

PRESERVATION STATION: Digitising negatives or slides

WHAT YOU NEED TO KNOW

- Storage device - USB or portable hard drive 8 GB minimum
- Photos, negatives or slides for scanning - no larger than A4 size

NOTE: It is difficult to estimate the amount of time needed to complete your scanning, as it will vary according to the quantity of images and the time needed to load slide and film holders. Please be aware you may not complete your project in one session.

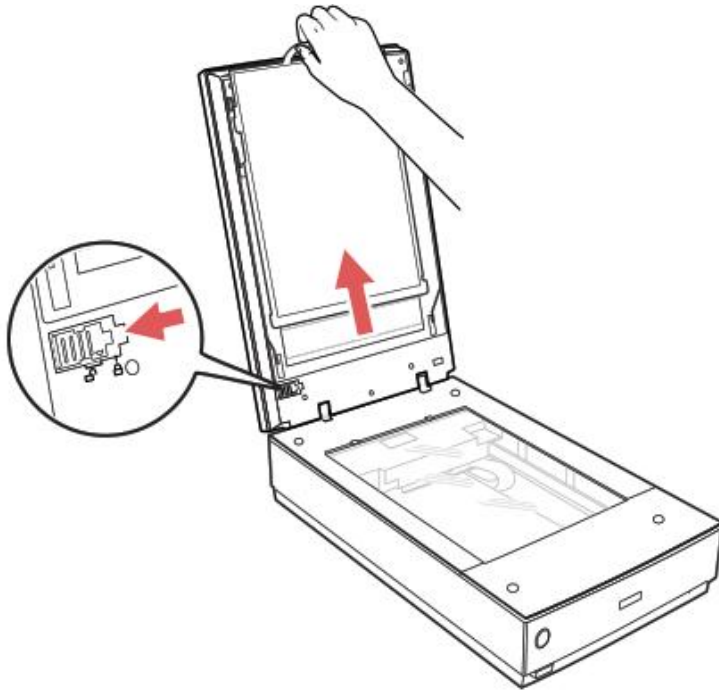
INSTRUCTION GUIDE

1. Set up the equipment

- Connect your USB or portable hard drive to the PC (USB slot located on right side of monitor).
- Turn on power to the scanner and open lid.



- Remove the white document mat from inside the scanner lid by sliding the button left to unlock, then gently pushing up and sliding the mat out.

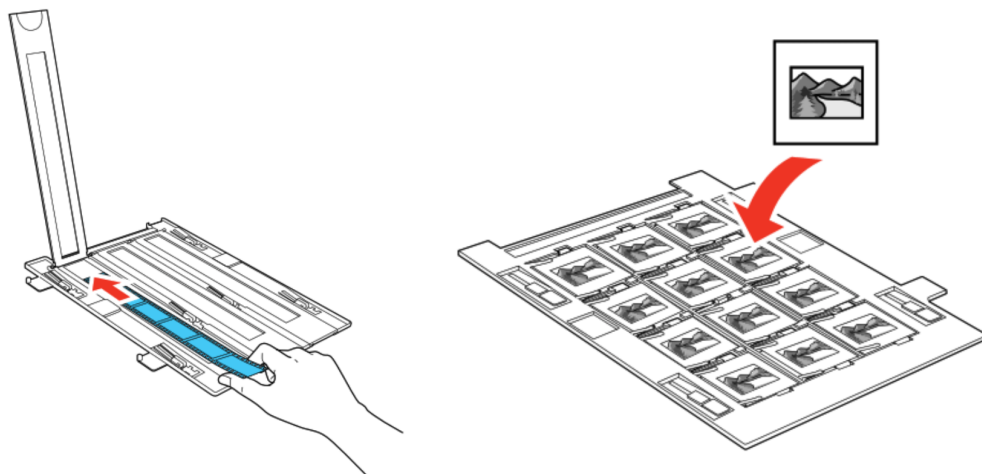


2. Set up your transparencies

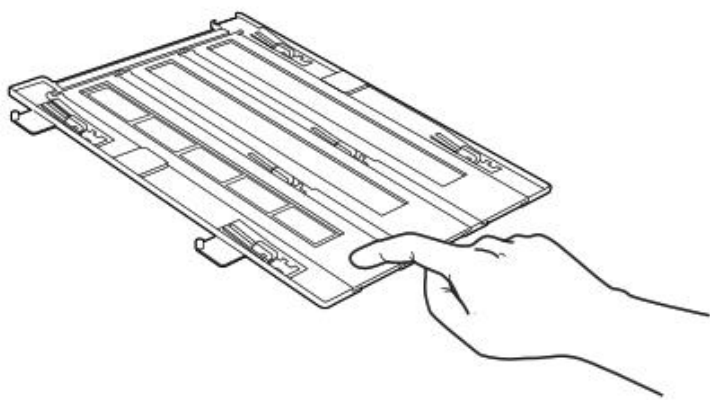
- Select the appropriately sized transparency holder for your item. The scanner will accommodate 35mm film strips, medium format film, 4x5 inch film, and 35mm slides.
- Gently open the transparency holder and place your negative or slide within the guiding tabs, hold by the edges of the film to avoid damage to the image.

For film formats, ensure the shiny side is facing up so that images and any wording are not backward.

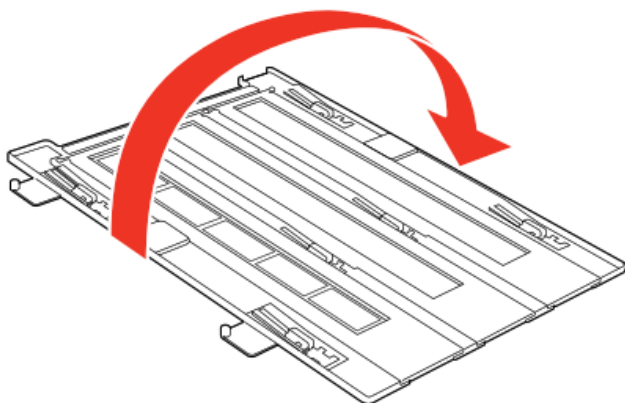
For slides, the shiny side should be facing down so images and any words are backwards, and the top of the image faces the open end of the slide holder.



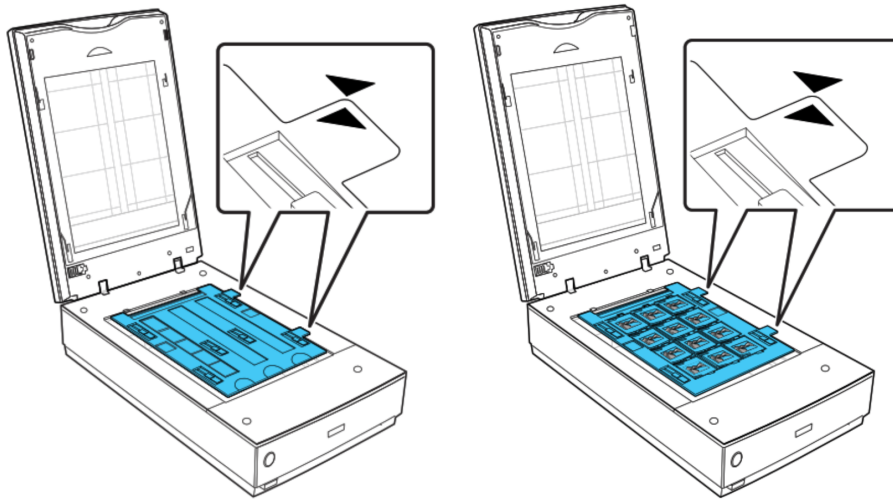
- Close the transparency holder covers and press down until they click into place. Also press down all the edges of the covers to secure them. Ensure the images are not pinched or curled inside.



- Turn the transparency holder over (**film formats only**).



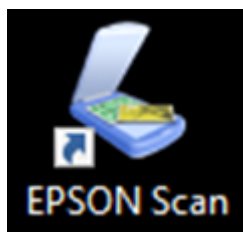
- Place the transparency holder down on the scanner screen, aligning the arrows on the holder with the arrows on the scanner to place it correctly.



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

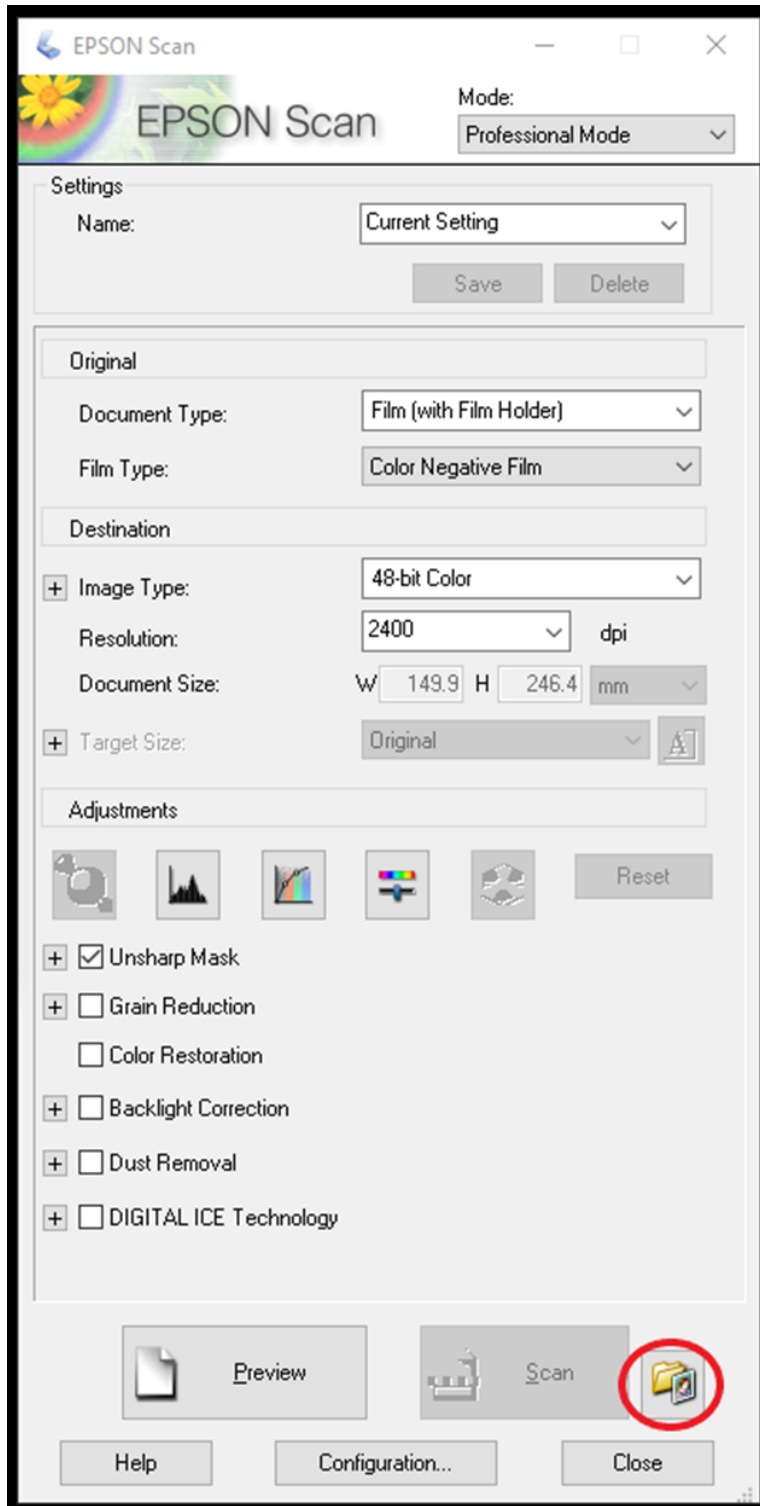
3. Scan your negatives or slides

- Open Epson Scan software from the computer desktop icon.

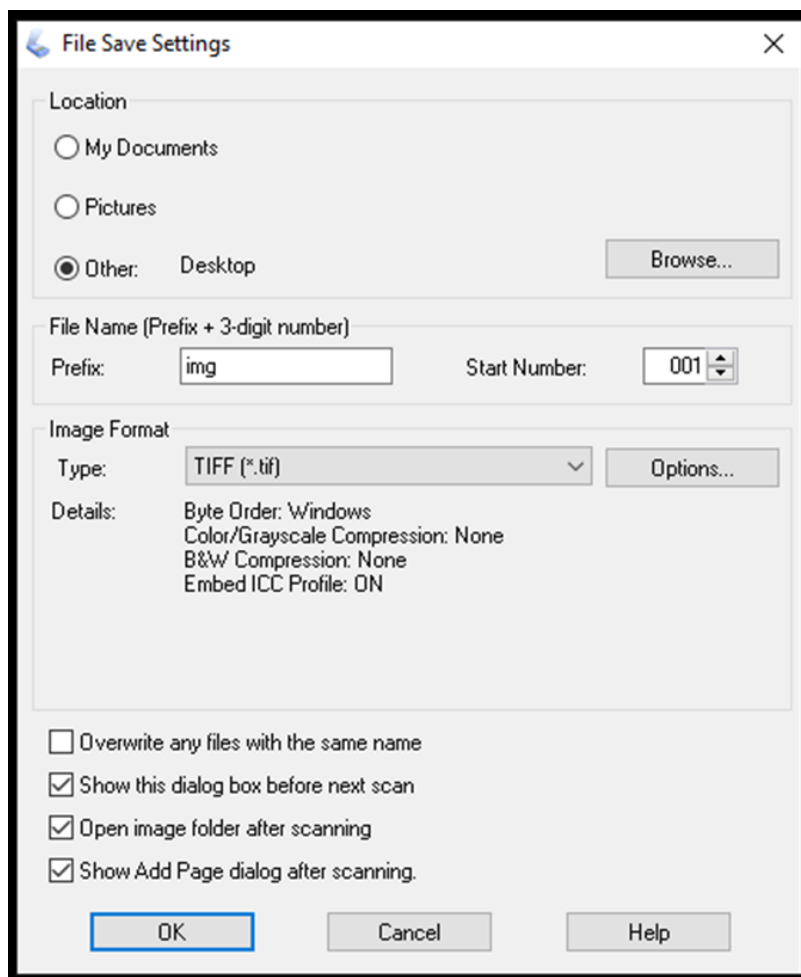


- Choose the following options in the Settings window -
 - Mode: Professional mode
 - Document Type: Film (with Film Holder)
 - Film Type: Choose appropriate film type (colour negative, positive film for slides, or black and white)

- Image Type: 48-bit color (select this for black and white images as well as colour)
- Resolution: the higher the resolution the better the scan quality, however higher resolutions take longer to scan and have a larger file size. Pick a happy medium like 2400 dpi.



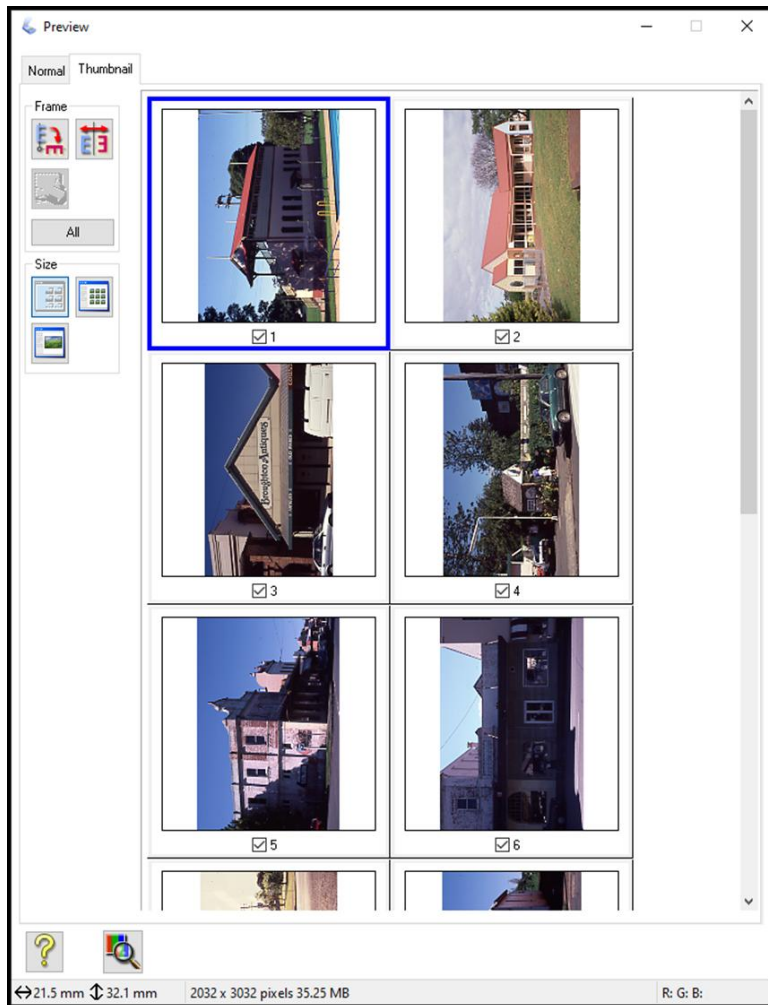
- Click Save Settings (beside Scan) and choose the following options -
 - Location: select Other, then Browse and select your USB folder
 - File Name: choose a prefix for your file name, eg. IMG, PHO (the images will scan as consecutive numbers after the prefix)
 - Type: TIFF



- Click OK on the File Save Settings window.
- On the original settings window click Preview.
- In the thumbnail preview window that opens, review your images.

To rotate an image or flip it horizontally (like a mirror image), click its thumbnail and then click the  rotation icon or  mirroring icon.

- Ensure all slide check boxes are ticked, then click Scan. The scanner will scan the image and save it to your selected folder.



- To scan more transparencies, refill the transparency holder and click Preview to review and ensure check boxes are selected for the desired images. Your other settings will remain the same. When ready click Scan.

4. Finish up

- When you have finished, remove the transparency holder from the scanner and replace the document mat inside the scanner lid.
- Close the program and turn off power to the scanner.
- Remove your USB flash drive.