

Digitizing & Preserving Photographs

Family photographs are one of the first things people choose to save in an emergency. Scanning and digitizing your photographs can ensure that your photos are stored and preserved in more than one place and can be retrieved if the original prints are lost or destroyed.

01



BEST PRACTICES: FILE FORMATS

JPG or PNG are the most common and easily read file formats for photographs. PNG will compress into smaller file sizes without losing data. JPGs work well for sharing and posting images online.

PDF is best for text-based documents.

02



BEST PRACTICES: RESOLUTION & COLOR

Resolution

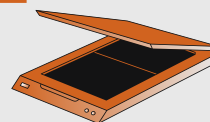
300 dpi (dots per inch) will provide a high quality image with quick scanning speed.

600 dpi is better for long-term preservation but the scanning speed is slow.

Color

Use grayscale for scanning black and white images.
Use color for color images.

03



BEST PRACTICES: SCAN & ORGANIZE

When using a flatbed scanner, you can scan multiple photos at once and then crop and edit into individual images later with a photo editor.

Remember to scan the backs of photos that may contain names or other identifying information or dates.

Organize in a consistent way that works for you. Create digital folders for the photos as you scan. Organize and name files by date, name, location, or event.

04



DIGITAL STORAGE

Once you have scanned your photos and documents, choose one or several methods for storing them to preserve your photos.

- 1) USBs and External Hard Drives
- 2) Digital Back Ups, such as the Cloud, Google Drive

COMMONLY USED SITES FOR CLOUD STORAGE:

- Amazon Photos
- Apple iCloud
- Dropbox
- Google Photos
- Microsoft OneDrive
- Shutterfly
- Flickr

► Preserving Photo Prints & Originals

- After scanning and digitally storing your photos, avoid handling the original printed photos.
- Keep printed photos in acid-free or PVC-free photo sleeves to protect them.
- Use photo albums with photo sleeves. Avoid "peel and stick" photo albums that use adhesive to organize and place the photos.
- Store your photos away from excess humidity and heat. Store photos off the ground to protect them from flooding and critters.

► Marshall Fire Story Project



Share A Story



Please consider sharing your stories and photos from the Marshall Fire using the Marshall Fire Story Project form, www.louisvilleco.gov/MarshallFireStories.

Our community has been through a lot. Whether you are grieving, looking for ways to understand, wanting to shed light on those who are helping, or simply needing to share, we invite you to add your story and/or photos to this collective of community stories from the Marshall Fire. This event has left us with varying layers of experiences and emotions. All experiences and emotions are valid and welcome.

