

## Photo/Slide/Negative Digitization

**Make sure you have given yourself enough time to convert your photographs, documents, slides, or negatives to digital picture files and copy it to your flash drive. All work MUST be done by 4:45PM.**

**All files are deleted at the end of the day, and there is no way of retrieving them after deletion.**

# Photo/Slide/Negative Digitization

## Getting the equipment ready

### What to do with the laptop

- Make sure the laptop is powered on.
- Plug the USB cable labeled “Images” into the laptop.

### What to do with the scanner

- Make sure the scanner is powered on.
- Make sure the scanner is plugged in to the laptop via USB cable.

# Photo/Slide/Negative Digitization

## Scan Slides/Negatives

### Step 1: Prepare scanner

- You will be using the Transparency Unit for slides

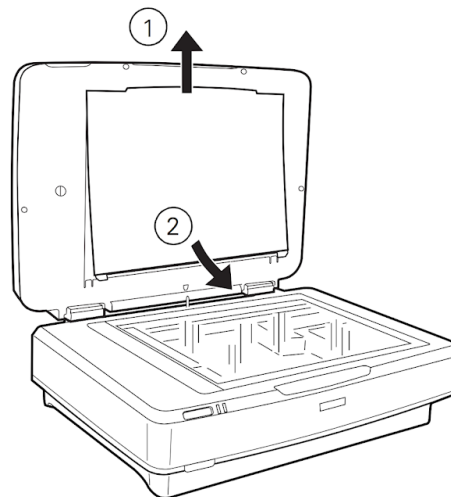


# Photo/Slide/Negative Digitization

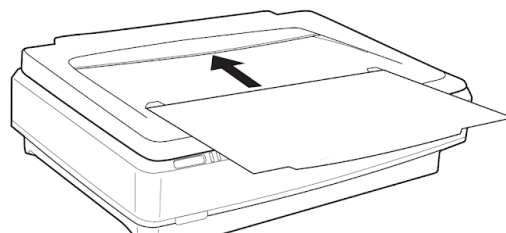
## *Using the Transparency Unit*

Before using the transparency unit (TPU), you need to remove the reflective document mat and make sure the glass on both the document table and the TPU is clean.

1. Open the transparency unit.
2. Grasp the white reflective document mat by its top edge and slide it upward to free the bottom edge of the mat.
3. Lower the mat slightly to free the tabs at the top edge, then remove the mat.



4. Place the mat in the storage pocket located on top of the TPU.
5. Make sure the glass on the scanner's document table and on the TPU is completely clean and free of dust. If



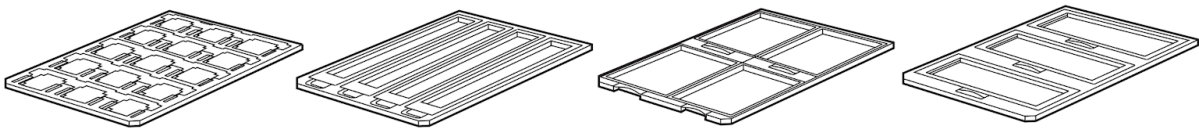
# Photo/Slide/Negative Digitization

## Step 2: Prepare negatives or slides

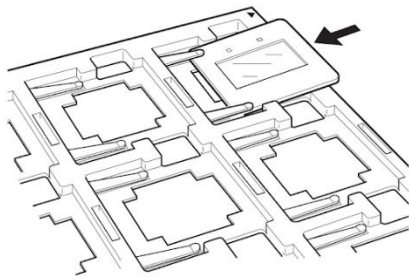
- NEVER touch the negatives with bare fingers.
- Do NOT slide the holders on scanner bed. Be careful to not scratch scanner bed.

### ***Placing Standard Film Sizes on the Scanner***

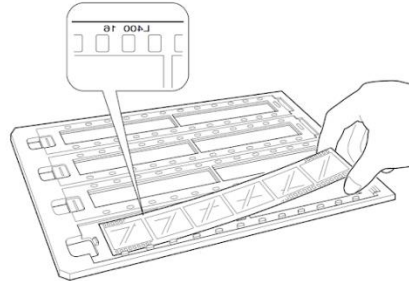
Use the film holders that came with the transparency unit to scan 35 mm slides, filmstrips, negatives, 4 × 5 inch film, and medium format (120, 220 and 6 × 12 cm) film.



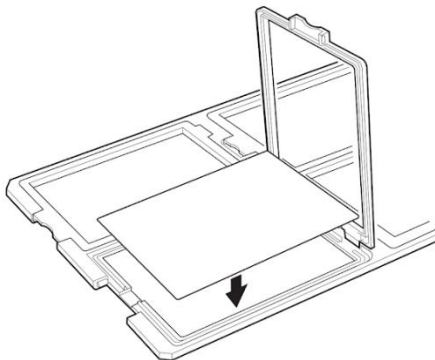
1. Place the film holder on a flat surface. Open its cover (if it has one), then load the film with its shiny side face-down and the film emulsion layer face-up.



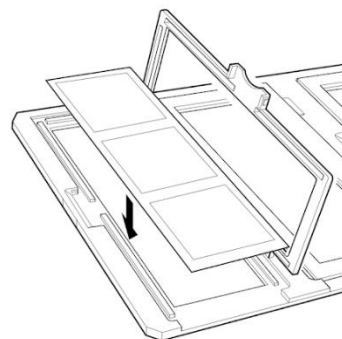
35 mm slides



35 mm strips



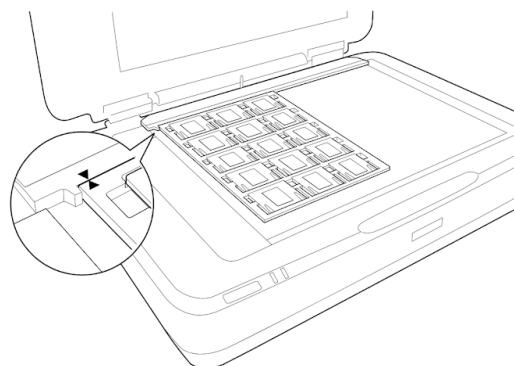
4 × 5 inch film



Medium format film

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2. Make sure the transparency guide is in place at the back edge of the document glass (see page 49). Then place the film holder on the document glass, aligning the arrow marks as shown.



When scanning large numbers of images, you can place a second film holder on the scanner next to the first one. The holders can be for different sizes of film (unless you plan to scan 35 mm slides using the Thumbnail preview screen; see page 52).

3. Close the transparency unit and scan as described on page 51.

**Note:** If the transparency unit is not closed, you will get an error message and be unable to scan.

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## **Step 3: Open Epson Scan**

- Make sure that the scanner is powered on and is connected to the computer by USB.
- Connect your external hard drive or USB to the computer.
- Open the **Epson Scan** icon located on the desktop.

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## Step 4: Settings

- **Make sure you are in 'Home Mode.'**
- Set the **Document Type** to:
  - "Positive Film" for color slides.
  - "Color Negative Film" for camera negatives.

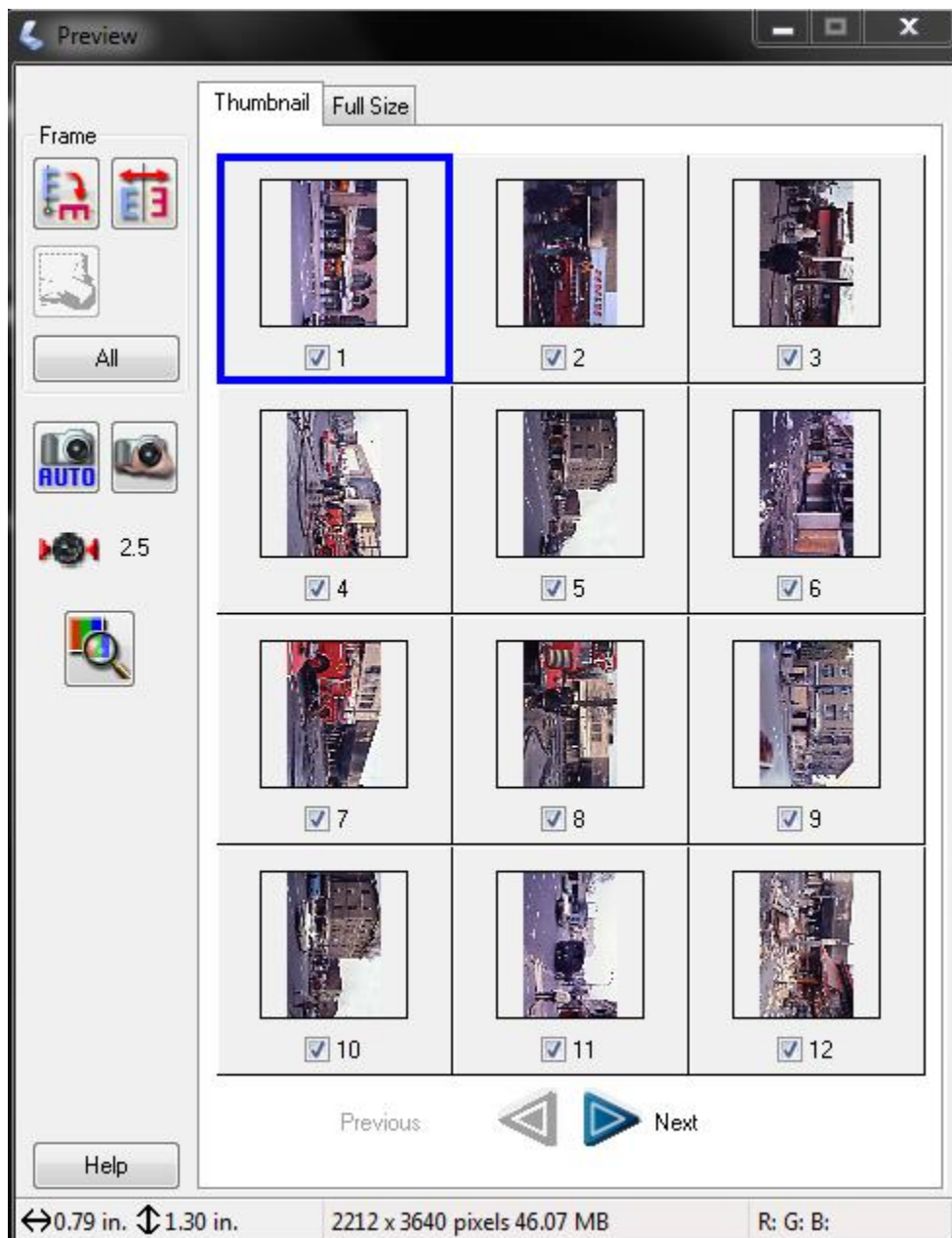


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## Step 5: Preview

- Select the Thumbnail box, then click the Preview button at the bottom of the settings window. The scanner should automatically recognize your photographs as separate files.

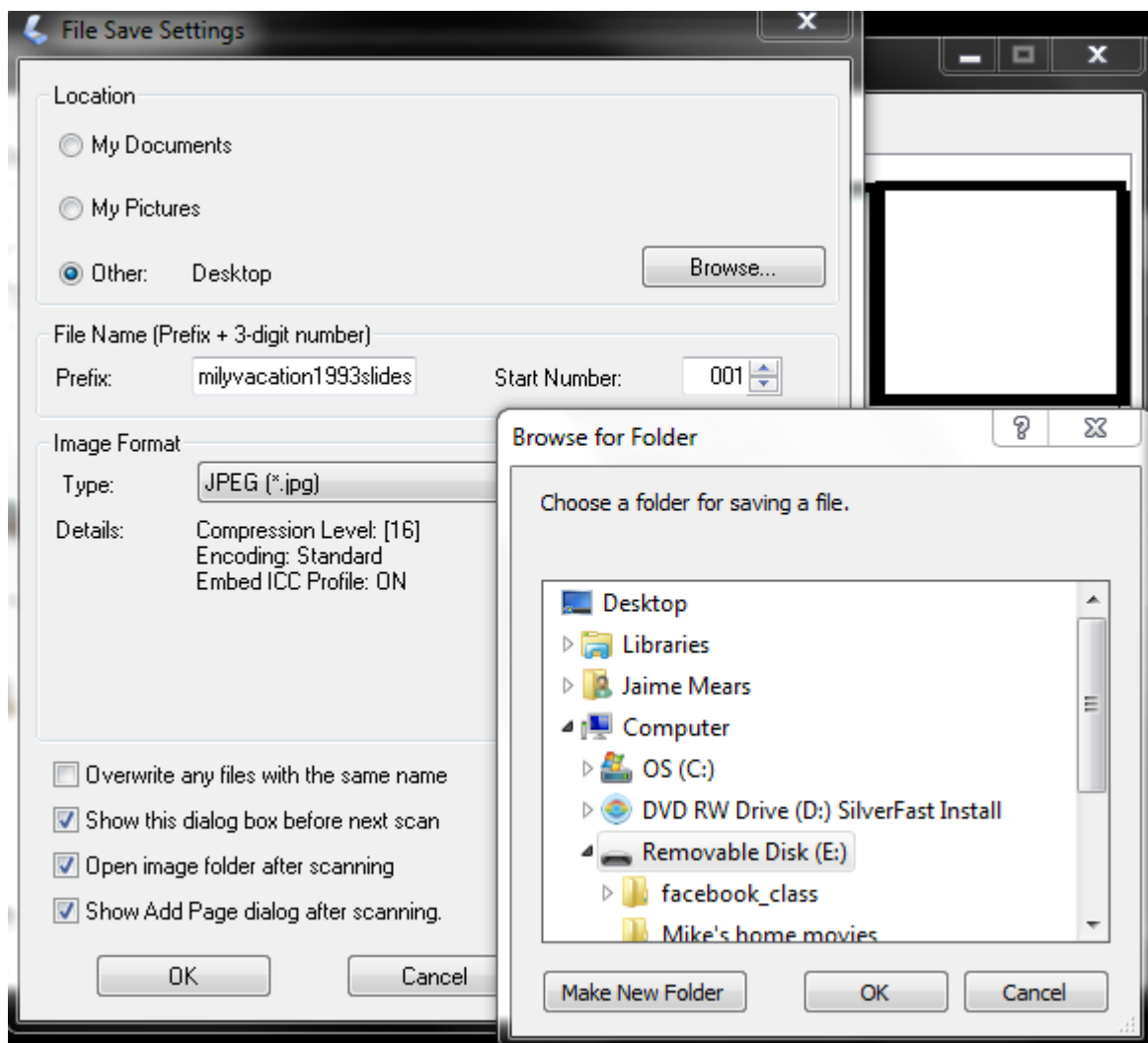
You can use the Frame icons on the left side of the window to rotate or flip each image that you select.



# Photo/Slide/Negative Digitization

## Step 6: Scan

- When you click scan, the file save settings will pop up.
- Create a file naming convention (something simple like event and year) and start with 001.
- Choose either JPEG or TIFF under IMAGE FORMAT.
- Click OK.



# Photo/Slide/Negative Digitization

## Step 7: You are done!

- Make sure to remove your slides/negatives from the plastic holders.
- Make sure the scanner is powered off and closed.
- Do not forget to eject your USB or hard drive and take your hardcopy photographs.

When you are finished, **MAKE SURE** all the files you want to keep are backed up to your flash drive. All files are deleted at the end of the day, and there is no way to retrieve them once they're deleted.

# Photo/Slide/Negative Digitization

## Scan Photographs

### Step 1: Prepare photographs

- Pick up your photographs by the edges.
- Put your picture face down on the scanner in the upper right hand corner. There is an arrow on the scanner that points you to the right place.
- Be careful not to scratch the scanning bed.
- Close the scanning bed lid.

# Photo/Slide/Negative Digitization



## **Step 2: Open Epson Scan**

- Make sure that the scanner is powered on and is connected to the computer by USB.
- Connect your external hard drive or USB to the computer.
- Press the Start button on the front of the scanner. The Start button is the far right button. If the Epson Scan software doesn't open, you can use the icon on the desktop.

# Photo/Slide/Negative Digitization

## Step 3: Settings and preview

- **Under Mode:** at the top of the screen, change it to say “Home Mode” instead of “Full Auto Mode”.
- Document type should say Photograph.
- Under Image Type, select either Color or Grayscale.
- Do not worry about the Destination, you’ll set your destination right before you scan.
- 300DPI is the default for scanning photographs.
- Unless your image is in very bad shape, do not click any of the settings under Image Adjustments.
- Click Preview. It’ll scan the image and give you a preview in a separate window.

# Photo/Slide/Negative Digitization

## **Step 4: Preview**

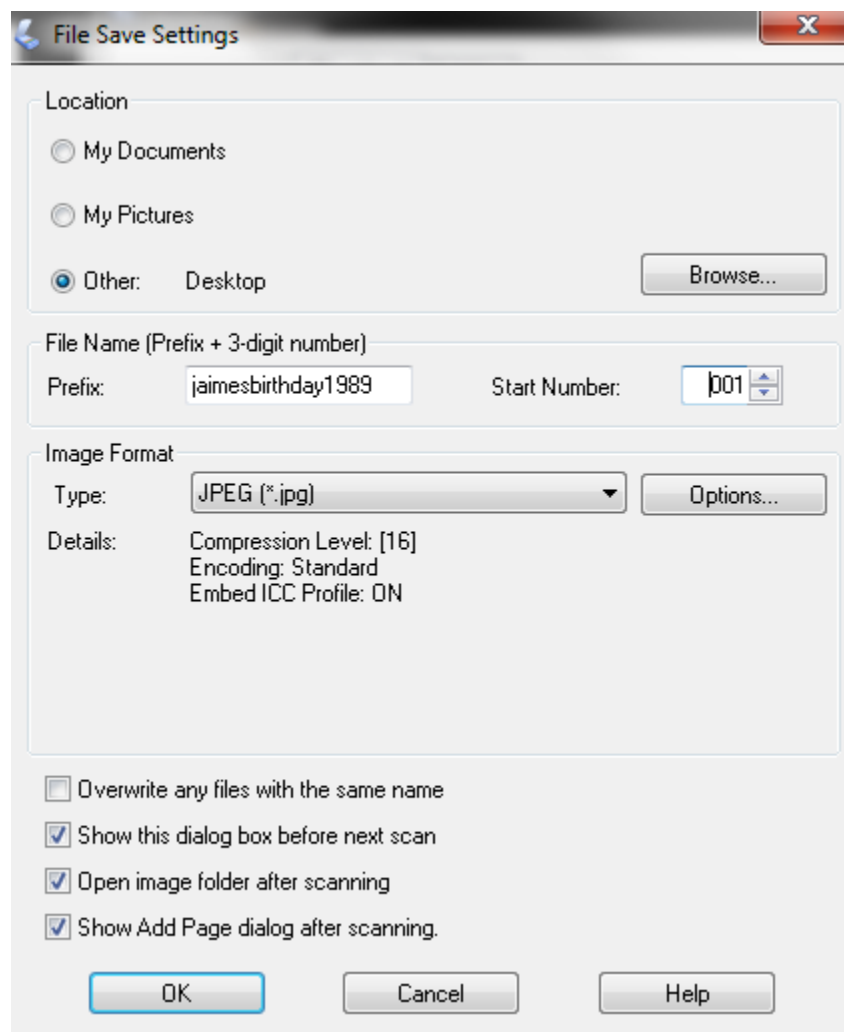
- Select the Thumbnail box, then click the Preview button at the bottom of the settings window. The scanner should automatically recognize your photographs as separate files.

You can use the Frame icons on the left side of the window to rotate or flip each image that you select.

# Photo/Slide/Negative Digitization

## Step 5: Scan

- When you click scan, the file save settings will pop up.
- Create a file naming convention (something simple like event and year) and start with 001.
- Choose either JPEG or TIFF under IMAGE FORMAT.
- Click OK.





# Photo/Slide/Negative Digitization

## Step 6: You are done!

- Make sure the scanner is powered off and closed.
- Do not forget to eject your USB or hard drive and your photographs!

When you are finished, **MAKE SURE** all the files you want to keep are backed up to your flash drive. All files are deleted at the end of the day, and there is no way to retrieve them once they're deleted.

# Photo/Slide/Negative Digitization

## Scan Documents

### Step 1: Prepare scanner

- Gently lift the scanner's lid.
- Place document face-down on scanning bed.
- Be careful not to scratch the scanning bed.
- Close scanning bed lid.

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## **Step 2: Open Epson Scan**

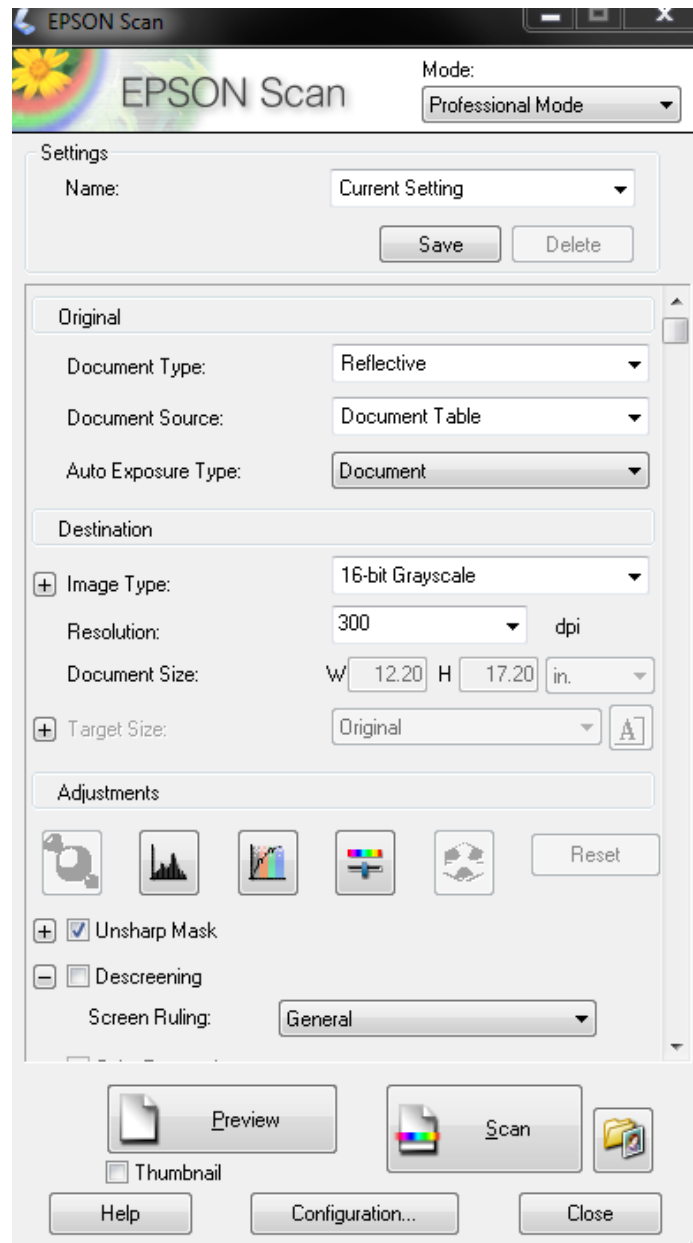
- Make sure that the scanner is powered on and is connected to the computer by USB.
- Connect your external hard drive or USB to the computer.
- Press the Start button on the front of the scanner. The Start button is the far right button. If the Epson Scan software doesn't open, you can use the icon on the desktop.

# Photo/Slide/Negative Digitization

## Step 3: Settings and preview

- **Under Mode:** at the top of the screen, change it to say “Home Mode” instead of “Full Auto Mode”.
- Document type should say Text/Line Art or Newspaper or Magazine, depending on what document you are scanning.
- Under Image Type, select either Color or Grayscale.
- Do not worry about the Destination, you’ll set your destination right before you scan.
- 300DPI is the default for scanning.
- Unless your image is in very bad shape, do not click any of the settings under Image Adjustments.
- Click Preview. It’ll scan the image and give you a preview in a separate window.

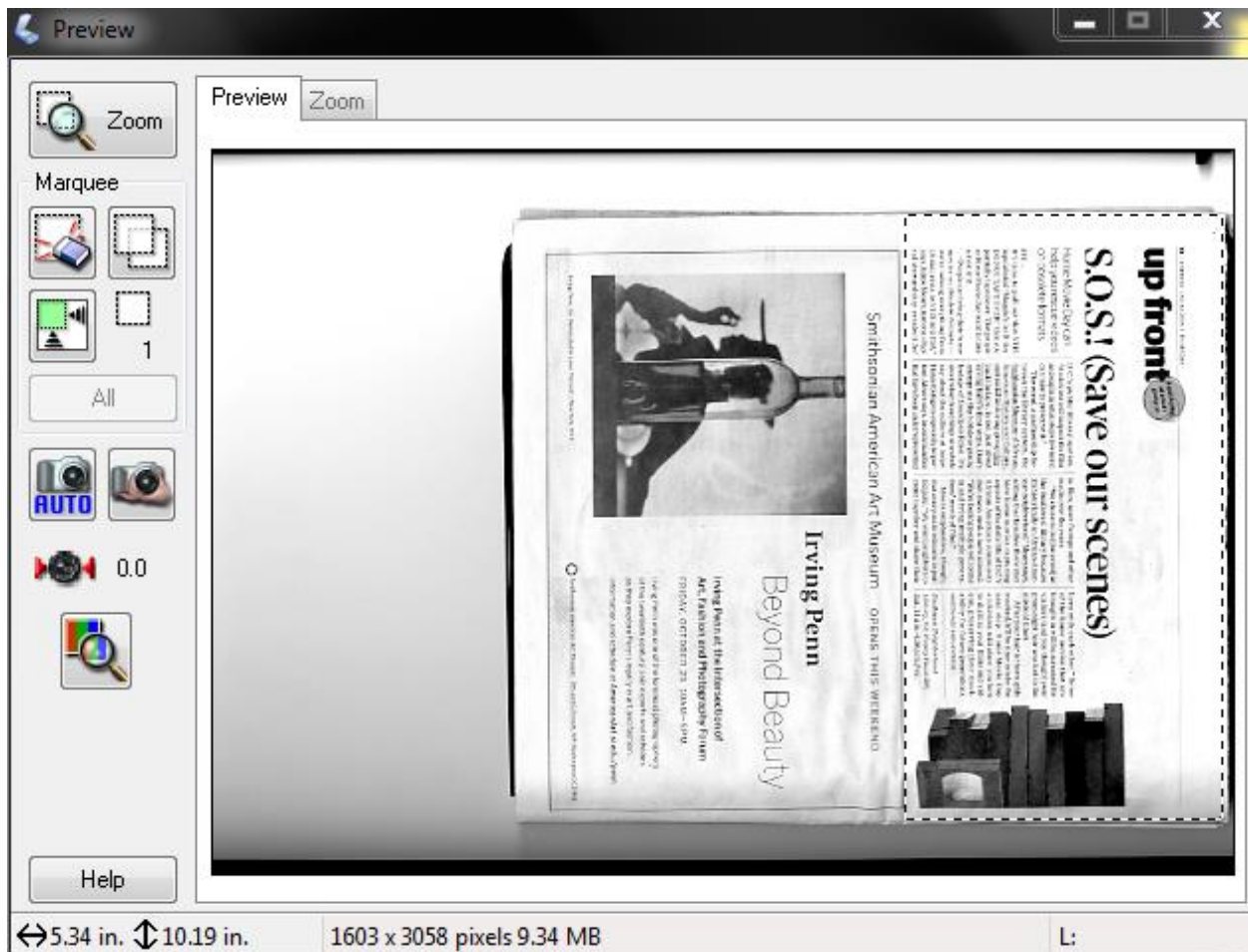
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# Photo/Slide/Negative Digitization

## Step 4: Preview

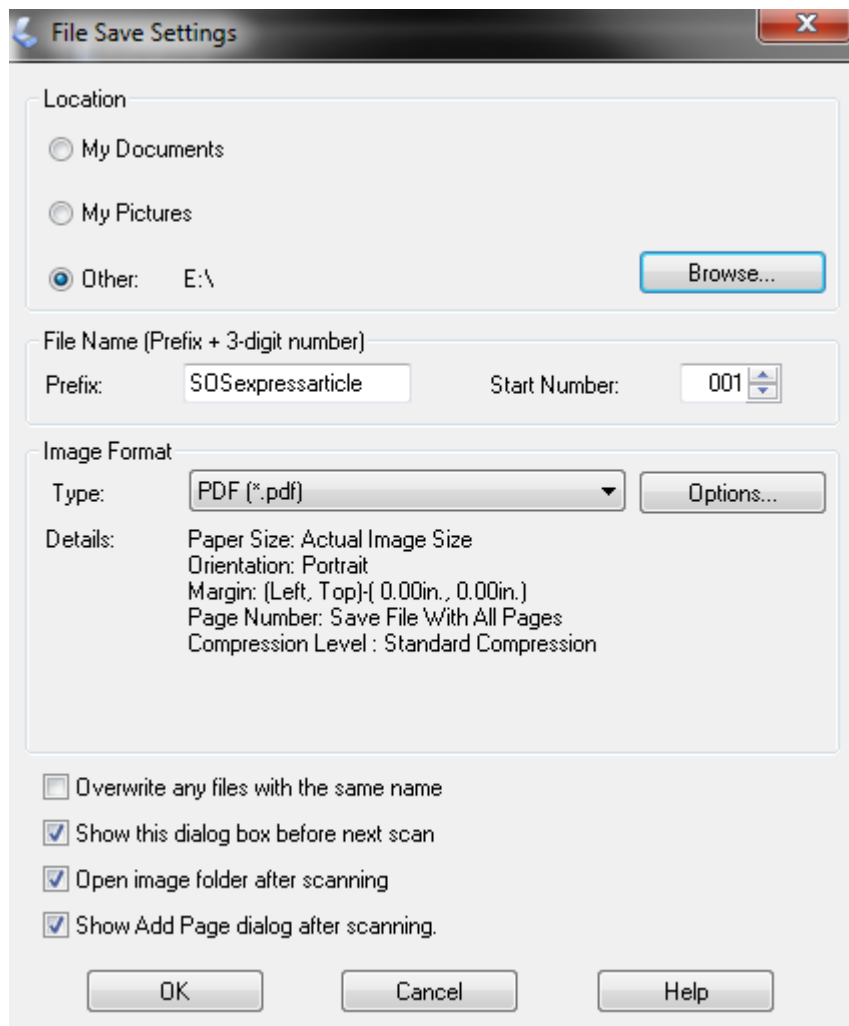
- Click the Preview button at the bottom of the settings window.
- Use the Marquee tool to select the area you want to scan. You can select multiple areas by pressing the Ctrl key simultaneously.



# Photo/Slide/Negative Digitization

## Step 5: Scan

- When you click scan, the file save settings will pop up.
- Create a file naming convention (something simple like event and year) and start with 001.
- Choose PDF under IMAGE FORMAT.
- Click OK.



# Photo/Slide/Negative Digitization

## Step 6: You are done!

- Make sure the scanner is powered off and closed.
- Do not forget to eject your USB or hard drive and your photographs!

When you are finished, **MAKE SURE** all the files you want to keep are backed up to your flash drive. All files are deleted at the end of the day, and there is no way to retrieve them once they're deleted.