

# Scanning Transparencies, Mounted Slides & Film Negatives on Windows PC

Where:

Knapp Media Center stations 36, 39 & 40

## 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 V600 Scanner**
  - place the appropriate Slide Insert on the bed so it lines up either the A, B or C hole on the left side of the scanner bed



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## 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 V600**).
  - or **Epson Scan**
- **Mode:** Professional Mode
- **Document Type:** Film
- **Film Type:**
  - Color Negative Film
  - B&W Negative Film
  - Positive Film - slides & transparencies
- **Image Type:** 24 bit color recommended
- **Resolution:**
  - for Mounted Slides and Film Negatives, use at least 1200dpi
  - for full-page Transparencies, use around 300dp, 600dpi if the transparency contains images

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

- Apply any other **adjustments** as needed
- **Scan**
- If you are scanning with the Epson Scan application, another window will pop up to ask you where you would like to save the scanned file and what you want the file format to be.
  - JPEG - general use, small, lossy file format)
  - TIFF - high quality, large file, lossless file format)
  - PDF
- If you scanned directly into Photoshop, the file is now open and ready for you to edit further. After you apply any other edits to your image, you can save it as a **JPEG** file for easy sharing. If you plan on further editing or creating a project out of this image and printing it in a larger scale later on, it is also recommended that you save a copy of the original image as a **TIFF** file.
- **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

