

# Preparation Tips

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## DVD/Video Albums

**If you'd like one-on-one guidance from start to finish, contact us today.**

**Our services include:**

- Unlimited free titles, captions, and transitions throughout
- Adding your favorite music from your own CDs, cassettes, and records
- Custom illustrations & animation available from a professional artist
- Exclusive special features such as "Old-Home-Movie" effect, animated travel routes, and "the Morph"
- Free pickup and delivery within the local area
- Pricing packages for any budget -- great value at reasonable rates!
- Samples online or via appointment, to spark ideas for YOUR Album
- Free preview of your Video Album before it's finalized
- Free gift wrapping and greeting, and free shipping to one address
- Your satisfaction guaranteed!

**Do-it-yourself preparations:**

**Think through the purpose** of your Video Album – whom you're honoring or what the occasion is. That will help you choose your materials.

**Your custom movie can start from any or all of these:**

- Color or black/white photos up to 8.5 x 11 inches
- 35mm slides, film negatives, and transparencies up to 4 x 9 inches
- Flat artwork such as drawings, invitations, announcements, news clippings, and other documents
- Other small mementos such as ribbons, pins, buttons, and medals
- Home videos from your VHS, Super VHS, VHS-C, MiniDV, 8mm, and Hi-8 tapes
- 8mm or Super 8mm home-movie film\*
- Narration or dedication in your own voice
- Music from your CDs, cassettes, and LP/45 records; or from our instrumental library

*\*If you have reels of home-movie film, these need to be transferred to a format we can work with; we can facilitate the transfer for you at cost plus a small handling fee. Please contact us with the size and number of reels so we can price it for you, and allow an extra week or two for delivery of your Video Album.*

**Consider how you want your Video Album to be organized:**

- In chronological order, for example, going from the oldest to the youngest family member, perhaps to trace your family history?
- Or do you want to focus on different subjects, such as spotlighting one person's growth and achievements?

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**Either way, grouping your items by theme or “chapter” will facilitate adding titles and appropriate music later.** If your Video Album will be on DVD, chapters will correspond to DVD menus that allow you to select favorite parts of your movie.

**If you’re including home video,** watch your tapes to note which segments to leave in or which to take out. Please include a brief description of each segment to be included or removed, and its approximate location on the tape.

**To determine how long your Video Album will be, use these guidelines:**

- Each photo stays on screen for about 10 seconds, so 100 photos will run about 15 minutes.
- You can include a combination of home video clips, photos, and other flat artwork.
- A Video Album up to two hours long will fit on one DVD or high-quality VHS tape.

**If you’re preparing a combination of home video clips and photos,** the photos can appear at specific points within your video clips if you care to provide very clear instructions; otherwise, they will be placed before or after your clips.

**Preparing your photos and other flat artwork:**

- If your photos and mementos are already well organized in albums and scrapbooks, there’s no need to remove them. Your Video Album can easily follow the same order.
- You can also use sticky notes to select and reorder your choices.
- To include a “Morph” from baby to a later age, choose two to four close-ups at different ages, in similar poses.
- For any Deluxe Album, choose a photo to go on the custom-designed outer label.
- If you have loose photos and mementos, group your items by chapter and then number them all sequentially. Avoid using pens, markers, or felt tips, as these can damage your photos when they’re stacked. Post-it notes numbered in pencil and affixed to the back of each item work well.

**Music adds a lot of enjoyment to your Video Album:**

- Consider what music you want on your Video Album. CDs are best because of their high quality, but cassettes and LP/45 records also work fine.
- Choose the songs and list the order in which you’d like them to be played.
- For an additional cost, we can synchronize music or sound to correspond with certain images.
- If you prefer, we also have a library of free instrumental music from which to choose.

**Summarize and check spellings:**

- Prepare an outline with your titles, captions, and special instructions. Select a main title for your movie, which will go on the outer label of your finished Video Album. You can also have an additional title for each chapter, if you’d like, as well as unlimited captions throughout your movie.
- Be sure to double-check the names and spellings so there will be no “typos” in your Video Album.

**Contact us at 508-881-7213 or [linda@artbyherring.com](mailto:linda@artbyherring.com), or fill out the online form.**

We’ll set up an appointment to go over your materials and ideas, pick up your items if you’re within the local area, or arrange to have you ship them to us.

***Please allow 3 to 4 weeks for delivery, after we receive your materials.***