

## ***Seven steps to make your Video Scrapbook very special***

### **Instructions For Organizing Your Pictures For The "Video Scrapbook"**

1/ **Select your pictures-** Any size and shapes may be used, however, wallet size to an 8x10 work best. (Note: Pictures that are taller than they are wide will require a border or the bottom or top items of interest to be cut off).

We cannot accept photographs mounted in books, albums or frames.

You may also add home video or film to your Video Scrapbook.

2/ **Number the pictures-** You can put the pictures in any order you wish. Some people like them in consecutive order and others like them more spontaneous.

Line up your pictures across the table to see the story develop. Number those pictures in TOTAL sequence on the back corner with a Pen (do not press hard as this will leave an imprint on the picture which the camera will pick up- DO NOT use a marker of ANY kind) ,

3/ **Length of the videotape-** Each picture remains on the screen from 4-6 seconds, therefore, you may consider an average of 10 pictures per minute. There is no limit on how *many* pictures you can use.

4/ **Titles-** We suggest that you separate your pictures into groups to convey a clear message. "Family trips", "Weddings", "The Early Days", etc. Your titles can be placed between each segment to define what is coming up and keep the video more interesting. Different songs can be used for the various portions as well which will also convey a special meaning to the segment.

Animated openings are also available for customizing your videotape. Please ask to see our selection.

Another idea is to caption certain pictures explaining what is going on in the picture. These captions can be shown on the screen at the same time as the picture.

5/ **Special Effects-** We have over 150 different special effects you can use within the video scrapbook. However, we suggest that special effects not be overused and only done when to enhance the videotape. Misplaced effects can actually detract from the pleasure of the videotape.

You may find that some larger pictures or those with groups may be well suited for a "pan" (a camera move across the pictures or "zoom" (a move starting with a wide shot or close-up of the picture and moving in the opposite direction). This technique offers a much more creative and interesting approach to the videotape.

6/ **Music-** You can supply your own music or select from our library. For best results, music should be provided on CD, although cassettes are fine. Base your choices on an "average" time of 10 pictures per minute, plus title and effect time. Don't worry about ending the song with the segment; we can cross-fade the songs so the music will end with the last photo or title. To be safe, always include more music than is needed! Some videos are three songs (about 60 pictures) and some are fifteen songs (about 350 pictures). It's up to you and your budget. Keep in mind that a variety of music will add to the interest of the videotape.

7/ Separate **your pictures**- Keep your picture groups separated, (9 x 12 envelopes are preferred) Label each envelope with the total number of picture contained therein and the number sequence. Also, write the name of the segment for use in the title as well as the name of the song for that segment. If you are providing music, please enclose the CD or Cassette in the envelope.

When you have everything together just call and make an appointment to drop them off. We like to have TWO WEEKS once you bring in your pictures, to complete the project. Shorter deadlines may be possible.

PLEASE put your name on every envelope and CD or cassette! All of your materials will be returned. We realize how much those photos and music mean to you and we'll handle them with the best of care.

### **Do you need extra copies or a transfer to a foreign country?**

Our equipment is state of the art and broadcast grade to give you the best quality available. The pictures are digitized into our computer to retain their original appearance. You may want to consider additional copies of your Video Scrapbook. We make them directly from our digital edit system to ensure high quality duplication.

*We can also provide duplication of your Video Scrapbook for use in any Foreign Country*

### **Do You Plan To Show the Video at a Party or Large Gathering?**

We can provide a screen, up to 10 feet wide, for viewing the videotape at any occasion! You may also wish for your videotape to run continuously on a smaller TV set throughout the event. Ask us! We can give you various alternatives suitable to your occasion.