



How To Double Your Productivity And Finish Your Scan Project Twice As Fast

A Proven System To Improve
Your Scanning Workflow

Day 1: Organize Pictures

How To Organize Your Pictures Before Scanning Them And Improve Productivity: Day One

Why Organize Your Original Pictures Before Scanning Them

Here is what you'll learn to do after day one...

- ✓ It's 10x more productive to organize your originals photos BEFORE you scan them
- ✓ Trying to organize digital image files with software is cumbersome
- ✓ It's easier to see physical photos, move them, group them, and stack them
- ✓ Digital images files are hard organize because often the thumbnails are too small to see
- ✓ And you can make mistakes when you move and copy digital photos, like deleting a file or moving a file to the wrong folder
- ✓ You're cutting down inefficient actions like re-dusting your scanner many times throughout the scanning process
- ✓ These little inefficiencies add up, you won't notice them, and it will take you longer to finish your scan project
- ✓ Get rid of these little inefficiencies to cut your scanning time by 50%
- ✓ You can cull out any pictures that aren't worth scanning
- ✓ If you don't organize your originals, you'll waste time scanning images that you don't need
- ✓ It's faster and easier to remove images you don't need NOW than it is later
- ✓ Say you find a digital images you don't want... when you delete that digital image file, you'll mess up your filing and naming system
- ✓ You'll have a gap in your file names, and you'll waste time fixing the gap
- ✓ Better to cull and remove any unwanted pictures BEFORE scanning



In this training you're going to learn the top 5 mistakes people make that slows down their scan productivity. And you'll get action steps showing you exactly what to do so you don't make the same mistakes.

Make 3 Main Groups -- Slides, Negatives, Photos

Top Reasons Why Grouping Your Originals Into Slides, Negatives, Photos Will Improve Productivity

To make your scan project less daunting, it's easier to group your images by slides, negatives, photos. Having three groups will help you in the long-run. Also, you'll spend less time adjusting your scanner's settings.

If you don't group your originals, you will find yourself going back and forth from slides, negatives, photos -- wasting time adjusting your scanners settings

It's smarter to scan in batches. Just like an assembly line... group like-tasks together, and focus on finishing that task before moving onto the next one.

Finishing all your slides before moving onto photos or negatives will save you time.

Why? Because you will only have to adjust your scanner ONCE for each group.

If you don't group your originals, you'll have to adjust your scanner many times when you jump from slide, to photo, to negative, back to slide, etc.



Organize your pictures into three groups: slides, negatives, photos

So What Do You Have To Do?

This part is simple. Separate your slides, negatives, and photos into 3 different groups.

What I often do is, I use those large plastic container bins used for moving or storage. And I place the slides, negatives, and photos into each bin.

This makes it easy to transport. And makes it easy have beside you when you're scanning.

Otherwise, you'll just have a large, messy stack of pictures on your desk. Using the bins is a great way to keep yourself organized and efficient.

One more little trick... I also have a fourth bin. I use this bin for FINISHED scans. When I complete a series of slides, negatives, or photos, I place them in the Finished bin.

Next, your action steps...



Use plastic storage bins to help you keep organized



Three Action Steps To Help You Organize Your Originals Into Slides, Negatives, Photos

Here's a summary of what you just learned. I highly recommend you take ACTION right now. It's the fastest way to remember what you just read.

Here are your action steps...

Action Step One:

Make three groups. One group will be slides. Second group will be negatives. Third group will be photos.

Action Step Two:

Use some sort of container or box. Those large, plastic storage container bins work great. Or you can use moving boxes as well.

Action Step Three:

Get a fourth storage container bin or moving box. Use that as the "Finished" bin. When you progress through your scans, put your pictures that have been scanned into the "Finished" bin.

Benefits Of Organizing Pictures Into 3 Groups

By separating your pictures into three groups will benefit you later when you start scanning. You'll see the benefits and how you it will cut down in scanning time.

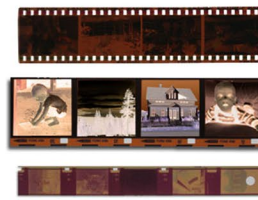
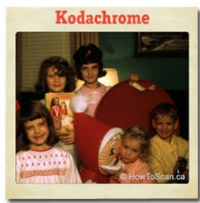
Take the time now to organize your pictures, because once you start scanning, you'll have a huge organizational mess.

Also, it's nice to have all you originals neatly organized and put into bins. You know what needs to be scanned.

When you start scanning, you can visually see how much you have left.

And it makes you feel that your scan project is less daunting, and less overwhelming as you start progressing through your scans.

Let's keep going. Next you'll learn how to fine tune your 3 groups...



Organize Each Group By Physical Size

Why Organize Each Group By Size

The reason you're separating your pictures by slides, negatives, and photos is so you don't have to keep adjusting your scanner settings. And they're easier to handle.

Same when you organize each group by physical size: You will also dramatically reduce the time spending adjusting scanner settings.

For example, separate your slides into 35mm, 75mm, etc. Same with photos... separate 4x6 photos from other sizes.

Why? If you load your scanner with different sized pictures, you'll have to constantly keep adjusting your scanners settings. This is a HUGE time waster.

For instance, you need to use a different DPI resolution for different size formats. You can't use the same DPI for 4x6 photos and 2x3 photos. If you do, your 2x3 photos will be too small.

By separating each group by their physical size, you are eliminating the time wasted adjusting DPI settings, and output size every time you run into a different size.

Another reason why is, say you're scanning 35mm slides. And in that bunch you have a 75mm. If you try to scan a 75mm with a 35mm settings, your scans will be chopped off.

It's more efficient to setup your scanner just for 35mm slides. Finish those. Then adjust your scanner for 75mm slides. Finish those. Then move onto the next group.

Don't jump around from 35mm slide to 75mm slide then back to 35mm slide. Or from 2x3 photo, then a 4x6, then back to a 2x3.

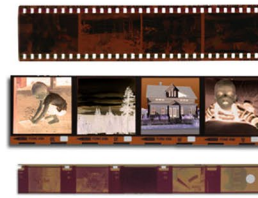
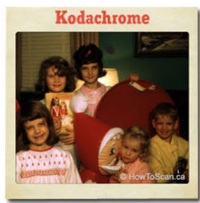
If you jump around like that, you'll notice that you'll spend MORE time adjusting your scanner settings than actually scanning.



You can't use the same scanner settings for different size pictures



Scans will get cropped if you use the wrong settings.



3 Actions Steps To Help You Organize Your Pictures By Physical Size

Action Step One:

Since you will be handling your pictures physically, you don't want to get any finger prints on them. So I highly recommend you get lint-free gloves.

You can find them at any photography store.

Also, I found that eyebrow tweezer clips are great for taking out slides from carousels, negatives from sleeves, and photos from albums.



Action Step Two:

Stack each group by its physical size. For example, put all 35mm slides in one pile. Or separate 4x6 photos from smaller or larger photos.

Action Step 3:

Negatives are more tricky because the less you handle them the better. So I suggest that when you're scanning them is the time to group them by size.

What I mean is, I'll start with 35mm negatives. If I pickup any negatives that are bigger, I set them aside. When I finish all the 35mm negatives, I then go back and scan the other sized negatives.

Next, you'll learn one more organizational tip. Then we'll move onto tips on how to clean your pictures before scanning them.



Organize Each Group By Oldest To Newest

Why Group From Oldest To Newest

For this step, I want you to group your pictures by oldest to newest. And when you scan, you'll start with the oldest.

Why? Because this will speed up your project later on. When you load your pictures, you won't have to think about order or names. Every scan will be neatly scanned and saved by date. This is the MOST important factor in naming – the DATE.

Later on you'll learn a strategy to naming your files. And you'll learn how to add meta data like names, places, events to your digital files using batch filing software.

If you don't group your files by date, you'll waste time trying to think of keywords while you scan. This will slow you down.

Also, if you don't scan your images by oldest to newest, the file naming strategies you'll learn later on won't work.

Hold On! I See A HUGE Problem...

I know what you might be thinking right now. Not all slides have a time stamp. And obviously photos and negatives don't have a time stamp.

So how do you organize your images from oldest to newest?

That's next...



3 Step Strategy To Group Your Pictures From Oldest To Newest

Action Step One: Grouping Slides From Oldest To Newest

If your slides have a time stamp, then you're set! Grouping them by date will be easy. But if the slides don't have a time stamp, you'll need to use these clues. If not, then make a group called "Not Dated".

Is your slide paper or plastic mounted? If your slides are plastic mounted, than they are new. They started mounting slides using plastic around 1970 and on. Some may also have a glass covering the actual film.

For paper mounted slides, here are some more clues... From 1940 to 50s, the Kodak slides will have a red border. In the 60s, you'll start seeing the classic Kodak slide logo.

I know... this strategy isn't the most exact when determining date. But some organization is better than none. Also this will help you later on when you organize your digital files using software.

Action Step 2: Grouping Negatives By Date

Very old negatives will be larger than 35mm. What I mean is, most negatives prior to 1940 will be have weird sizes. 4x5, 3x3, etc. That's because back then there wasn't a standard size. So that's one clue on how old your negatives are.

Another clue is, if you still have the envelope, sometimes the photo lab will have a date on their somewhere. If that fails, don't worry. Later in the training, I'll show you a strategy to naming negatives.

Action Step 3: Grouping Photos

In most cases, you'll know which photos are older than others. If not, then one clue is, newer photos have a glossy finish. Older photos were printed on paper with a less glossy finish.

Again, if you're having trouble with this step, in later training I'll show you a strategy to naming photos. I know that this isn't perfect. But if you can group your pictures by date, it will help you name your files a lot easier.



How To Clean Slides, Negative, Photos Before Scanning

Best Reasons To Clean Your Pictures Before Scanning

The best way to remove dust and debris is to clean your pictures BEFORE you scan them. Yeah, there is software that can do this. But it's a short-cut. If you really want higher quality scans, then it's important to take the time to clean your pictures before you scan them.

Also, make sure you clean them correctly. If you don't, you will permanently damage your pictures. What I mean is, slides and negatives are “printed” using a chemical solution called emulsion. If you get any oils, finger prints, or moisture, it will bind with the emulsion.

So, to clean your pictures safely, here are 3 action steps...

Action Step One:

You'll need these three inexpensive tools. The first, is lint free cloth. You can use eye-glass cleaner cloth, or you can get lint-free cloth at any photography store.



Second, you'll need air puffer. You can find this at any drug store.



Note... don't use compressed air. Some moisture comes out of that can, and can cause debris to get stuck into the emulsion.

Third, get some Isopropyl Alcohol. You can use eye-glass cleaner, as it is also Isopropyl Alcohol. But make sure it's at least 98%.

Next...

Action Step Two:

Spray or dab the Isopropyl Alcohol on the lint-free cloth. DO NOT apply the alcohol directly onto any slide, negative, or photo.



Next...



How To Clean Slides, Negative, Photos Before Scanning

Action Step Three:

Use the air puffer to quickly remove any light dust or debris. Now, using your lint-free cloth, gently swipe your picture.

DO NOT rub or wipe hard. You may scratch your film.

If your pictures have debris on them that won't come off, then do this:

Add a bit more alcohol onto the lint-free cloth. Then smartly dab the cloth onto the affected area. Let the alcohol evaporate. Then come back, and gently swipe away the debris.

Next, you'll learn some handy tips on how to remove slides from carousel, negatives from sleeves, and photos from albums.



What If Your Slides Are In Carousels, Photos In Albums, Negatives In Sleeves?

All right, all these tips are great and all... but one problem: what if your slides are already organized in carousels? What about negatives in sleeves? Or photos in albums? Can't you just pluck them out and scan them? Do you have to follow all those tips above?

Slides In Carousels

Sure, if you like, you can just scan slides straight from their carousel.

But in my 10 years experience in scanning, it's very rare that a carousel is correctly organized. Often a carousel will have a mix of slides from different dates and times. On the box it may say, "1950 Calgary" for example. But when you take the slides out, there's more than just "1950 Calgary" slides. There's other slides mixed in, too.





What If Your Slides Are In Carousels, Photos In Albums, Negatives In Sleeves... Cont'd

Slides In Carousels Cont'd

Over time, carousels get shuffled around. People add more slide. People take them out. And this causes your carousels to be disorganized.

But wait... what if you were very diligent? Maybe, just maybe, your carousels are organized perfectly?!

Still... it's still a good idea to follow the steps in this training. Why? Because this gives you a chance to cull out any images not worth scanning. Also, maybe back then, your organization made sense. But today, you want a different order or organization.



Photos In Albums And Negatives In Plastic Sleeves

Can't you just scan the entire photo album page? Can't you just scan the negative still in its plastic sleeve?

It's tempting to scan the entire album page or the negative still in its plastic sleeve. But the plastic cover is going to interfere with the quality of your scan. You may not see it, but the plastic isn't smooth. There are folds, creases, dips, and air bubbles that will also be scanned.



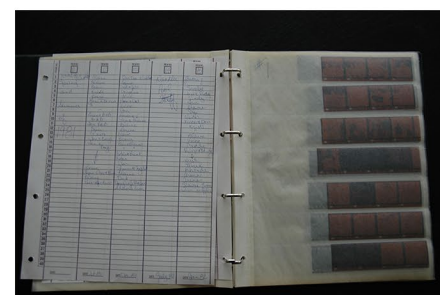
So, I still recommend that you take your pictures out from their original containers (carousel, albums, plastic sleeve).

Action Step: How To Safely Handle And Remove Slides, Negatives, Photos From Their Containers

Remember I told you about eye-brow tweezer clips?

Well, these are very handy at helping you remove slides from carousels, negatives from sleeves, and photos from albums.

Also, don't forget to wear your lint-free gloves. You don't want to get any fingerprints on your originals. That's it!





Coming Up Next In...

Scan Productivity Training Day 2

Here's what you'll learn in Day 2...

- ✓ Biggest mistakes people make that waste time when setting up their scanner and loading their pictures
- ✓ Actions steps show you how to correctly setup your scanner and load your pictures, so you don't waste time, and are as efficient as possible
- ✓ How to quickly clean your negatives, slides, and photos before you scan them -- so you don't scratch them
- ✓ What side should you scan a slide or negative -- so they're not backwards or facing the wrong way
- ✓ How to setup your scanner to get higher quality JPEGs (most scanners "compress" JPEGs, making the quality a bit less detailed)
- ✓ What's the best resolution / DPI to scan your slides, negatives, and photos -- so you don't lose details
- ✓ Bonus Report: You also get a report called, "DPI Cheat Sheet" showing you the best resolution when scanning any size photo, slide, or negative



If You Want Higher Quality Scans And Improve Your Productivity So You're Not Wasting Your Free Time Scanning All Day, Then This Advanced Training Is Designed For You...

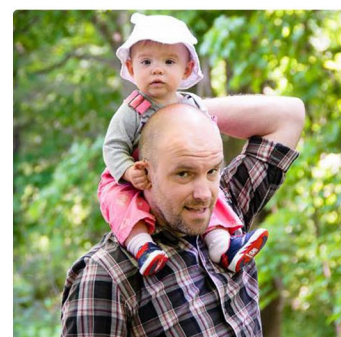
Here's what you'll discover in this advanced scanning training program...

- Insights showing you how to improve your scanning workflow
- If you implement these insights, you will improve your productivity
- You won't spend all day scanning and editing because these strategies are designed to cut scanning time by 50%
- Discover how to use Lightroom, Elements, Photoshop, GIMP, or CorelDRAW to quickly fix your scans and improve how the scans look
- Get scans that look 10 to 100 better quality than if you used any other method
- The training program is broken down into 3 parts
- Each part will show you, step-by-step, what to do, where to start, what to click, what to open, and how to use what you've learned so you see results in real time
- The program is designed so you jump in right away, no fluff, no wasting time
- Use the scan training program along side with you when you scan
- You don't have to be a pro at scanning... and you don't have to buy the most expensive software
- That's why you also get GIMP – it's a free image editing software that does what Photoshop can do
- The training program is designed by somebody who has been scanning almost every day for 12 years
- My scan training works – I've helped thousands of people with their scan project since 2005
- And I charge \$2.50 per scan – that's how valuable this scan training program is
- It's not technical and you don't have to be a professional graphic designer to understand what's going on
- The training program is specifically designed to fix slide, negative, photo scans – and the problems that come along with scanning those formats
- There is no other program like it that shows you how to fix scans using Lightroom, Elements, Photoshop, GIMP, or CorelDRAW

So if you want to learn how to get higher quality scans... and improve your productivity so you're not wasting time scanning all day... click this link below...

[Click Here To Download Advanced Scan Training](#)

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March 28, 2017
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