



Fotolabor M GmbH
Rotebühlstraße 51a
70178 Stuttgart
Telephone: 0711/66 98 88
Telefax: 0711/66 98 89
Data: 0711/6154740
e-mail: mail@savdepictures.com

THE ARCHIVING SYSTEM

A straightforward storage system that simply makes sense

The best (and most logical) archiving systems are easy to use and expandable over time. More importantly however, they do not involve acids and make provision for other long-term threats to the Ilford Micrographic Film. Accordingly, at savedpictures we deliver all exposed films in special polyester sleeves designed specifically for storage in A4 filing systems. Depending on data volumes we can capture several documents on each Ilford Micrographic Film making it easier to keep an overview of the archive – and, as and when necessary, expand it.

We recommend using the savedpictures system in A4 format, not only because of the wide variety of filing systems and indexing methods available but also because it makes cataloguing easier. Also, systems can then be adapted to individual requirements. Typically archives are divided into separate categories and are then expanded as and when necessary. Depending on file sizes, each sp-page can hold between 1 and 64 files. Accessing files is easy and straightforward, in case you need to re-digitise images. Better still, unlike other systems (involving large rolls of microfiche), there is no danger of damaging other sp-images with archiving equipment.

savdepictures deliveries come complete with a set of duplicate sp-contacts for reference viewing. Duplicates are run off during the original microfiching process using exactly the same files. This way the reference archive contains the same images as the original – and minimises risks to the originals during research.

THE PRODUCTS

sp-singles

| Individual images |

Only interested in archiving a small number of images or documents? Interested in a quick and straightforward trial of our services? We deliver all films in archivable, acid-free polyester sleeves for safer long-term storage. The price depends on the volume of data for each image. sp-singles range from 8 MB to 1500 MB [sp8, sp20, sp40 to sp1500].

The savedpictures system

sp-duplicates

| making double sure |

Archiving images on Ilford Micrographic Film safeguards data for an extremely long time. But it is no real insurance against 'Acts of God' such as fire or theft. We therefore strongly recommend that you create a duplicate of each copy and store it at a separate location.

sp-microfiche and sp-punch hole cards

| sp-singles for older systems |

Microfiches and punch hole cards still play an important role in archiving systems and are prevalent in legal archives and storage systems. Until now it has only been possible to produce them using analogue technology. This sp service allows you to supplement your archives with images of items such as CAD sketches and half-tone pictures – in outstanding digital quality.



Fotolabor M GmbH
Rotebühlstraße 51a
70178 Stuttgart
Telephone: 0711/66 98 88
Telefax: 0711/66 98 89
Data: 0711/6154740
e-mail: mail@savedpictures.com

DIE PRODUKTE

sp-specials

| for miniature negatives and slides |

Some albums only consist of small negatives or slides, so this system makes it possible to create your own archives with a lifespan way beyond that of standard photographic storage materials. sp-specials is targeted at miniature negative storage and the archiving of slides. Every delivery includes a high resolution scan approximately 40 MB in size, all data on CD/DVD, archived images on Ilford Micrographic Film sp-page 40, A4 copies and archive sleeves.

THE MODULES

sp-page

| Ilford Micrographic Film, format approx. 16.7 x 27 cm, A4

A variety of sp-page products making it possible to back-up archives across a number of different categories, specifically tailored to the volume of data.

sp-archival bag

| Acid-free polyester sleeve for A4 filing systems, suitable for one Ilford-Micrographic-Film |

Sleeves are made out of extremely long-lasting materials. Not only do they maintain their shape, they are surprisingly strong and provide a strong barrier against electricity, heat and other negative influences. Polyester is totally neutral, with a pH value of 7.0. It is also crystal clear, water-resistant, capable of withstanding most chemical substances and even protects materials from damp caused by steam or condensation. Polyester is neither affected by nor penetrable to oils, fats and volatile aromas. It maintains these properties at temperatures from -70° to +150° c. sp-archival bags are very difficult to ignite and maintain their properties for a very long time.

sp-contacts

| A4 duplicate sheets on archivable photographic paper |

Each delivery of sp-pages comes with an A4 sheet of duplicates from the same data as the original archive. These sheets make it possible to set up a reference archive as an exact match to the original. The benefit of this is that you can go through archives, carry out research and prepare presentations without endangering the original copies on the Ilford Micrographic Film. It goes without saying that these duplicates are also printed on archivable paper so they keep for many decades.



Fotolabor M GmbH
Rotebühlstraße 51a
70178 Stuttgart
Telephone: 0711/66 98 88
Telefax: 0711/66 98 89
Data: 0711/6154740
e-mail: mail@savedpictures.com

KEY THINGS TO TAKE NOTE OF

We do ask customers to take into consideration a number of important factors when preparing data for long-term archiving. If requested we will of course process data for you. For more details or questions, simply contact us.

File formats:

RGB-TIF
JPG
PDF
Postscript

We can create more accurate films if you provide pixel files as RGB tif's. Documents and postscript files should have the necessary ECI-RGB details to enable us to make full use of ICC Colour Management techniques. If you need to minimise file sizes we recommend compressed JPGs (level 10-12).

Vectorised files and data containing graphical and written elements should ideally be converted into PDF format (standard: PDF/X-3).

Labels and referencing

We also enter the job number and specific title on each sp-page as well as the file name (under or next to each sp-image). This makes it easier to identify and refer to images. We have drafted the following guidelines to make it easier to give images accurate and clear labels, and we would kindly ask you to adhere to these guidelines when you send the data.

Directory breakdown

1. | sp job number |
a 12 digit number, generated automatically. The sp job number will be given to you when you confirm your order.
2. | Sub-directory sp-product name |
The job directory contains sub-directories each with a designation corresponding to the sp-product name. This is to ensure each customer contract is carried out expediently and allows you to file a variety of sp-products under each job.
3. | Sub-directory title sp-page |
The sp-product name directory contains sub-directories, each with the specific title of each individual sp-page. These directories then hold the files containing each individual image. The alphanumerical order of the file dictates the final positioning on the sp-page. It should be noted that the maximum number of images should also not exceed the sp-product selected.

If requested Fotolabor M will also provide this service for you. We would be delighted to make you an offer.

Please note that titles should not include spaces or special characters (or else we cannot guarantee the correct functioning of files on different computer systems).

The upper part of each sp-page will have a reference bar inserted on it consisting of:

- a 4-part greyscale wedge for checking grey calibration and processes
- the year, month and day the image was taken + a 4-digit running total for the job number on that day
- the title of the sp-page
- an sp-logo