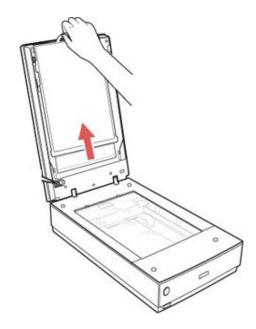


Scanning Slides and Negatives

#1

Prepare the scanner

- Open the scanner and remove the document mat if it is present.
 Note: You must remove the document mat from the scanner to scan film or slides. This uncovers the transparency unit window beneath the mat. Place mat in plastic bag.
- 2. Slide the document mat out from inside the scanner cover.



3. Clean the transparency unit window and the scanner glass before placing your film or slides. Dust is your enemy during scanning.

Prepare Film or Slides

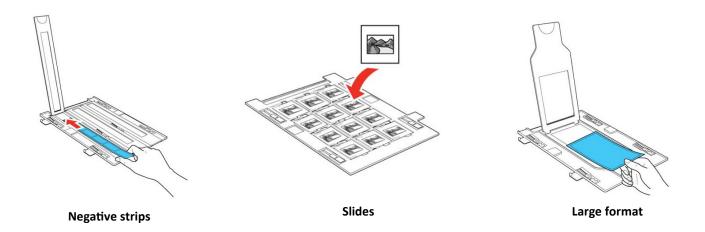
Caution: Clean slides and negatives gently with air puffer. NEVER touch the negatives with bare fingers. Hold only the edges of the film strips or use gloves, or you may damage the film.

Use the film and slide holders to scan 35mm slides, filmstrips, negatives, 4x5 inch film, and medium format (120, 220, 6x12 cm) film.

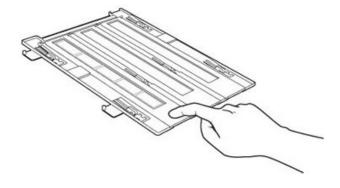




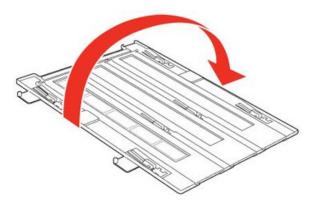
For negatives, open the holder from the end. Place film or negatives into the holder with the shiny side
facing up so that images and any wording on the image is not backward.
 The slide holder does not require opening. Simply insert the slides.



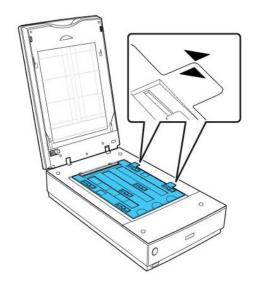
2. Close any open holder covers and press them down until they click into place. Also press down all the edges of the covers to secure them. Make sure film strips are not pinched or curled.



3. Turn the film holder over. This is not necessary if using the slide holder.



- **4.** Open the scanner cover. *Make sure you have already removed the document mat.*
- **5.** Place the holder on the scanner glass as shown. Align the arrows on the holder with the arrows on the scanner. There are two pegs on the right-hand side of the film holder that will fit into two small holes on the scanner bed.



6. Close the scanner cover gently to keep the holder in place.

Set Up the Scanning Software

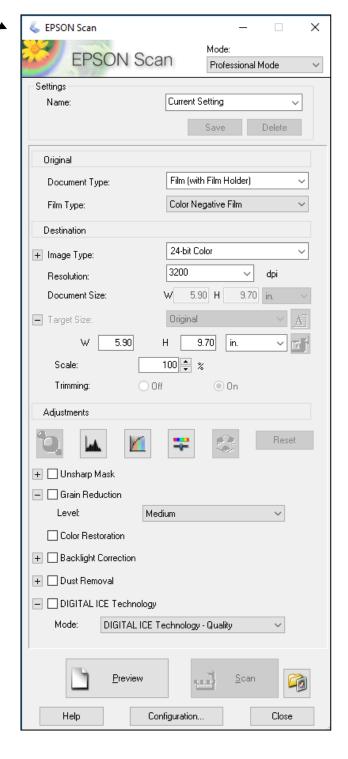
- 1. Make sure the scanner is powered on.
- 2. Connect your USB drive or other external storage device to the computer's USB port.
- **3.** On the computer desktop, open the folder called "Photo and Image Digitization," and click the **Epson Scan** icon. You should then see a window similar to this:



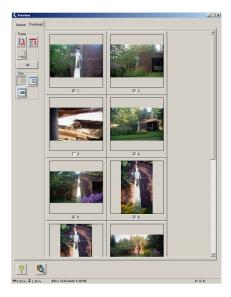
Choose Scan Settings

Settings from top to bottom:

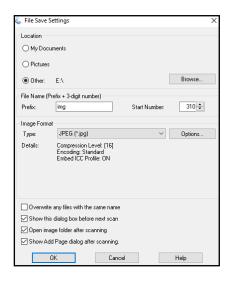
- Mode: At the top right of the window, select "Professional Mode." This will give you expanded options, which you can adjust depending on what you want to scan.
- Document Type: Select "Film (with Film Holder)" whether scanning slides or negatives.
- Film Type: Choose "Positive Film" (e.g. slides), or "Color Negative Film" (e.g. film strips), or "B&W Negative Film."
- 4. **Image Type:** Choose "24-bit Color" for most scanning needs. "48-bit color" will produce more color depth, but the files will be much larger and the scans slower.
- 5. **Resolution:** This determines the overall sharpness of your scan. For most slides and negatives, 3200 dpi will be fine. Adjusting higher or lower will increase or lower the file size and the scan speeds.
- 6. All other settings can be left as is, unless you choose to apply them. Adjusting other settings may increase scan times.
- 7. Click "Preview."



 After clicking Preview, the scanner will do a quick interpretation of your negatives or slides and show you thumbnails of your images.



- 2. In the Preview window, you can click on a thumbnail and rotate your image or reverse it using the buttons under **Frame** on the left of the window. You can also uncheck the box below a thumbnail if you do not want to scan that image. All images are selected by default.
- 3. Click Scan.
- **4.** In the "File Save Settings" window that opens, under Location, choose **Other**, and browse to find your USB drive or other external storage device. Under **Image Format Type**, choose how you want to save your files. JPEG is smaller and more common, but you will lose some information. TIFF files are 4.5 times larger and nothing is lost. Use JPEG for most common scans, and TIFF when every pixel is important.



5. Click **OK**. All the images that were checked in the Preview window will be scanned and saved to the location you specified.

#6 Last Steps

- **1.** Retrieve your negatives or slides from the scanner.
- 2. Clean the scanning bed with antistatic cloth.
- **3.** Put cleaning supplies away, return film holders to their bag, and place them in the drawer.
- 4. Make sure scanner is closed.
- **5.** Eject your storage device and be sure to collect all your personal belongings.
- 6. Let a librarian know you have finished.
- **7.** Have a great day.