

# Calgary Photo Scanning

## Preparation Instructions for Slide Scanning Services

Slides will be scanned at a minimum of 2400 dpi.

### Types of Slides that can be scanned



135 Slide (35mm Slide)



126 slide



127 slide



110 slide

### What is Accepted

- Slides in Kodak Carousels are accepted (80 slide or 140 slide carousels)
- Slides bundled in groups of 25-50
- Slides mounted in either cardboard or plastic mounts (regular thickness).
- Slides mounted in metal brackets, extra-thick plastic mounts or medium format mounted/unmounted slides are not accepted for regular slide pricing but can be scanned at a cost of \$0.75 per slide.



### What is Not Accepted for Scanning?

- Slides in any carousel other than Kodak are NOT ACCEPTED
- Slides in slide trays, small plastic slide boxes, in sleeves etc.
- Slides that are loose, not organized and not bundled according to instructions below.
- Unmounted slides, uncut rolls of slide film, negatives of any kind at not accepted at all.

**These items are not accepted**



### Preparing your Slides –loose slides

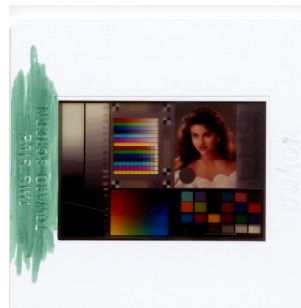
- Remove all slides from carousel, boxes, sleeves etc.
- Group slides together based on the 4 types of slides as shown above. If slides are mixed together you will not get a proper scan of your slide as the scanner is set up to scan based one type of slide at a time.
- Slides need to be facing ‘away’ from you in the bundle. For Kodak slides that means the side with the logo and words Kodak need to face away from you. If your slide states ‘This side towards screen’ then that side need to be facing away from you. If your slides states “this side to you” should remain facing you.
- All slides need to be in landscape orientation regardless if the image is landscape or portrait. The portrait photos will be rotated after they are scanned.
- Group them in batches of about 25-50 and rubber band them together. If you number the batches then they will be scanned in consecutive order based on bundle number.



Incorrect



Correct



Incorrect



Correct

The correct side is what needs to be facing you. You will see (if you view these images larger) that when the correct side is facing you that the letters and numbers are correct. This is the way the slides need to be either in the stacks.

### Preparing your Slides – for slides in Kodak carousels

- All slides need to be in landscape orientation regardless if the image is landscape or portrait. The portrait photos will be rotated after they are scanned. If they are not in landscape orientation then the entire image will not be captured correctly.
- Slides can remain upside down and backwards the way the Kodak system requires you to load them. All images will be rotated and flipped once scanned. If your slides were not in the carousels correctly to begin with them your images may be scanned as a mirror image (writing etc is backwards) but you can flip this on your own through any photo viewing software.
- Try to group slides together based on the 4 types of slides as shown above to ensure you get the best possible scan of your slides.