ARAPAHOE LIBRARIES

MEDIA CONVERSION PROJECT: DIGITIZING 35MM SLIDES

MEDIA CONVERSION PROJECT: DIGITIZING 35MM SLIDES

ARAPAHOE LIBRARIES

What you need to know:

Basic understanding of a computer

What you need:

- **Computer**
- **Epson Perfection V550 Scanner (available in the Southglenn and Smoky Hill Studios)**
- **35mm slide(s) to scan**
- **EPSON Scan Software (available in the Southglenn and Smoky Hill Studios on the Media Conversion Mac (in both Studios, it's the Mac on the right)**

1. Make sure the scanner is plugged in to power

2. On the front of the scanner, check to see if the green "Ready" light is on.

3. If it is not on, press the power button (on the side of the scanner) and wait for the green “Ready” light to stop blinking (when it’s a solid light, it’s ready to use).

4. Plug the scanner in to the computer via a USB port on the back of the computer.

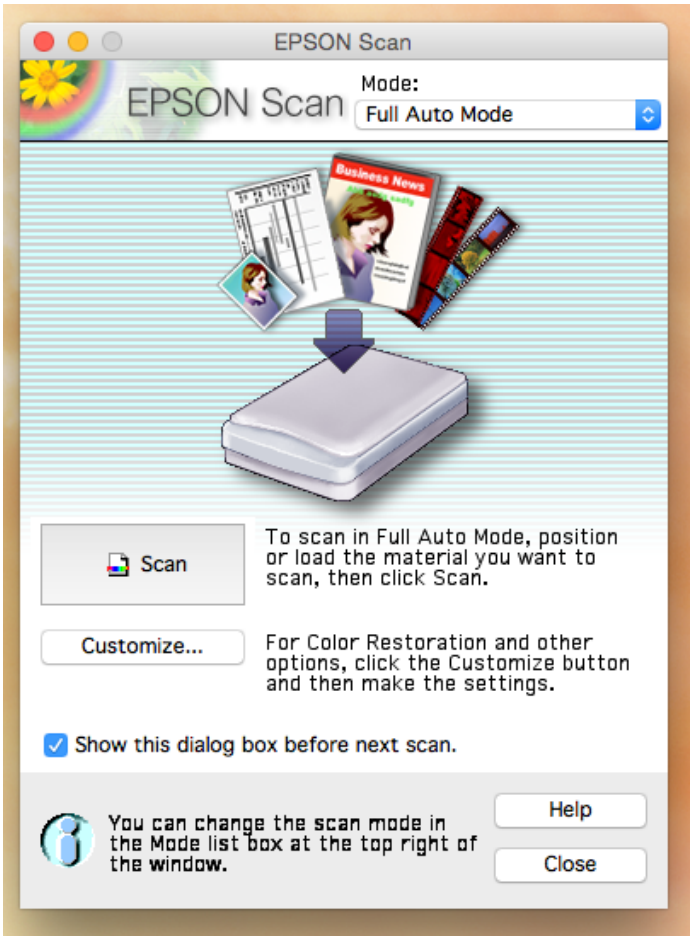
5. Remove the white document mat from the scanner cover, to reveal the transparency unit window.

6. Place the slide holder on the scanner bed and line up the “C” tab on the holder with the “C” slot on the side of the scan bed. Place your 35mm slides into the slide holder, oriented so that the image on the slide is backwards facing you (if you can’t tell the correct orientation, you can flip the image during or after the scanning process).

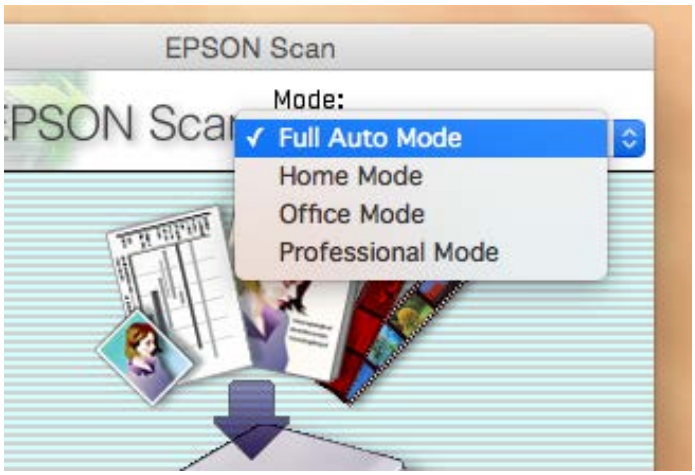
7. Close the lid.

8. Press the scan button on the front of the scanner (the green button – looks like an arrow coming out of a box).

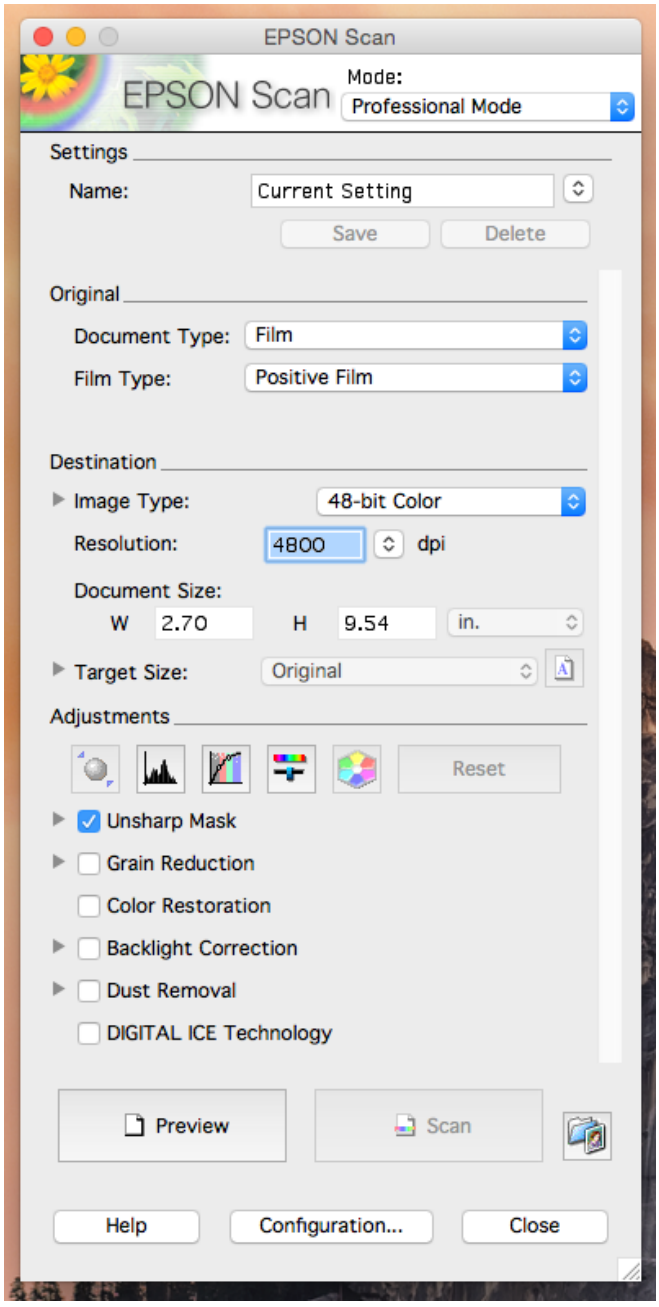
9. The EPSON Scan program pops up (if it doesn't, search for EPSON Scan on the computer and open it that way).



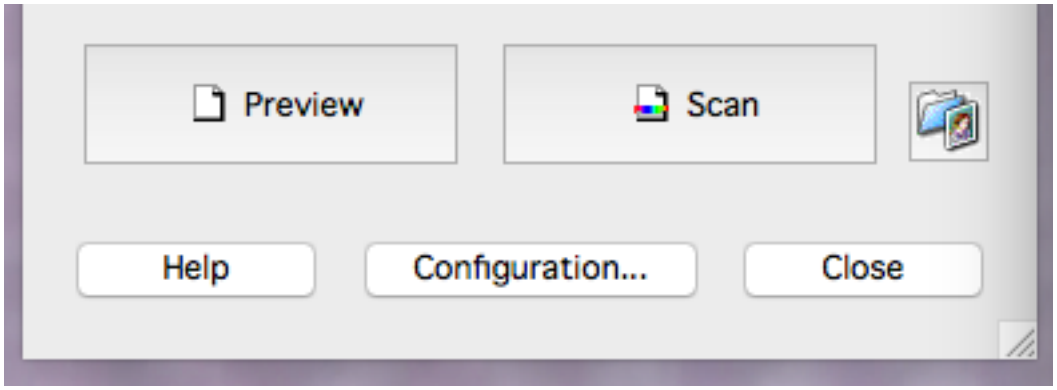
10. At the top right of the EPSON Scan window, if Full Auto Mode is selected, use the drop-down menu to select Professional Mode instead.



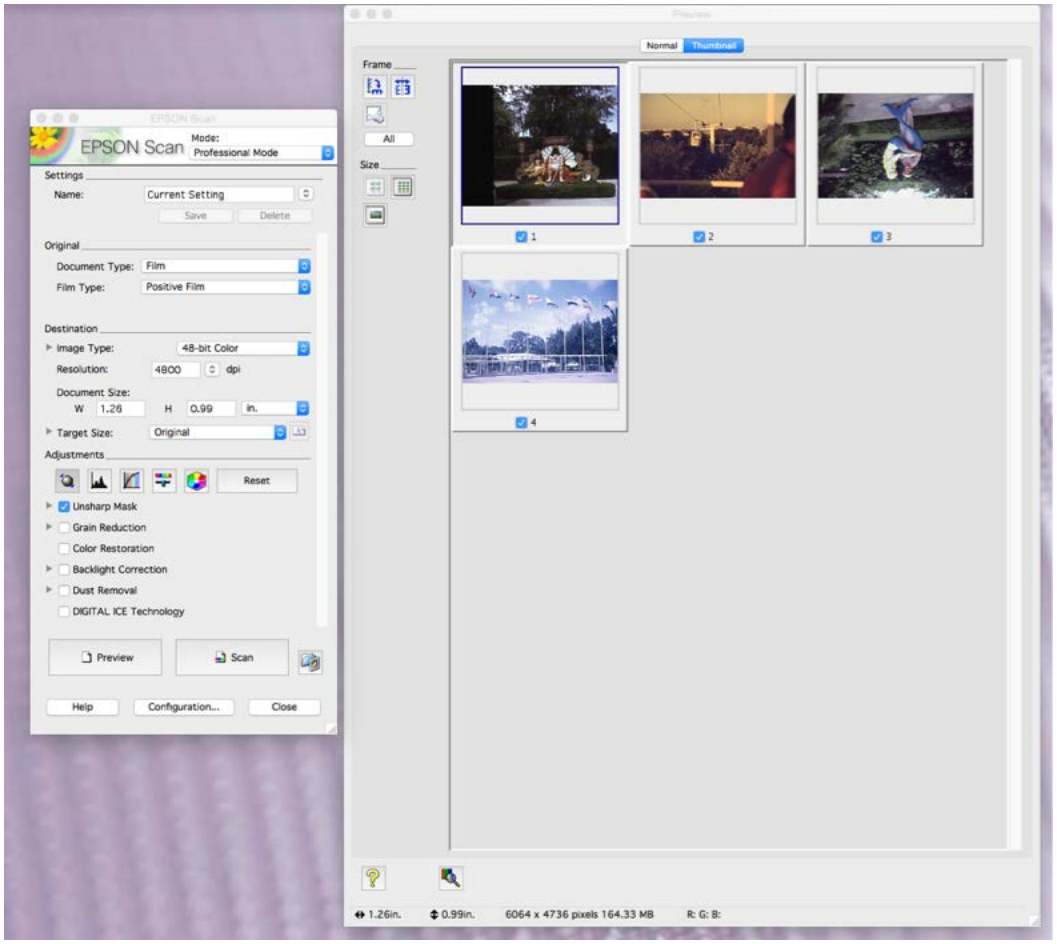
11. More Instructions Choose your settings. Under Document Type, select **Film**. For Film Type, select **Positive Film** (unless your slide is Color Negative Film or B&W Negative Film. Most 35mm slides are Positive Film). For Image Type, select **48-bit Color**. For Resolution, select **4800 dpi**.



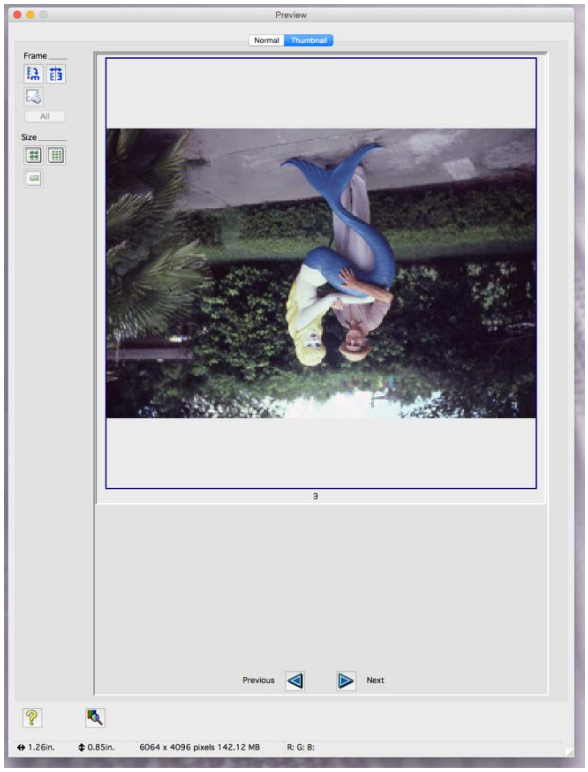
12. Click Preview to see a preview of the scan bed.



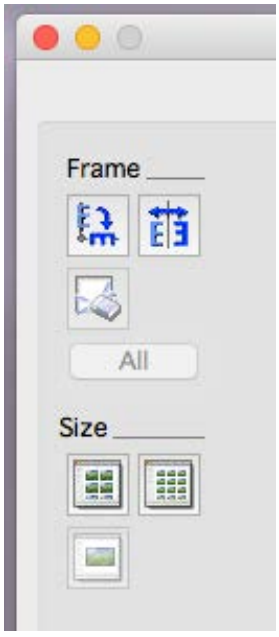
13. You will see thumbnails of the slides you put on the scan bed. This is where we can flip and rotate them. Double click on a thumbnail to look at it more closely.



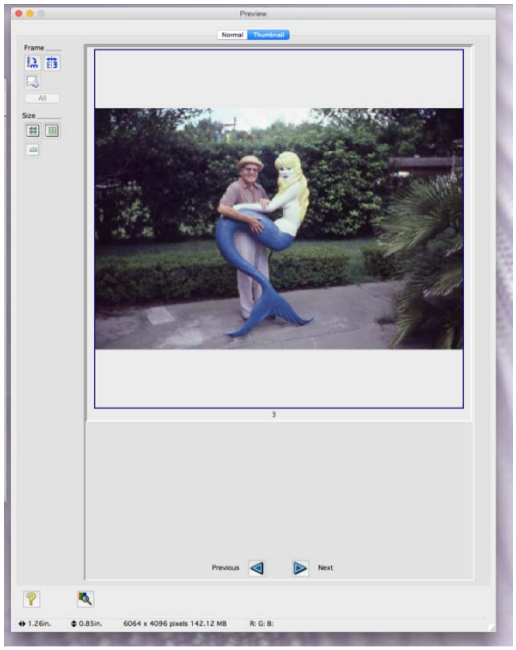
14. This slide is upside down. Note the Frame and Size options in the top left corner of the window.



15. Under "Frame," use the top left icon (with the curved arrow) to rotate the image. Use the top right icon (with the horizontal arrow) to flip the image.

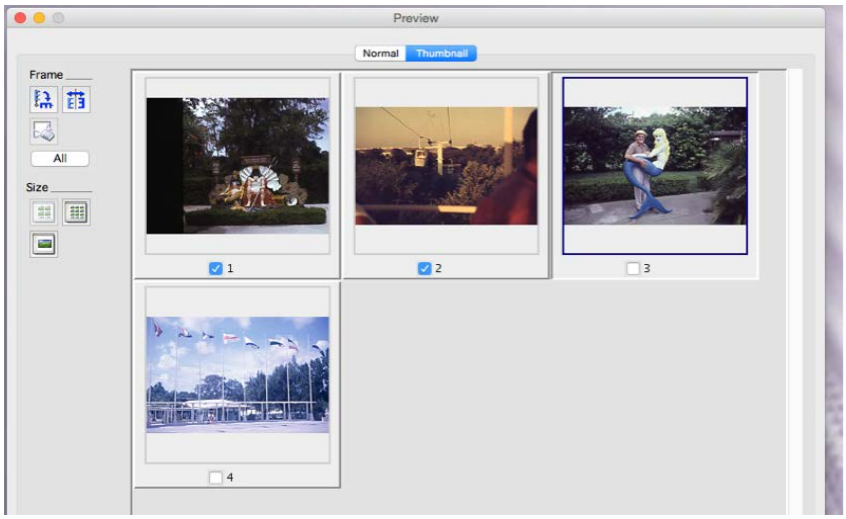


16. When you are done adjusting the image, click “Next” at the bottom of the screen to work on the next image.

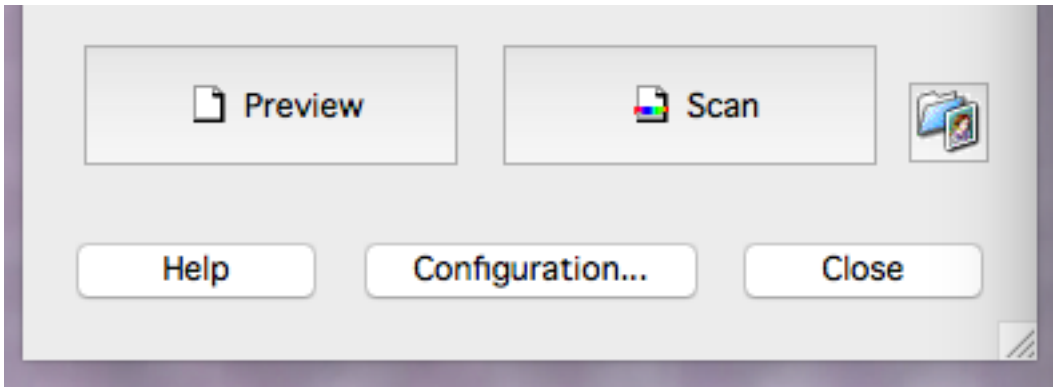


17. When you are done adjusting all of the images, click the top left icon under “Size” to return to the window that shows the thumbnails of all four of your slides.

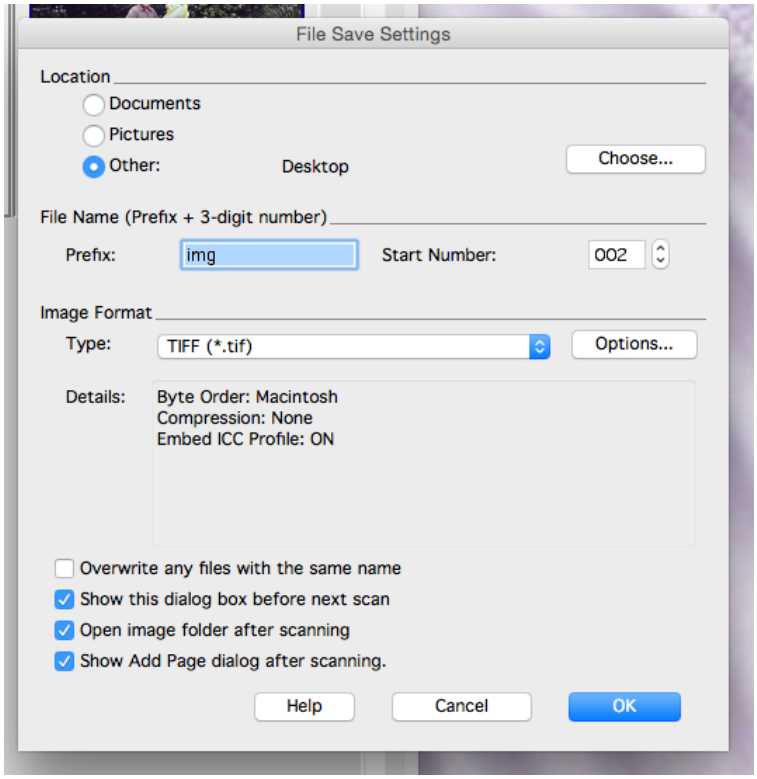
18. By default, there will be a blue checkbox underneath all of your slides, indicating that all of them will be scanned. If you don’t wish to scan all of them, uncheck the ones you don’t wish to scan.



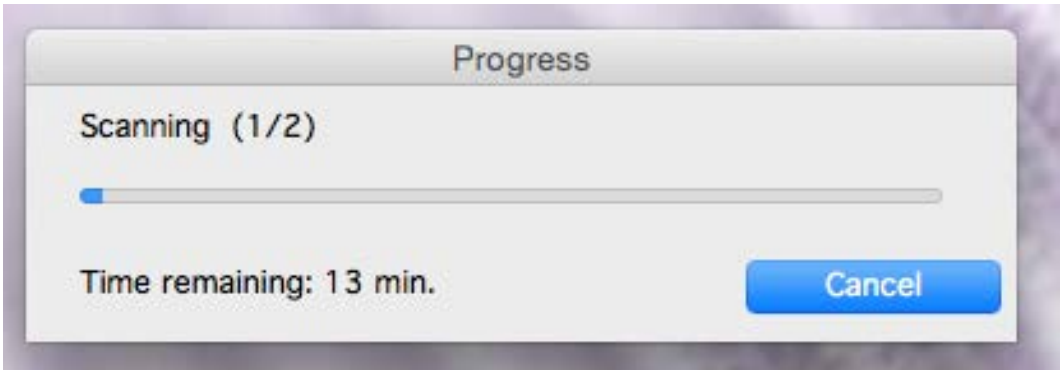
19. When you have finished adjusting and selecting your images, click “Scan.” You may need to click it twice (once to go back to the EPSON Scan window from the Preview window, and once to actually scan).



20. The File Save Settings will come up. Under “Location” choose “Other” so the image will automatically be saved to the Desktop. You can click “choose...” to choose a different location to save to, such as your flash drive. Under “Image Format” select which format you’d like. Select “TIFF (*.tif)” (not Multi-TIFF) for the highest quality file format. Then click OK.



21. It will scan – the time it takes depends on the DPI you chose. The higher the DPI, the longer it will take.



22. More Instructions When it's done scanning, it'll then open up the folder where your scan was saved. Remember to replace the white document mat and retrieve your slides. You're done!