordable Archives** to arrange to drop off your project or have us pick it up. If you plan to ship your project to us, please read the shipping instructions provided.