



## How to Prepare Your Memories for Your Affordable Archives Project.

### 8mm & Super8 film Reels.

1. **CALL, text or email Affordable Archives** to get your free preparation kit sent out to you. Our kit includes mailing labels, rubber bands, round temporary adhesive labels as well as instructions on how best to organize the reels in your project.
2. **GATHER all of your film reels together.** Keep the reels in their box, can or plastic cover. If the reel has no box, can or cover then place one of the provided rubber bands around each of the reels to keep the film from unraveling. Avoid touching the film itself or exposing it to sunlight, moisture or excessive heat.
3. **SORT your reels of film in the order you would like them to be converted.** Most people use alphabetical arrangement by title or chronological arrangement by date. If your reels are not titled then you can arrange in any order you wish.
4. **LABEL your film reels in the order you wish to have them transferred.** Beginning with the first reel in your project, write the reel designation on a provided temporary label and attach it to the film box, cover or to the reel itself. If your reel is an 8mm reel, please label as follows: "8mmR001" for the first reel in your project. If your reel is a Super8 reel please label as follows: "S8R001". Assign each successive reel in your project with a sequential number "...002", "...003", etc. ***This reel number will be combined with any title text and will become the DVD or file name of the conversion.*** For example the first film reel is a Super8 and is titled "Christmas 1988" the resulting DVD or file name will be: "S8001\_Christmas1988".
5. **FIND a sturdy box or other suitable container** and place your film reels into ziplock bags and make sure to pad the bottom of the container and pack the empty space in the box so that your film reels do not get jostled around.
6. **CALL text or email Affordable Archives.** Contact us to arrange to drop off your project or have us pick it up. If you plan to ship your project to us, please read the shipping instructions provided.