

If you have scans done locally, or you do them yourself, please follow the directions below.

Most scanning software allows you to choose the type of image (photo, slide, document) to be scanned. Set this option to photo.

Please do NOT use any type of filters, such as sharpening, de-screening, or dust and scratch removal, and do NOT use the color correction functions of your scanner. Make sure they are all turned off before you start your scan.

Crop the previewed image to include only the original photo, without the white border.

Scan an 8"x10" image at 300 dpi. Smaller photos can be scanned at 600 dpi. If you don't know how to do this, call 415-456-3221 for help.

Always scan in RGB color, even if your source photo is black & white.

If you plan to upload your image online, save it as a JPG file and set the quality to HIGH. If you plan to send your image on a CD, save it as a TIFF file.

Make sure your scan file has a descriptive name (ie, "Grandma Ruth wedding").