

## Scanning Transparencies, Mounted Slides & Film Negatives on Mac

Where:

Knapp Media Center station 37

### Preparing the Scanner Bed

- lift the Scanner lid
- remove the slide with white background by lightly pulling upwards on the handle

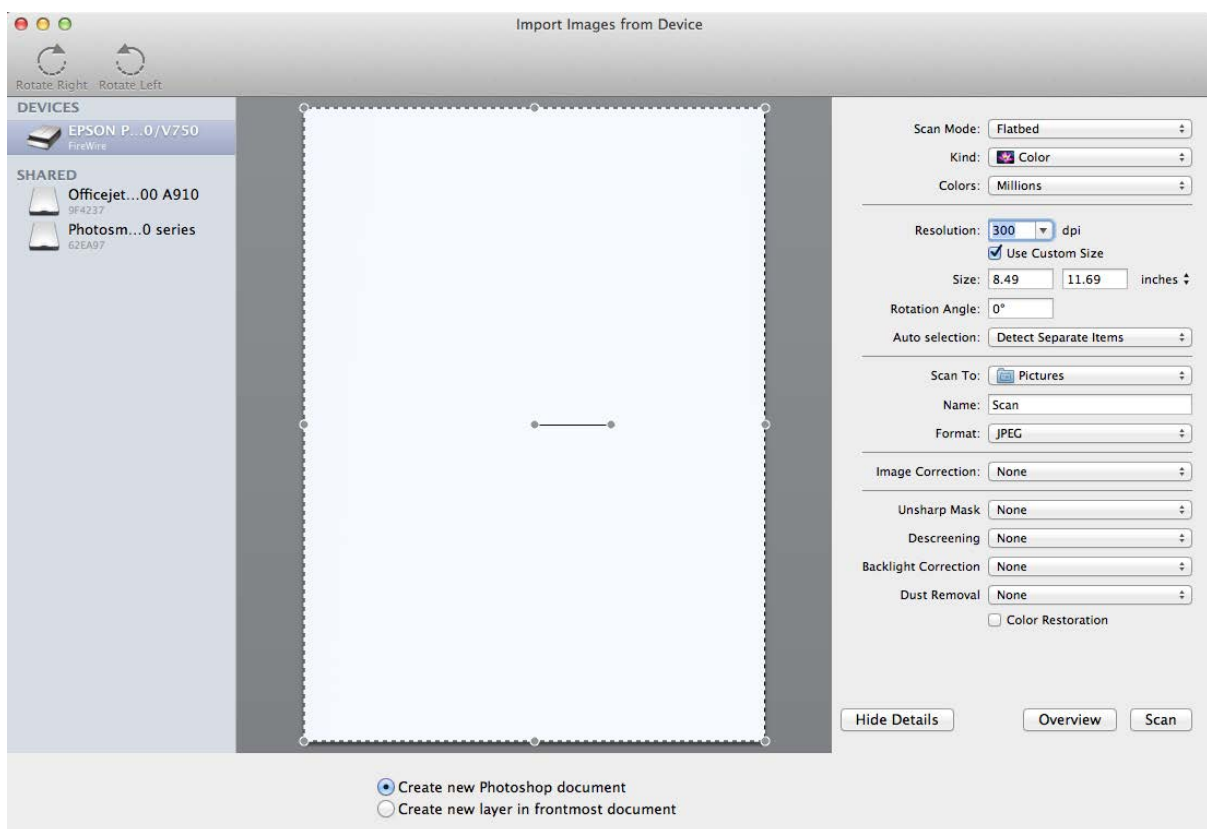


- if you're scanning Mounted Slides or Film Negatives
  - go to the Knapp desk and ask for the Slide Inserts for **Epson Professional V750 Scanner**
  - place the appropriate Slide Insert on the bed so the white triangles line up on the right side of the scanner bed



## Scanning

- Open either
  - **Photoshop**
    - Go to **File** → **Import**
    - In the menu that appears to the left you will either see **Import from Device**, or the name and model of the scanner attached to that station (ex: **EPSON Perfection V750**).
  - or **Image Capture**
    - Select the Scanner from the devices listed on the left
- Wait for the scanner to warm up and complete an **Overview Scan**
- If you don't see a menu on the right side click **Show Details** in order to be able to customize the scanner settings



- **Scanner Settings**
  - **Scan Mode**
    - Transparency - Positive → for transparencies & mounted slides
    - Transparency - Negative → for film negatives
  - **Resolution**
    - Transparencies → 300dpi should be good enough, 600dpi if you have images
    - Mounted Slides & Film Negatives → use *at least* 1200dpi

**NOTE:** The higher the resolution you scan with, the larger the resulting file will be

- Select the area you wish to scan by re-sizing & rotating the scan area
  - pull the corners of the dotted rectangle to cover the desired scan area
  - to rotate the rectangle, hover over the grey dot to the right of the center of the selected rectangle, a circle with a little person inside will appear...



rotate using the red dot handle as needed

- Scan To → select your destination (**Desktop** recommended)
- Name → file name
- Format:
  - **Image File**
    - **general use**, lossy file format → **JPEG** (small file)
    - for **Mounted Slides and Negatives** - high quality original file, lossless file format recommended → **TIFF** (large file)
  - **PDF**
- Enable the rest of the settings as you need to - they are meant to help you restore the way the image looked originally.
  - for Mounted Slides and Negatives
    - enabling restore faded color is recommended
    - dust removal at about Medium level is recommended
  - play around with the settings and see what works best for your images

If you scanned using ImageCapture, the resulting scan will be saved directly to your chosen destination.

If you scanned using Photoshop, the scanned image will open in Photoshop and be ready for further editing.

- **Once you are finished scanning**
  - remove the Slide Insert from the scanner bed & return it to the worker at the Knapp desk
  - carefully place the white background back on the scanner & close the lid