

# FYI

**FORMAT:** Your slides are archived on DVD  
Your video is also available on  
VHS

**QUALITY:** Most slides still retain their  
quality, even after many years.

**STORAGE:** After your slides are transferred  
they are removed, by us and packed  
in box.

**HOW MANY?:** A DVD can hold two hours of  
video, that means over 1,000  
slides per DVD. And we can make  
as many DVD as you need.

## Slide

### Archive Checklist

1. \_\_\_ Are all Slides in proper order?
2. \_\_\_ Are All slides correct left to right
3. \_\_\_ Are slides right side up.

# SLIDES



**STEP BY STEP**

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**SPOTLIGHT VIDEO**

**GUIDE**



## SPOTLIGHT VIDEO

603-485-7111

[Info@videonh.com](mailto:Info@videonh.com)



*I have prepared this guide to help  
you to create your video. Please read  
the entire guide and use the checklist  
on the back. IF you have any questions  
please call*

**603-485-7111**

**[info@videonh.com](mailto:info@videonh.com)**

## **Step 1. The Plan:**

The first step is to sort the slides you would like scanned. Spotlight Video offers a rental slide projector to help you out. Our slide projector can accept Kodak Carousel or Individual slides.

Your slides should be put in boxes or carousels in the proper order and orientation. Orientation means right side up and left to right.

Some people have their entire slide collection scanned, others pick and choose which ones they would like scanned.

## **Step 2. Scanning the Slides:**

Each slide is checked for proper orientation as it is loaded in to our slide scanner.

Slides are scanned at the 600 DPI setting. This will allow you to print it out or even enlarge it.

Our process applies three digital corrections to your slides. ICE removes dust and defects

Each slide is saved at a high quality JPEG file. They are numbered in the order that you have set.

## **Step 3. Creating A Basic Video** *( If you Choose)*

- We can create a video of all your slides so that they will play automatically.
- Each slide will appear for 6 seconds.
- Each slide will dissolve to the next.
- We add our easy listening , instrumental, orchestra background music.
- Your DVD will also include a folder containing all of your slides as JPEG digital images. These images can be accessed from a computer with a DVD Drive. These can be printed or E-mailed.

## **Step 4. Creating A Photo Montage** *( If you Choose)*

Photo Montage allows you to totally customize your video. You can choose individual song for each part of the video. We add different transitions and effects. ( See our “ Step by Step Guide to Photo montage”