

Preparing the scanner

Equipment required:

- Your own USB Stick, external hard drive, or cloud storage (8GB recommended)
- Flatbed scanner

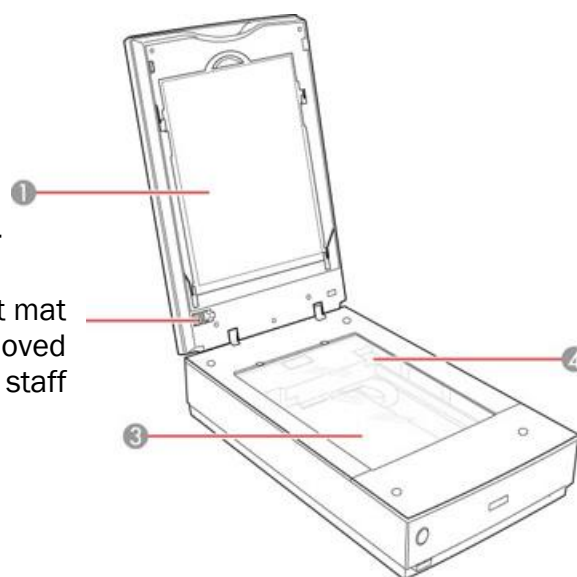
Things to remember:

- Be gentle with the scanner
- Do not press or place heavy object on scanner

1. Let staff know if:

- The scanner glass is not clean
- The white document mat is still inside the scanner

White document mat
should be removed
by staff



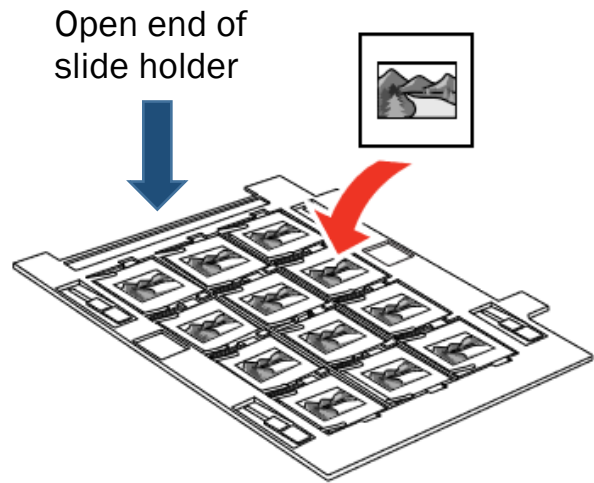
Order the scanner will scan these slides:

9	5	1
10	6	2
11	7	3
12	8	4

2. Place your 35mm slides in the slide holder

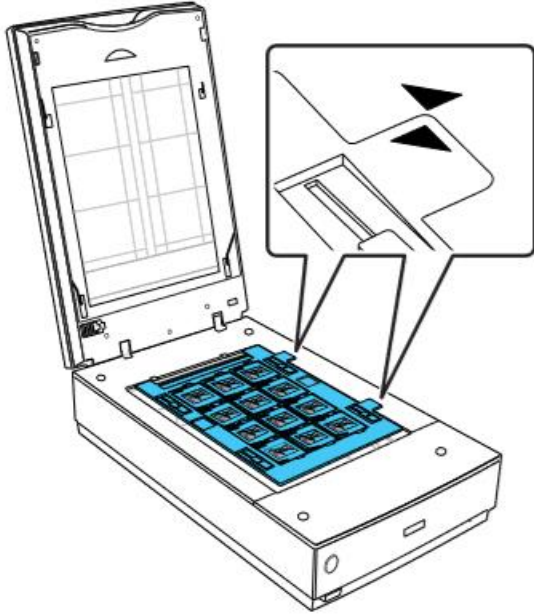
Note: Hold only the edges of your slides, or use cotton gloves, to avoid leaving fingerprints

- Place up to 12 slides in the holder.
- Hold the slide holder up as shown in the photo below:
 - Open end of the holder facing up
 - Two tabs with white triangles on the right
- Hold your slide so that:
 - Image is right side up (i.e. not upside down)
 - Images and wording will appear backwards
 - The “front” of the slide should be facing you. Generally, the front side is the side with the logo on it
- Insert each slide into the holder



3. Place the holder on the scanner glass as shown

- On the back of the slide holder, you will see two notches next to the tabs
- On the right of the scanner glass, next to the arrows, you will see two small holes
- Align the arrows on the holder with the arrows on the scanner. The two notches of the holder should fit into the holes on the scanner



4. Gently close the scanner cover.

Scanning

Note:

At the end of your session, the computer will be restarted for your privacy. **Any files temporarily saved on the computer will be deleted.** Please make sure you transfer all your files to your own storage device.

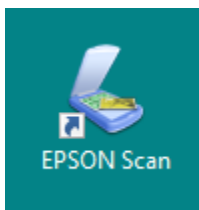
1. Press the power button to turn on the scanner.

Wait until the power button stops flashing, and turns solid green.

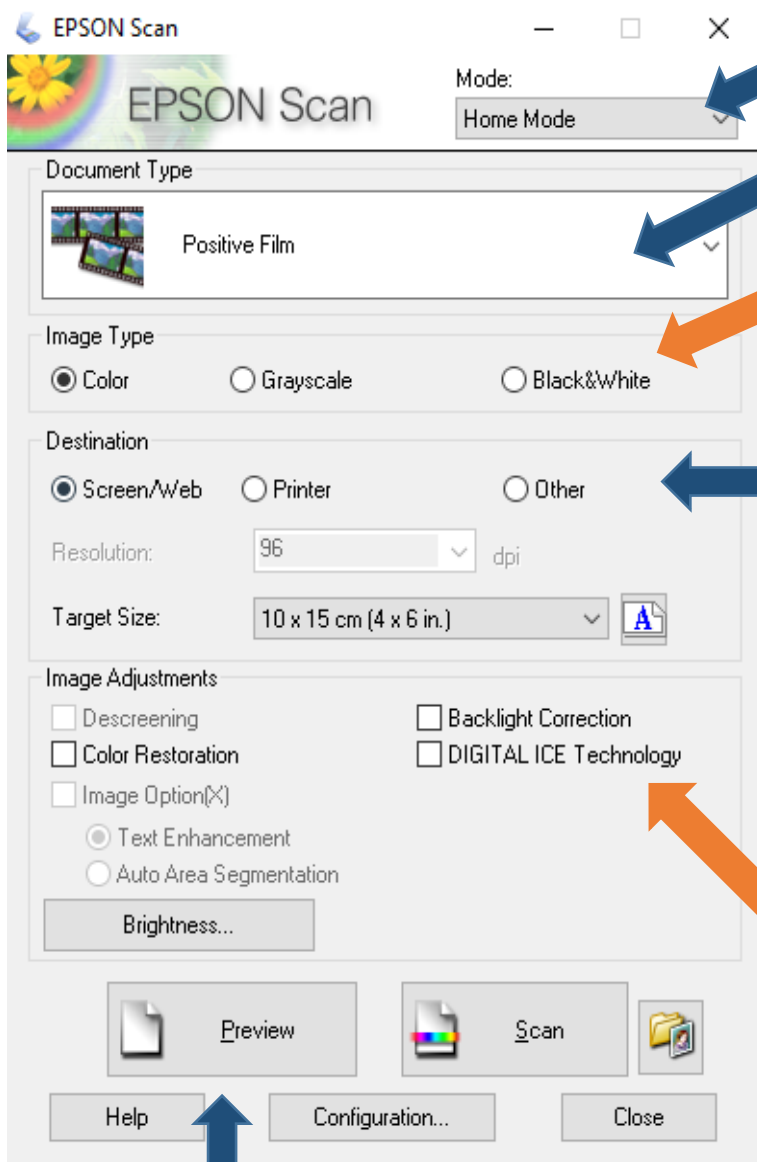
2. Plug your USB, storage device into the computer.

If any windows open up as a result, you can close them.

3. Double click the scanner icon on the computer desktop to open the program.



4. Adjust settings



In the top, right corner, choose **Home Mode** in the dropdown menu

Choose **Positive Film**

Choose **Image Type**

- **Colour** for colour film
- **Grayscale** for black & white

Choose how you intend to use or view the photo

- **Screen/Web** for viewing & sharing on computer, or creating slideshows
- **Printer** if you want to print photos out

Checking any of these additional image adjustments may help automatically correct some of the issues of the photos. However, it will result in longer scan time.

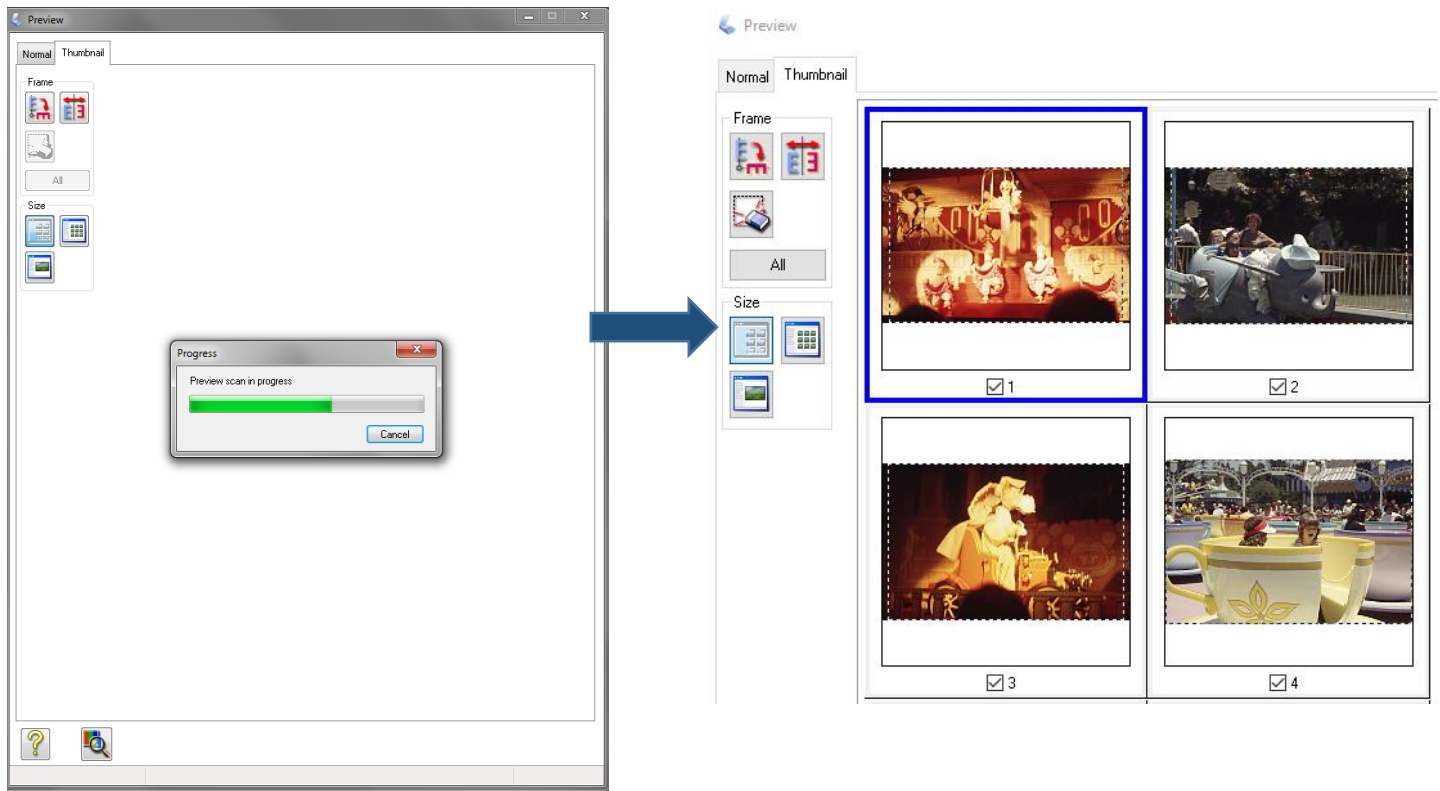
- **Colour Restoration**
For photos that have faded in colour
- **Backlight Correction**
For photos with too much background light (resulting in lots of shadows)
- **Digital ICE Technology**
For photos with dust and scratch marks
- Click **Brightness** button to adjust contrast and brightness

5. Click the **Preview** button.

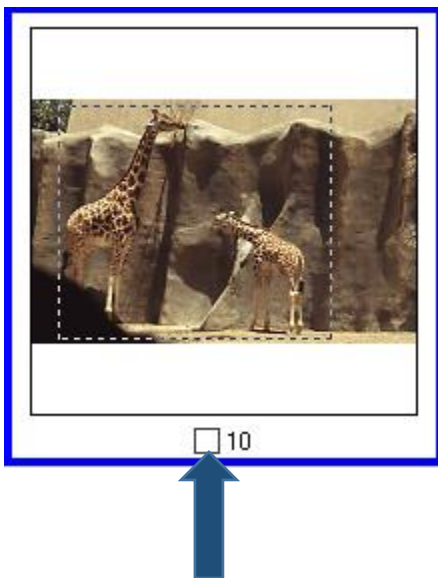
Preview window:

A separate window will pop up with a preview before the slides are actually scanned.

* Check to make sure each slide is being shown as a separate image.



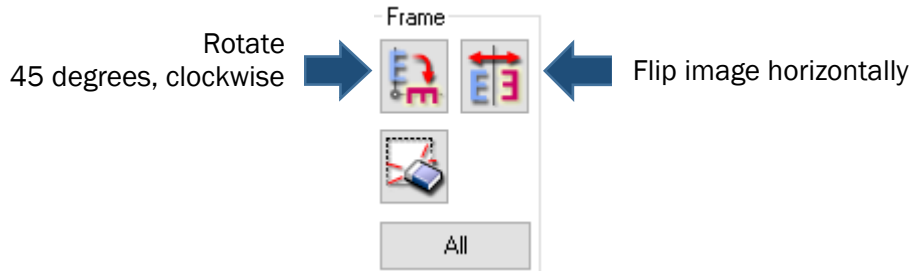
If there are any slides you do not want, you can uncheck the box next to the number at the bottom of the image.



Optional: On the **Thumbnail** tab, you can crop or rotate your image:

Select the slide you want to edit first by clicking on the image. A blue border around the image indicates that the particular slide has been selected.

To rotate or flip image, click the following buttons




To crop image:



1. Click to deselect any existing dotted outline (marquee) around your image



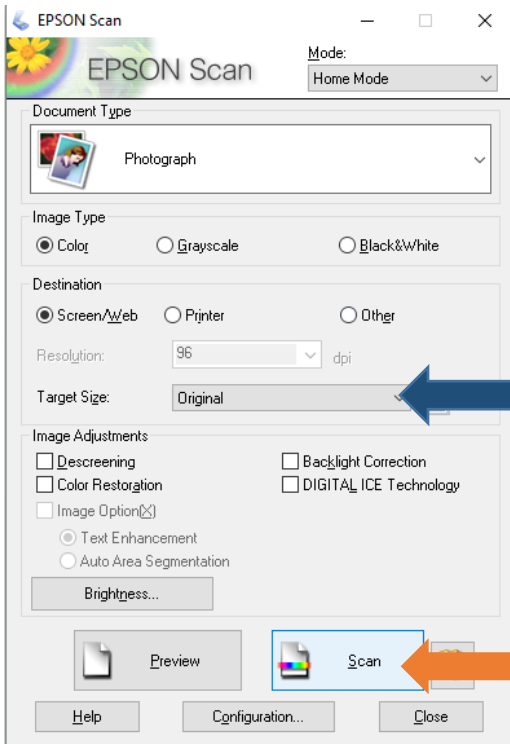
2. Move your mouse on top of the image.

Your cursor will change to a  sign



3. Drag from corner to corner to create your own marquee. Any parts outside of the rectangle will be removed (cropped) when you do the actual scan.

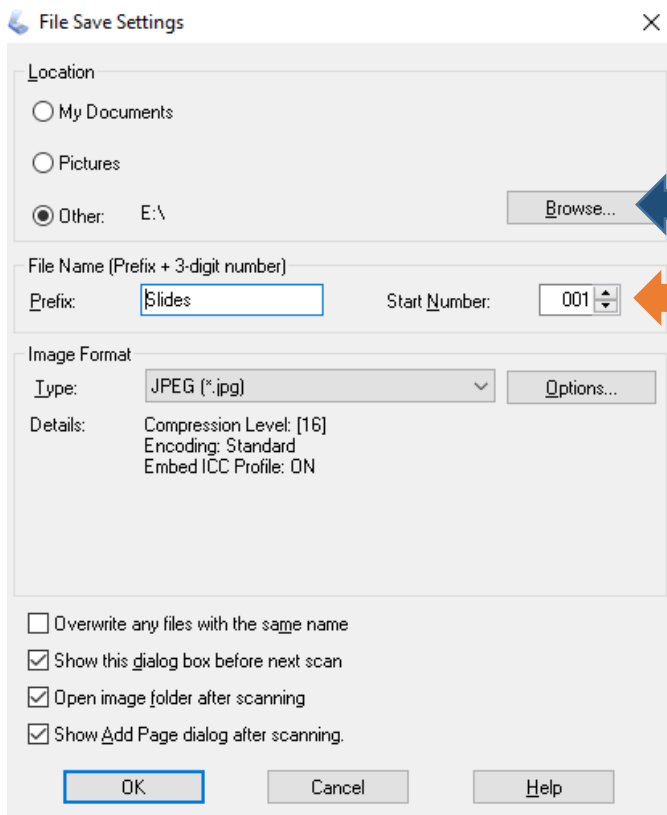
6. When you are satisfied, switch back to the first window. Do not close the preview window.



You can adjust the **Target Size** if you want the resulting scan to be of a specific size e.g. 5x7 inch, letter-sized
Note: If you leave it as “original”, your resulting scan will be very small (same size as the actual slide)

Click **Scan**

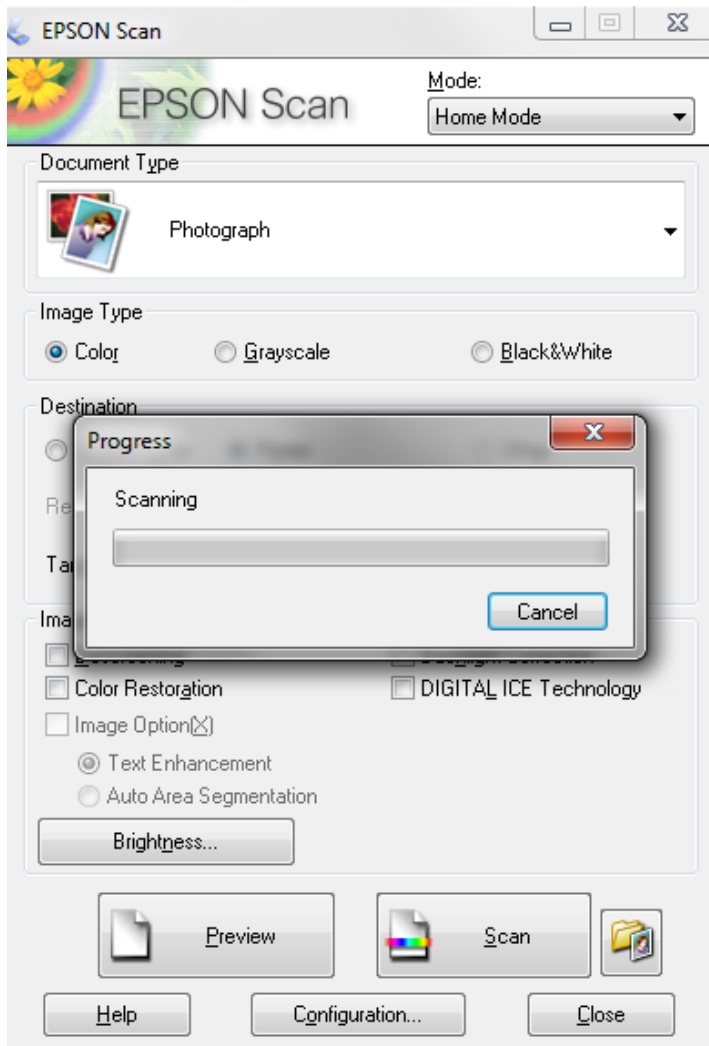
7. In the new File Save Settings window, adjust settings.



Select **Other**. Click **Browse** button and select your USB folder.

Type in a File Name & Start Number
Example from diagram:
Your files will be automatically named: Slides001, Slides002, Slides003, etc...

8. Click OK to start the scan.



9. When the scanning is finished, the folder containing your photos will open up automatically.

At the end of your session:

- Close all the windows on the computer.
- Remove your USB or external storage device to take with you
- Check to make sure you have not left any materials in the scanner
- Power off the scanner
- Be sure to return any materials and check out at the Info Desk