

Photo Montages - Instructions for preparing and sending images

All images and related materials should be provided to TAKE-ONE VIDEO PRODUCTIONS before the editing of the photo montage begins. All photos must be organized by the client in the precise order they wish the photos to appear in the presentation.

Organizing Photos

In the case of *paper photos*, we recommend that all photos be numbered by using a pencil on the back of the photo. With *digital photos*, we highly recommend that the images be named in sequential order. Also, the file names (or folders) should reflect where the images should be inserted. The best method is to use a three digit number in front of the file name. For example, 001.jpg, 002.jpg, 003.jpg, 004.jpg, 005.jpg, etc... Last minute photo's may be numbered as A, B C, etc. (ex. 012a, 012b).

Titles

Graphics/titles should be printed on an index card or piece of paper and numbered within the sequence of numbered photo's (Please check your spelling). - *If you are using an inkjet or laser printer to create a title, be sure to leave approx. 3" margin on all sides.*

Digital Photos

Please send us the full resolution images – if the image resolution is too large for the video, we will shrink it to the best resolution for the video. For best results, digital images should be at a minimum 800 x 600 pixels in dimension. Please avoid sending cell phone or iPod photos – low quality images make for poor montages.

Scanning Paper Photos

We're happy to scan your photos, but in case you wish to scan your own paper photos, please follow the instructions below for best results:

- In order to ensure proper video clarity, we recommend that all photos be scanned at a resolution of 300 dpi.
- Please scan each image individually.
- Please try to crop the image so that the white border does not show.
- Please rotate the images to their proper orientation.
- Name the resulting digital files in the sequential order that they should appear in the montage (i.e. 001.jpg)

Sending the Photos on USB Flash Drives or CD/DVD

The easiest and most preferred method of sending us digital photos is via a USB flash drive or CD/DVD. You may drop it off to us or even mail it to us. The drive or disc(s) will be returned to you with the finished montage. You can also supply the photos to us using camera memory (SD) cards, or any other external storage device (hard drives). Please contact us if you require help saving the images in the proper format.

Sending Your Photos via the Internet

Sending numerous photos over the internet can be really time-consuming (even with high speed internet), so we normally recommend this method for sending us a *few* photos instead of the entire photo album. If you wish to send many photos to us via the internet, please advise us and we'll send you further instructions.

Music Selection

Music selections can be supplied via CD or thumb drive and can be in most popular audio formats (i.e. mp3, mp4). We can also import your music selections from your Ipod or mp3 device. Please be specific which photo's the music selections will start and end on.

More information

Please visit our website at www.takeonevid.com for more information and tips on choosing pictures for your montage.



TAKE-ONE VIDEO PRODUCTIONS

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FAQ Photo Transfer

How do I get started?

1. Collect your photos & music selections.
2. Put your photos in order and number the back of each photo in the order they should go. Do NOT use a marker as this can transfer onto your photo.
3. Time your photos and songs by flipping through the photos as you listen to your music (flip every six seconds)
4. Fill in your music selection worksheet with the music choices and the # of the photos that go with them.

How many photos do I need for my montage?

We usually transfer your photos at 5 - 7 second intervals, depending on the content of the photo and your music selection. You can safely figure that every 10 photos will produce 1 minute of video. When planning your photo montage presentation, consider the type of audience - this may affect the length of your video as well as your choice of music & photos.

What size photos can I use?

We can use any standard-size photo up to 8x10. Please note that close-up photos in the vertical format (i.e. school portraits) may not allow us to zoom-in enough to keep the TV format without cutting the head or chin; therefore they may have a border on both sides. TV format photos (i.e. horizontal or landscape) work the best.

Can I give you a framed picture if I can't remove the photo?

Yes. Please be aware that the quality of the transferred image might be affected (i.e. glare or dirty glass). In some cases, we will also accept photo albums as long as you indicate which page/photo to capture.

I have a picture with three people and I would like to crop 2 of the people?

We can crop sections of your photo, depending upon where they are located in the photo. Please indicate your requirements by placing a post-it note on the photo with instructions.

Can I print my own title page?

Yes. Make sure to print them in landscape (horizontal) format and leave 2" margins on all sides. If you create your own title page, it counts as a photo.

Do you play my song selections all the way to the end?

This depends on how many photos are in the section. If your song selection is longer than the video images we will dissolve/ fade from one song to the next. If your song is shorter than the images, we will attempt to loop/extend the song to fit with your sections. If requested, we can also use part of a song (i.e. skip a musical intro, verse, or interlude). When filling out your music selection worksheet, please indicate specific requests, if possible using the "time" from your CD players display.

Can I include video footage in my montage?

We can include your video footage within the montage. You will need to schedule an editing session with us in order to select/digitize your video clips. There will be an additional fee which is based on how long the editing process will take. Please give us a call for a custom quote.

How can I view my Photo Montage?

Your completed photo montage can be mastered onto VHS, DVD, Video-CD and many other video formats. You can then view it on any VCR, DVD player, or computer. We also offer large screen projections for that movie like experience.

How long does it take to create my montage?

Our normal turn-around time to create a slide show is approximately 14 days. If you require us to create the show in 7 days or less, additional "rush" fee's may be charged. Please give us a call if you need assistance in organizing your photos and media.



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