

HOW TO SCAN NEGATIVES AND SLIDES

Step 1. Log into the Conversion Station with your library card or guest pass. Next, power the Epson scanner on by pressing its power button, located on the scanner's left side (near the bottom).

Step 2. Double-click the **Epson Scan** icon on the computer's desktop. The Epson software will open.

Step 3. Open the scanner's cover and carefully remove the document mat from the cover's underside (see diagram).

Before proceeding to Step 4, you must borrow the set of film holders from the library service desk. (If you want to scan negatives specifically, also consider borrowing cotton gloves and a brush.)

Step 4. Choose the appropriate holder for the type of film you wish to scan (see diagrams).

Step 5. Place the negatives or slides you wish to convert into their holder (see diagrams). Begin by opening (unsnapping) the holder. *Be slow and gentle, as these plastic holders can break easily.*

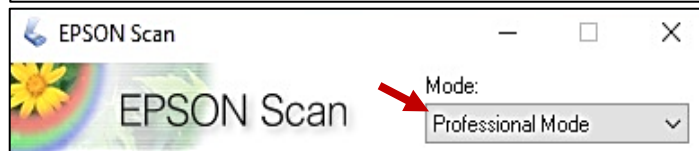
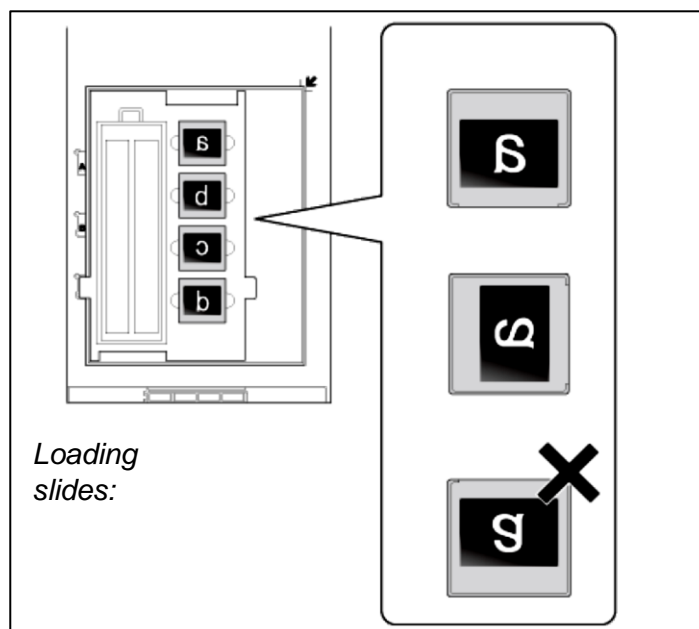
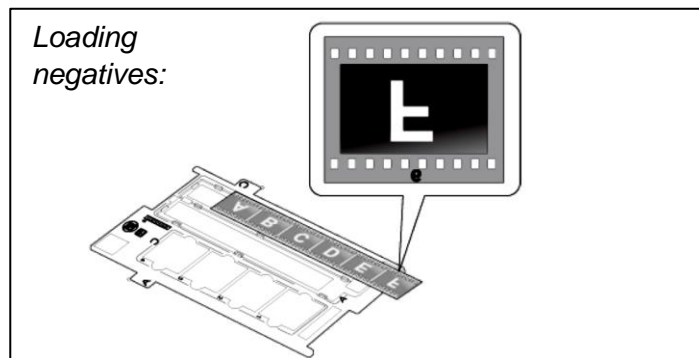
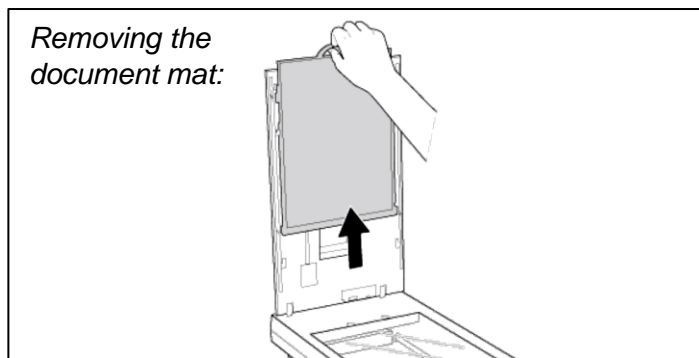
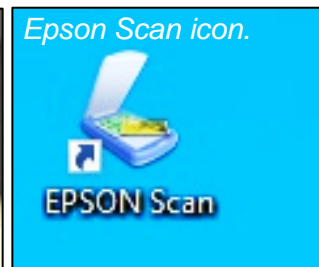
If scanning negatives, you can scan up to two, 5-cell strips at once. After opening the holder, place the strips shiny side down so that the images and any labels appear backwards on the side that faces up. Snap the strip holder shut.

If scanning slides, you can scan up to four at once. After opening the holder, place slides shiny side down so that images appear backwards on the side that faces up. Snap the strip holder shut.

Be sure to follow the diagrams carefully, as using the holders incorrectly can damage your items and/or result in unusable scans.

Next, properly place the loaded film holder onto the scanner's glass by aligning the holder's tabs with the matching labels on the scanner (A for negatives and C for slides). Close the scanner lid.

Step 6. On the Epson Scan **Settings** box (on the computer screen), choose "Professional Mode" at the box's top (see other side → for diagram).



If scanning negatives, make sure the **Document Type** is “Film”, the **Film Type** is “Color Negative Film” or “B&W Negative Film” (as appropriate), then under **Image Type** choose “24-bit Color” and then at least 1200 dpi **Resolution**. Make sure no boxes in the **Adjustments** menu are checked. *Even if your original negative is black and white, it is recommended that you choose 24-bit color.*

If scanning slides, follow the instructions above but for **Film Type** choose “Positive Film”.

Step 7. Click “Preview”. After the scanner runs a preview scan, a **Preview** window will open and display small “thumbnails” of the images (if you are scanning negatives, these will show on your screen as positives). Use the arrow buttons in the **Preview** window’s upper left to fix any orientation issues.

Step 8. When you are ready to scan, click **Scan**.

Step 9. Before the scan begins, a **File Save Settings** box will appear.

Under “Location”, click “Other” and “Browse” and then choose either your USB key (which must be plugged into the computer) or “Desktop”. (If you choose the latter, make sure either to email the scans to yourself or move them from the computer’s desktop to your USB key before finishing your session.)

Under “File Name”, give your scanned image file a unique name or leave the settings as they are. Under “Image Format”, it is recommended that you choose either JPEG (small file size, easy to email, but the scan may lack detail) or TIFF (large file size, difficult to email, but it captures much detail).

Leave the check box settings at the bottom of the **File Save Settings** box as they are. Click **OK**.

Step 10. Once the scanner has finished scanning, you can find the scanned image file(s) at the location you chose in Step 9. Make sure their size and appearance is what you intended. If you chose to save on the computer desktop, make sure to delete the image files after you have emailed them to yourself or saved them on a USB key.

Questions? Do not hesitate to ask library staff. The full user’s manual for the Epson V600 is also available at the library service counter if there is an advanced feature you wish to use.

