

How to label your 35mm slides

number slides to correspond with slide information sheet

The diagram shows a rounded rectangular label template for a 35mm slide. It features the following elements:

- A line pointing to the top-left corner with the text "number slides to correspond with slide information sheet".
- A field labeled "#1" in the top-left corner.
- Fields for "Name" and "Title, Date" in the top-center.
- A large empty rectangular box in the center for a photograph.
- An upward-pointing arrow and the word "Top" on the right side to indicate orientation.
- A small circle in the bottom-left corner with a line pointing to it, indicating where to mark with a red dot.
- Fields for "Medium" and "Dimensions (H x W x D feet/inches)" at the bottom.

Mark with a Red Dot at Lower left corner to determine how to load into slide carousel

- Do not put labels or tape on the slides. These can cause the slides to jam in the projector.
- Place slides in numerical order in a clear plastic slide sleeve. (Slides are best presented this way and easier to mail in a plastic slide sleeve). Purchase these at any photography supply store.

Slide Information Sheet

Name
address
phone number
Email address

(*Number should correspond to actual number on slide)

#1. Title
date of work
medium
dimensions (H x W x D feet/inches)

#2. Title
date of work
medium
dimensions (H x W x D feet/inches)

#3. Title
date of work
medium
dimensions (H x W x D feet/inches)

#4. Title
date of work
medium
dimensions (H x W x D feet/inches)

#5. Title
date of work
medium
dimensions (H x W x D feet/inches)

ETC ETC ETC ETC

Further and appropriate information can be added after each slide to further describe the work. If a work is a 3 dimensional piece you should label slides as follows : (usually 3 per piece as 1 a, 1 b, 1 c). For details of a work you should label as follows: 1 a, 1 b (detail)