

## A Project Title

Think of a name for your project - this will be the title that is printed on the surface of your disc as well as on any contact sheets and insert sleeves. Common titles include the family name and date range of the photos or the name of an event.



## B Categorize and Arrange Images

You may opt to have your images grouped into separate folders based on dates or events. If you would like your scans to appear on your disc in individual folders, simply group them together in small boxes, bags, or elastic bands and label the group using tape or a sticky note. *This feature is available at no additional charge.*

If you are sending photo albums to be scanned, your images will be scanned in the order that they are arranged in the album.



## C Project Extras

### Contact Sheet

Includes thumbnail images to index the content of the disc. Your project title and image numbers are included.



- > 20 Images per sheet
- > Total number of sheets determined by number of scans
- > Size of sheet determined by package choice (*sheets will fit inside of CD jewel case or DVD case*)

Contact Sheet: \$1 per Sheet

YES - Include a Set of Contact Sheets

### Archival Album & Sleeves

Store your original prints in an archival album. Polyethylene preserver sleeves are perfect for long-term storage.



- > Locking 1 1/2" D-rings
- > Each album will hold approximately 50 sheets of photo preserver pages
- > Total number of albums and sleeves determined by number loose original prints

Album: \$24.95    Sleeve: \$.49

YES - Include Archival Album(s)  
 YES - Include Preserver Sleeves