Scan Photographs, Slides and Negatives

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| **Equipment:**  Epson V600 scanner and power cord  USB cord  Laptop and power cord  Mouse (optional) | | |
| **Set up** | | |
| Plug in the scanner and the laptop  Grey Thingy  Move the grey locking thingy on the  back of the scanner towards the  center of the scanner  Hole for power cord | | |
| Plug one end of the  USB cable into the  back of the scanner,  and the other end  into the laptop | | |
| Turn on the **laptop.**  Turn on the **scanner**  On button  with the button on the  right side of the scanner  The scanner will blink and  beep after the laptop has  booted up. | | |
| On the laptop, click on the **patron** user’s icon and the type the password **patron** | | |
| **The Basics**  There are separate instructions for placing your originals for:  **Photographs**  **Slides**  **Negatives (35mm)**  **Negatives (medium format)**  Instructions for adjusting scanning details are independent of your image’s format. | | |
| Photographs | **Photographs:**  Place your photograph face down in  the upper right corner next to the arrow  You may scan more than one photo  at a time, just leave 20 mm (0.8”)  between photos  **Jump to Scanning Instructions on Page 6** |

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| **Negatives (35mm)** | **Negatives (35mm):**  Position the film holder with the  narrow slots on the right.  Open the cover of the 35mm  film strip holder | |
| Hold the edges of the film  Place one or two film strips into the  film holder with the shiny side facing down.  The sky of the picture should be at the top  of the holder. Slide the top of each strip under the clips  Your images should appear backwards | |
| Put the small tabs on the top of the cover  into the film holder first.  Replace the cover and press the edges  until you hear it click all the way around | |
| Place the film holder on the scanner glass  lining up the “A” tab on the holder with  the “A” tab to the left of the glass  **Jump to Scanning Instructions**  **on Page 6** | |
| Slides | **Slides:**  Place the film holder on the scanner glass  lining the “C” tab on the side of the  holder on top of the “C” location  at the left of the glass |
| Place up to 4 slides in the film  Holder with the shiny side down.  Your images should appear  backwards.  The ground of the picture should be  Down or on the right hand side  **Jump to Scanning Instructions on Page 6** |

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| **Negatives (Medium Format - uncommon)** | | **Negatives (Medium Format - Uncommon):**  Ask for the film holder at the desk. Open the cover of the medium format film  holder  Hold the film by the edges  Slide one medium format film image into  the film holder with the shiny side facing  down. Your images should appear backwards. |
| Replace the cover and press the edges  until you hear it click all the way around |
| If the film is curled, use the **Scanning Support sheet**. Leave 2mm space between the image frame and the support sheet.   |  |  | | --- | --- | | Curled Downwards  Place the support sheet glossy side up under the film | Curled Upwards  Place the support sheet glossy side down over the film | |
| Place the film holder on the scanner glass  lining up the “B” tab on the holder with  the “B” tab to the left of the glass  **Jump to Scanning Instructions on Page 6** |
| **Scanning your original (all formats)** | | |
| **Document Mat** | | |  |  | | --- | --- | | **For photographs, the document mat should be installed**  **For negatives and slides, the document mat should be removed** | | | **Photographs**  Make sure that the document mat is installed in the scanner cover    Document Mat | **Negatives and Slides**  Remove the document mat by gently sliding it up    4 clips hold the document mat | |  |  | |
| Close the scanner cover gently so that your  originals do not move | | |
| Double click the Epson Scan icon on the laptop | | |
| We recommend **Home Mode** or **Professional Mode**  **Home Mode** provides some Image  Adjustments and allows you to scan  more than one photograph at a time.  Click on the down arrow to see these choices  **Professional Mode** provides more specific  Image Adjustments, but allows only one  photograph at a time.  Both modes allow multiple slides and  negatives. | | |
| Choose the appropriate document type. Note that this looks different in Home Mode and Professional Mode  **Home Mode**    **Photographs** – Photographs  **Slides** – Positive Film  Click on the down arrow to see these choices  **Negatives** – Negative Film  If you are in Home Mode, go to page 9  **Professional Mode**   |  |  | | --- | --- | | **Photographs –**  Reflective  Photo | **Negatives –**  Film  Color or B&W Negative Film  **Slides –**  Film  Positive Film | | | |
| Next you need to decide how you will use the files you create of your pictures:  If you will **ever** want to **print** your photos, use 300 DPI  If you only want to **view** your photos on a computer, use 96 DPI  The **Resolution** is expressed in Dots Per Inch (DPI). A higher DPI means a more detailed image. Images that will be uploaded to the web are usually 96 DPI or 72 DPI. Images that will be printed are usually 300 DPI. If you will want to enlarge the image, you need to use more than 300 DPI – so that when you are finished enlarging it the resulting image will have 300 DPI.   |  |  | | --- | --- | | **Home Mode**  Choose the **destination** to choose the resolution  **Screen/Web** = 96 DPI  **Printer** = 300 DPI  **Other** allows you to choose a different value for your resolution | **Professional Mode**  Choose the **resolution** on the main screen. | | | |
| **Optional** | | **Image Adjustments** help you to bring the best out in your photographs. Four adjustments are available in both Home mode and in Professional Mode:  **Descreening** Removes the rippled pattern that can appear in subtly-shaded image areas, such as in skin tones. Also improves results when scanning magazine or newspaper images which include screening in their original print processes.  **Color Restoration** - Restores the colors in faded photos automatically.  **Backlight Correction** - Removes shadows from photos that have too much background light.  **DIGITAL ICE Technology** - Remove dust marks that the Dust Removal feature cannot. DIGITAL ICE Technology takes longer to scan and also uses more of your system resources. |
| **Optional** | **Home Mode** has a Brightness button which allows adjustment of both brightness and contrast | | |
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| **Professional Mode** adds the ability to tune those adjustments as well as two new adjustment options:  **Unsharp Mask** - Turn on to make the edges of image areas clearer for an overall sharper image. The level of sharpness is adjustable. Turn off to leave softer edges.  **Dust Removal** - Removes dust marks from your originals automatically. The results of Dust Removal do not appear in the preview, only in your scanned image. The level of dust removal is adjustable.  Additionally, five icons are available for more detailed adjustments: | | |
| Click the **Preview button** to see the image that will be saved   |  |  | | --- | --- | | **Home Mode** | **Professional Mode** | | | | |
| **Optional** | If you want to crop the image you can hover your mouse over the image. When the cursor becomes a large Plus Sign (+) click and drag to choose the area you wish to scan. If your cursor does not become a large Plus Sign, try clicking the Marquee tool button to cancel a previous selection.    Cancel previous Marquee selection | | |
| Choose **Scan** to perform the scan.   |  |  | | --- | --- | | **Home Mode** | **Professional Mode** | | | | |
| These are the default values:    The **File Save Setting** box lets you choose:  **Location** – where will your files be saved  **File name** – Typically, you choose a prefix for  The file name and consecutive numbers are  Assigned to each image. For example, if your  Prefix is “img” and your start Number is 040  Then the next images will be called img040,  Img041, img042 etc.  **Image form**at – JPG, Bitmap, TIFF, PDF  When you click the **OK** box, the scan is run. | | | |
| **When you have finished scanning**, copy your files to a thumb drive or save them in Google Docs, Dropbox or another cloud location. Thumb drives are available for purchase at the Circulation Desk for $10.  The default location for the pictures is the Pictures folder. You can select all of the pictures with Control-a. Then click and drag them all at once.  Please **delete your pictures** from our laptop.  Please choose **Configuration** and reset the setting to their default values on the “Other” tab of the Configuration box by clicking the “Reset All” button.      Other  Reset All  Configuration  Please replace the **Document Mat** white side out if you scanned either negatives or slides | | | |
| Turn off the laptop  Turn off the scanner on the right hand side  Please unplug the USB cable  and then move the **grey thingy** on the  back of the scanner into the locked position  by sliding towards the side of the scanner  before you move the scanner. | | | |