



## DVD PHOTO MONTAGE VIDEO

### PLANNING GUIDE

It takes 2 to 3 weeks to produce your video if due around a holiday. Please plan accordingly. All photos, captions, video clips and music must be submitted by that time. This guide will give you suggestions, get you organized, and instruct you on how to submit your photos.

Having a general idea of where you are going with your video before you begin will make the rest of the planning process easier. Before rummaging through old photo albums, you must be clear on the purpose of your video.

#### **A few questions to ask yourself:**

1. About how long do you want the video to be? No more than 20 minutes is recommended.
2. Do you want your video to include photos from the person(s) entire life or is the video going to focus on a specific aspect of the person(s) life, such as a hobby, a sporting event or a special family occasion?
3. Would you like your video to be funny, sentimental, or both?
4. What do you want the audience to feel when it's over?
5. Are captions necessary for the audience to understand the photos?

#### **Hints for Choosing Photos**

1. If your video is about someone, that person should be in each photo.
2. Try to choose photos that show the Honoree looking towards the camera.
3. If you want to use 100 photos, select about 150. Just pick out your favorites and put them in chronological order. It will be easier to figure out what story you want to tell.
4. If you have so many photos, you don't know where to start, then don't worry about how many photos you need. Just pick your favorites, put them in chronological order, and eliminate photos from there. This will allow you to see what story you want to tell and which photos to include.

#### **DO NOT:**

1. Do not tape or glue photos together or to sheets of paper.
2. Do not put sticky notes on the FRONT of your photos. Put them on the BACK.
3. Do not write captions on the back of photos.
4. Do not crop photos. If the photos are scanned at 300 dpi or higher, we can use the zoom feature to get closer.

**DO** write captions on **sticky notes** and attach to the **BACK** of your photos. If you **MUST** write directly on the back of a photo, **ALWAYS** use a scrapbooking wax pencil as it will not bleed through the photo.

### **Video Duration Guide** *(Subtract 3 minutes for Basic & Deluxe Packages)*

10 – 15 photos are about 1 – 2 minutes long  
15 – 30 photos are about 3 – 6 minutes long  
35 - 50 photos are about 7 - 10 minutes long  
55 - 70 photos are about 11 – 13 minutes long  
75 - 100 photos are about 14 - 20 minutes long

### **Number of Songs Needed**

If you are dividing your video into sections and want a different song for each section, calculate the number of songs needed for each section. For instance, if you have 30 photos in one section, calculate 6 minutes in length, so you would need 2 songs for that section (most songs are about 3 minutes long).

### **Hints for Choosing Music**

1. The music you select will set the mood of your video. If possible use both sentimental and upbeat songs so your video will inspire laughter and tears.
2. Make your video unique by including favorite songs of the person whom you are creating it for. Are there songs or artists who are especially meaningful? Do you know of lyrics that fit especially well? Or choose songs from the era. Go to [www.popculturemadness.com/Music/Albums.html](http://www.popculturemadness.com/Music/Albums.html) for hit songs from the 1800s to today.
3. On a section about the couple's marriage, you could include the song played during the couple's wedding First Dance or the song they consider "Their Song."
4. If this is a gift for a teen, you may want to use their favorite song to get their attention (if you dare). Once your teen sees they are in every photo, they will be captivated.
5. If you need help choosing your music, let us know and we will guide you.
6. To avoid copyright infringement, you must own the music we use in your video. You can purchase songs from the internet or rip them from a purchased CD. If you need assistance with this process, just let us know and we can guide you. Or we can download the songs for you (see Price Guide for charges).

**Important Note:** In most cases, it is necessary to edit your music selections to fit the number of photographs in a section. Our professional music editors blend (cross-fade) all songs together to prevent any pauses in music within the video (as you would hear songs blend on the radio). This professional "cross-fading" is done to accomplish a seamless audio presentation throughout the entire video.

**NOW THAT YOU HAVE CHOSEN YOUR PHOTOS,  
YOU ARE READY FOR THE NEXT STEP**

## Organize Your Photos

1. If two photos are similar, consider eliminating one of them.
2. Organize your photos chronologically (Before They Met, The Early Years, Our Family Grows, etc.) or by theme (Family Time, Friends, Hobbies, etc). **Note:** If you would like us to organize your photos by theme, make sure they are numbered in chronological order first and we will group them together for a small fee of \$20/hour. 100 photos will take about 1.5 - 2 hours to sort.
3. Write order numbers (001, 002 etc) on sticky notes and attach to the BACK of your photos.
4. If several people are in a photo, please identify which one is the Honoree on the numbered sticky note.

## Captions

Adding captions to your video is a great way to make it entertaining and help the audience follow the story being told. You should include no more than 6 words per caption.

### To Add Captions to Your Video:

1. Include a Word document or send an email with the photo numbers next to the caption. For example: Picture #005 - Joe proposed at the lighted fountain.
2. Do not write captions 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, keep your captions short and sweet! Six (6) words or less works best.
4. We recommend a sentimental quote to start a new section or at the end of your video. If you need ideas, we can provide suggestions.

## INSTRUCTIONS FOR SUBMITTING YOUR PHOTOS

You have two options for submitting your photos:

1. You can send your physical photos to us to be scanned (\$.50 per photo); or
2. You may scan your own photos or have them scanned at a local photo lab.

### If You Are Sending Photos to Us to be Scanned:

1. Number each photo in the order you would like it to appear. (Place a numbered sticky note on the BACK of each picture or write the number on the back of the photo with a wax pencil found in scrapbooking supplies.) **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 the sticky residue will damage the photos. **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 video is shipped.

#### **DO NOT:**

1. Do not rely on placing the photos in the correct order in the package as they may shift during shipment.
2. Do not tape or glue photos together or to sheets of paper.
3. Do not put sticky notes on the FRONT of your photos - as they will be damaged by the sticky residue.
4. Do not write captions on the back of photos. Use sticky notes.

**IMPORTANT NOTE:** It is very important that your photos be numbered and well-organized. Photo sorting is \$20 per hour, as the reorganization can be extremely difficult and time consuming.

#### **If You Are Scanning Your Photos:**

1. Thoroughly clean the scanner with a dry T-shirt or micro fiber cloth every 5 scans. If the scanner is not cleaned, 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. Scan each photo and save it in JPG format. Save each picture with a 3-digit number indicating the order that you would like it to appear in the video (e.g. 001.jpg, 002.jpg). Begin numbering with 00 so the computer will sort the photo in the proper order.
3. If you want certain photos associated with a particular song, save your digitized photos for each section/song in a separate folder. Number each folder in the correct order for the video.
4. **Important:** Set the scanning resolution between 300 – 600 DPI (4X6 or larger at 300 DPI and photos smaller than 4X6 at 600 DPI). Photos scanned at a low resolution may appear blurry or "digitized" on your computer screen. Before sending your scanned photo files, carefully examine each one at full screen. If the photos are distorted (if they do not look exactly like the original photo), re-scan them at a higher resolution. Contact us for assistance with scanning.
5. **Important:** Photos that are very small should be scanned at a larger scale. If your scanner has a scale setting, increase the scale to 150%.
6. Do not crop/cut photos. We will use the zoom feature to get closer to the subjects.

#### **If You Are Submitting Digital Photos Already on Your Computer**

1. Create a new folder for this project on your computer.
2. Copy (**DON'T MOVE**) the photos into this folder. You can delete it from your computer after your video is completed. (This will save time when you start to

- burn the CD or start sending through the internet. It will also serve as a reference if we need to ask you about the photos you submitted.)
3. Once all your digital photos are in the folder, rename each picture with a 3-digit number indicating the order that you would like it to appear in the video (e.g. 001.jpg, 002.jpg). Begin numbering with 00 for the computer to sort the photo in the proper order.
  4. If you want certain photos associated with a particular song, burn your digitized photos for each section/song in a separate folder on the CD-R. Number each folder in the correct order for the video.

### **If You Are Sending Video Clips:**

Video clips must already be edited for use “as is,” otherwise, a \$35/hour fee will be charged to edit video. **We accept video only in these formats: avi, mov, mpeg, or wmv.** If we have to convert the video to a usable format, \$35/hour will be charged.


### **Submitting Your Photos, Music and/or Video Clips**

1. Priority Mail or Federal Express to us a CD-R or thumb/flash drive of your images, music and/or video. Or you can submit everything via the internet.
2. **To Submit Your Digital Materials Via the Internet:** *(Internet submission will only be accepted through this website because of its capacity and efficiency for us to download)*

You can either zip all your photos, music and/or video clips into one file (recommended; less time consuming) or attach each one separately.

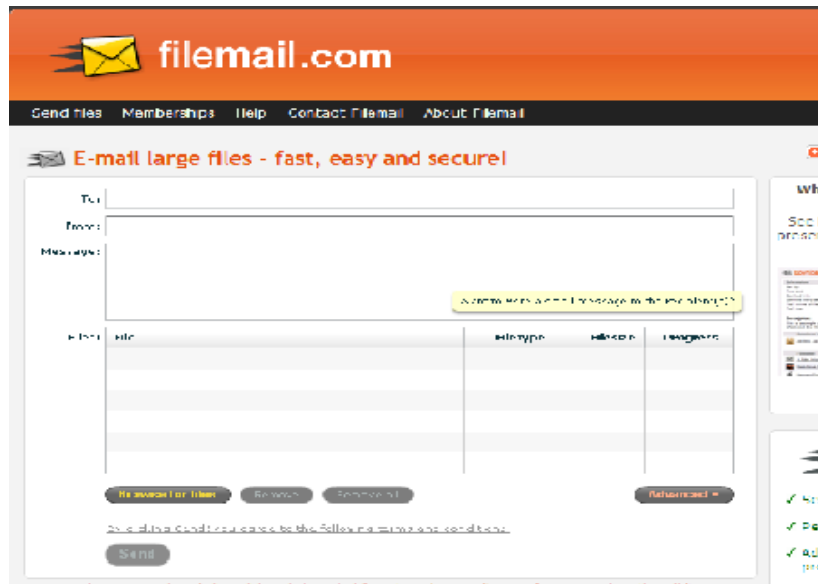
### **How to Zip Your Files**

1. Make sure all your files (photos, music, caption list and video) are in the same folder as your digital photos. We recommend this folder have subfolders for each section, music and/or videos.
2. **Using Windows XP:**
  - a) Locate the file or folder that you want to compress.
  - b) Right-click the file or folder, point to **Send To**, and then click **Compressed (zipped) Folder**.
  - c) A new compressed folder is created. To rename it, right-click the folder, click **Rename**, and then type the new name. This folder is what you will attach in filemail.com.
3. **Using Freeware:** *(recommended if WinXP compression doesn't work)*
  - a) We use 7zip which is a free program you can download from [www.download.com](http://www.download.com). Software from this website (CNET) is guaranteed spyware free. Search for 7zip and follow instructions to install.

- b) Click on the folder you want to zip, right click the mouse, and highlight 7zip in the drop down menu.
- c) Select "Add to *YourFolderName.zip*" (your folder name will automatically be listed). 7zip will save your zipped folder as the same name. The folder will look like a zipper in the middle: . This is the folder you want to attach in filemail.

### How to Use Filemail

- a. Go to this website address: <http://www.filemail.com/default.aspx>. This website will accommodate up to 2 gig of data (more than 300 high resolution photos). No software download is required. Contact us if this screen does not appear:



- b. Enter our email in TO field: [donna@fotoflix.net](mailto:donna@fotoflix.net).
  - c. Enter your email address in FROM field.
  - d. Be sure to indicate the project name and type any additional instructions in the MESSAGE field.
  - e. If sending individual files, you may have to send two emails. Timeouts may occur depending on your computer and internet speed. Or zip to avoid these problems (see zip instructions in above paragraph).
  - f. Filemail will display a message when your files have been sent.
  - g. Then send us a separate email or call to notify us you have sent your materials. Sometimes large emails don't get through spam filters.
3. **Note:** If you are computer savvy and know how to use FTP clients, let us know and we will set up an account for you on our server.

**Mail Your Photos, CDs and Caption List to:**

Donna Ditges  
Foto Flix  
407 Cinnamon Bark Lane  
Orlando, FL 32835

**Important!** Be sure and keep a copy of your Caption List in case we need to contact you with questions. If you are sending photos for us to scan, copy your photos, in order, on a regular copier and keep for your reference in the event we must call you with questions.

If you have any questions, do not hesitate to call Donna Ditges at (321) 662-1165.

**Congratulations!** In three weeks or less you will receive an unforgettable, heartwarming photo montage video on DVD.