

THE STEPS FOR CREATING A SLIDE SHOW:

1. See our Packages & Pricing, and Song Ideas to determine which package and slideshow-type will work best for your event.
2. Print out and fill out order form. Email us and we will contact you to discuss the details of your slideshow (sending photos, payment, slide show personalization, etc.).
3. Before sending your photos, view our How It Works page for tips and suggestions on choosing/ scanning photos, music, etc.
4. The hard part is over! We will walk you through the rest of the process!!

BEFORE YOU BEGIN:

Having a general idea of where you're going with your slideshow will make the planning process easier.

Before you begin digging through old photos, here are a few questions to ask yourself:

1. How long do I want the video to be?
2. Do I want my slideshow to be fun or classic?
3. Are captions necessary for the audience to understand the photos?

PHOTO INSTRUCTIONS:

There are 2 ways to submit your photos to Ruffer Design Moving Memories:

1. Scan your photos or have them scanned at a local photo lab, and send them to us on CD-R or through email.
2. Give us your physical photos to be scanned (\$ 1 per photo).

If you are scanning your photos:

DO:

1. The scanner you're using must be cleaned thoroughly with a dry T-shirt or cloth every five scans. If you do not do this, dust particles and fingerprint smudges will be scanned with the photos. This is especially crucial when using a public scanner at a local photo lab.
2. After you scan each photo, save it in JPG format. Title each photo a 3-digit number indicating the order that you would like it to appear in the video (e.g. 001.jpg, 002.jpg).
3. Send us a CD of your images or submit them via e-mail.
4. Important: Set the scanning resolution as high as possible (we recommend setting the resolution at 300 DPI or higher). Photos scanned at a low resolution may appear blurry or "digitized" on your computer screen. This is very important if you think you might use a projector and show the DVD on a large screen. Before sending your scanned photo files, carefully examine each one. If the photos are distorted (if they do not look exactly like the original photo), rescan them at a higher resolution. Blurry and digitized photos cannot be corrected. Contact us for assistance with scanning.

DO NOT:

1. Do not use photos that are cut into shapes (circles, etc.)
2. Do not type captions in the filename of digital images (see "captions" below)
3. Because your TV screen is horizontal, it is best not to crop horizontal photos vertically. If at all possible, do not crop/cut vertical photos horizontally.

If you are sending photos to be scanned:

DO:

1. Number each photo in the order you would like it to appear (write a number on the back of each photo with a pencil.) Do not rely on placing the photos in the correct order in the package as they may shift during shipment. Do not put sticky notes on the front of your photos - as they will be damaged by the sticky residue. Do not tape your photos onto sheets of paper.
2. Place your photos into Zip-Lock bags labeled by their section/song.
3. Your photos will be returned to you when your slide show is shipped.

DO NOT:

1. Do not send photos that are cut into shapes (circles, etc.)
2. Do not rely on placing the photos in the correct order in the package as they may shift during shipment.
3. Do not tape or glue photos together or to sheets of paper.
4. Do not put sticky notes on the FRONT of your photos - as they will be damaged by the sticky residue.
5. Do not write captions on the back of photos (see below).

CAPTIONS & TITLES:

To make your slideshow more entertaining and help the audience follow the story being told, you can add captions and titles.

Captions: *A label or quote next to one specific photo.*

Title: *Text that introduces an entire group of photos.*

To add captions & titles to your slide show:

1. Include a Word document or send an email with the photo numbers next to the caption or title.
2. Do not write captions or titles on the back of photos or in the filename of digital images - all captions must be submitted together in a Word document or by email.
3. Unless you're using an important quote or poem, it is best to keep your captions and titles short and sweet! Fewer than 10 words works best.

Caption example: *Photo #023 : Disneyland Vacation, 1987*

Title example: *Photo #055-066 : Gina's college years*

CHOOSING MUSIC - HELPFUL TIPS

1. The music you select will set the mood of your slide show. If possible use both sentimental and upbeat songs so your slide show can inspire laughter and tears.
2. Make your video unique by including favorite songs of the person that you are creating it for. Are there songs or artists who are especially meaningful? Do you know of lyrics that fit especially well?
3. To help with your music selection we have compiled a list of the most popular songs choices. [Click here to view our song ideas](#) (choose from our list or choose your own songs!)

AFTER YOU RECEIVE YOUR VIDEO:

After you have received your proofing DVD show, please view it right away. Note all spelling and note any changes that may need done. Contact us to discuss changes or problems. The additional charges will be discussed at that time. Any errors on our part are always fixed at no cost to you. (*note: your proofing DVD show will include extra slides that have our logo on them. This is done to protect our investment. These will not appear in the final show.*)

We keep the masters of each slide show for at least one year. If you decide you'd like extra DVD copies of your video, contact us.