

Preparing the scanner

Equipment required:

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

Things to remember:

- Be gentle with the scanner
- Do not press on or place heavy object on scanner
- Do not place anything on the top of the scanner cover

1. Let staff know if:

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

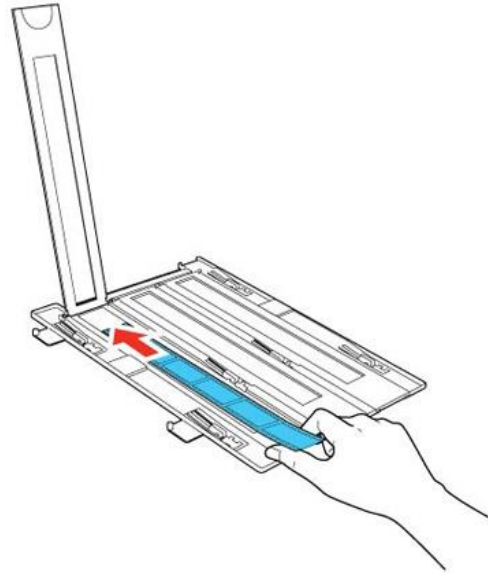
White document mat
should be removed
by staff



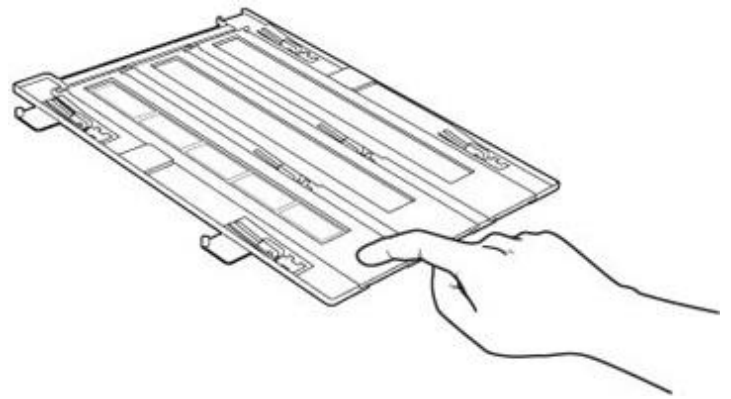
2. Place your film strips or negatives in the holder

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

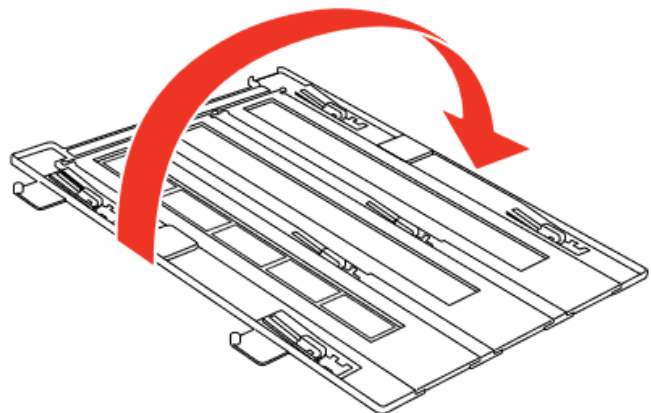
- Open each individual film strip holder cover. Slide your film strip into the holder, **shiny side facing up**. **The image should appear as if it is flipped in reverse.**



- Close the holder covers and press down gently around the edges on the square points until they click into place.
- Make sure the film strips are not pinched or curled.

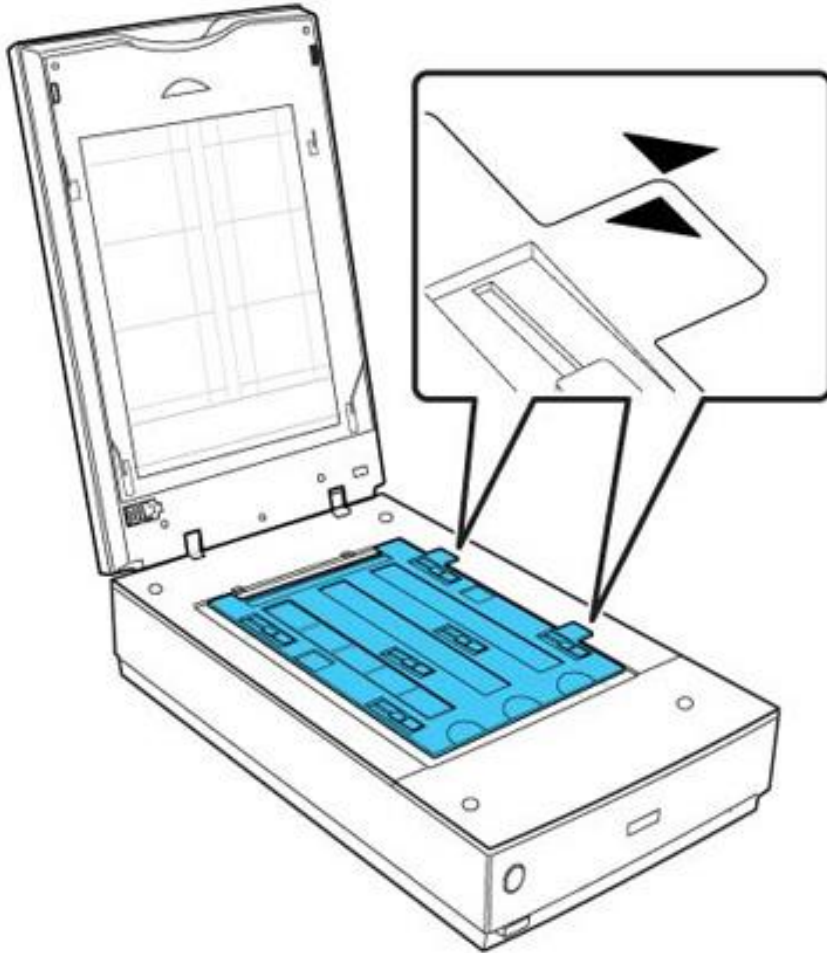


- Flip the whole film holder over



3. Place the holder on the scanner glass as shown

- On the back of the film holder, you will see two arrows on the corner of 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 pegs on the bottom 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 (USB, cloud storage, etc.)

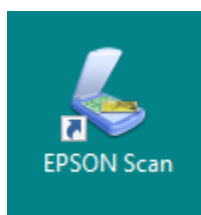
1. Press the power button to turn on the scanner.

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

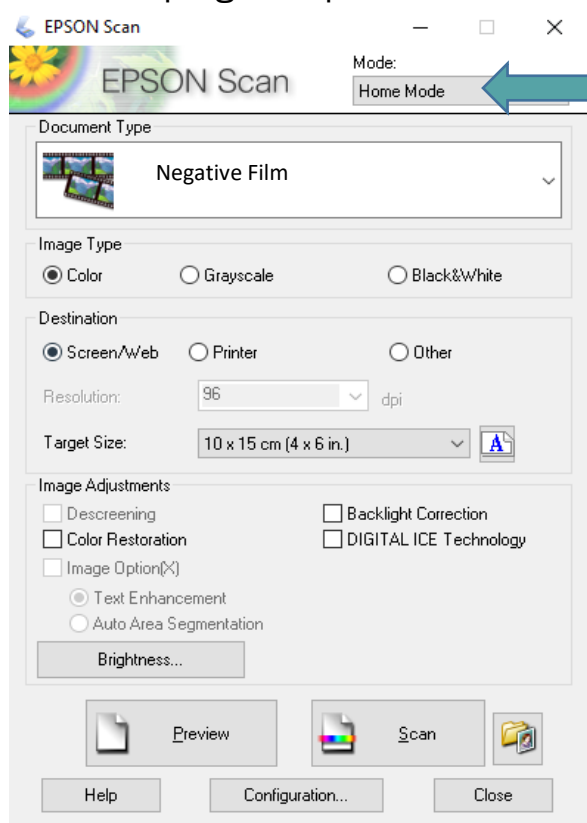
2. Plug your USB into the computer.

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.



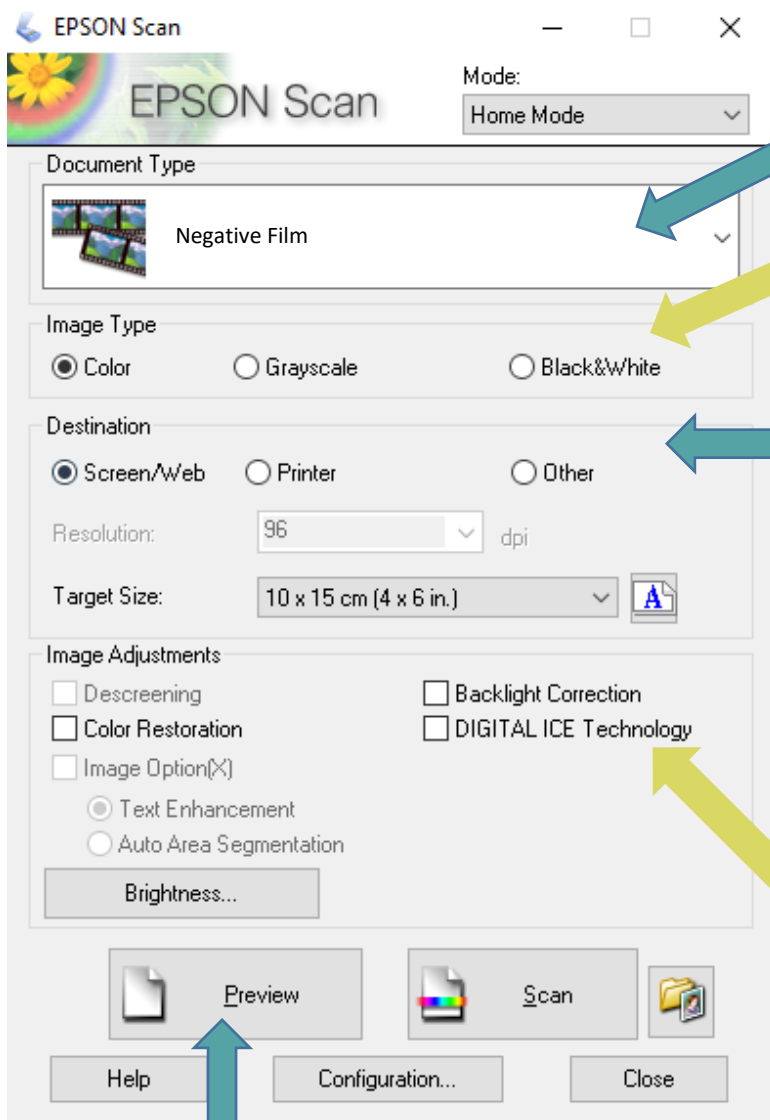
After the program opens:



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

See next page for the rest of the settings.

4. Adjust settings



Choose **Negative 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.

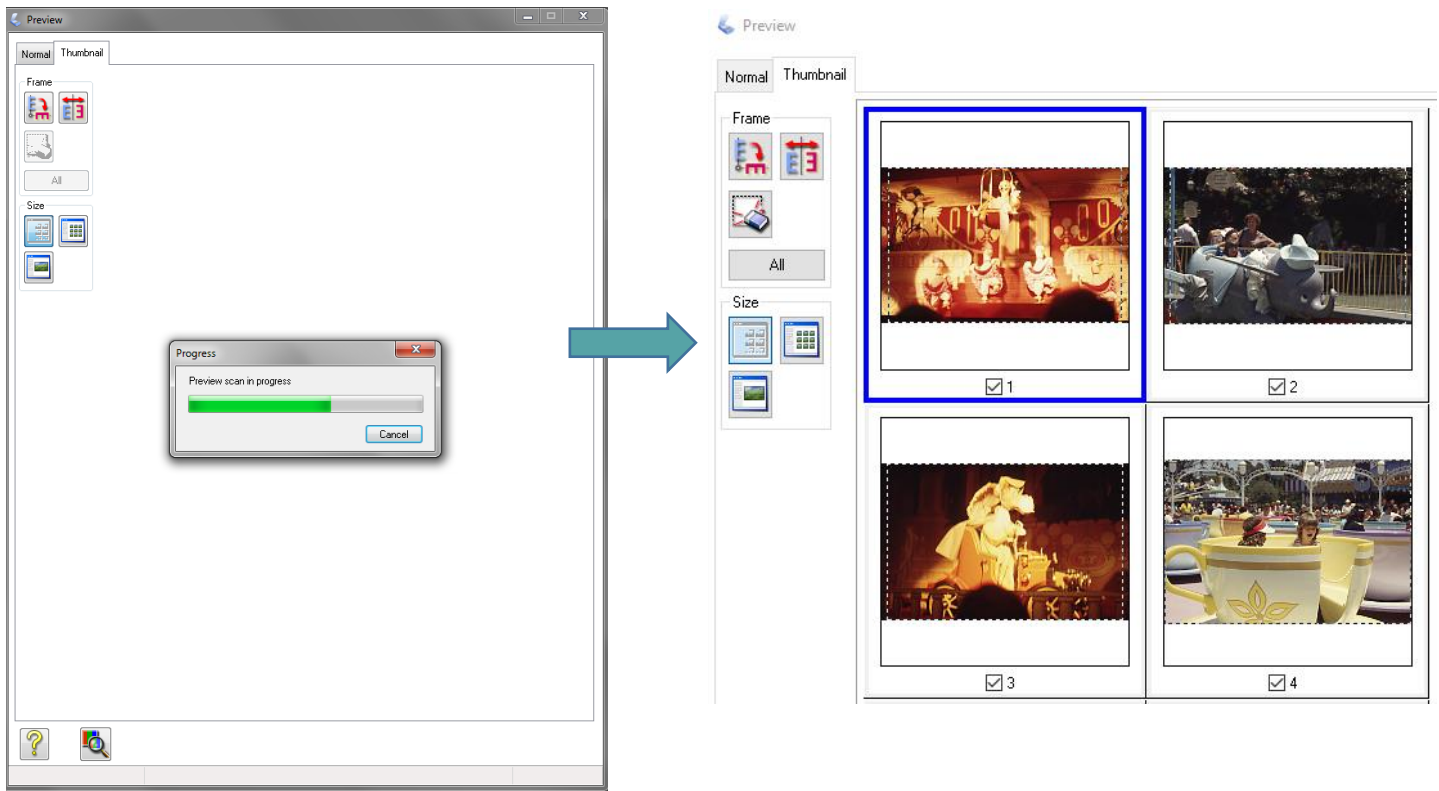
- **Colour Restoration**
For photos that have faded in colour
- **Backlight Correction**
For photos with too much background light (resulting in lots of shadows)
- **Digital ICE Technology**
For photos with dust and scratch marks
- Click **Brightness** button to adjust contrast and brightness

5. Click the **Preview** button.

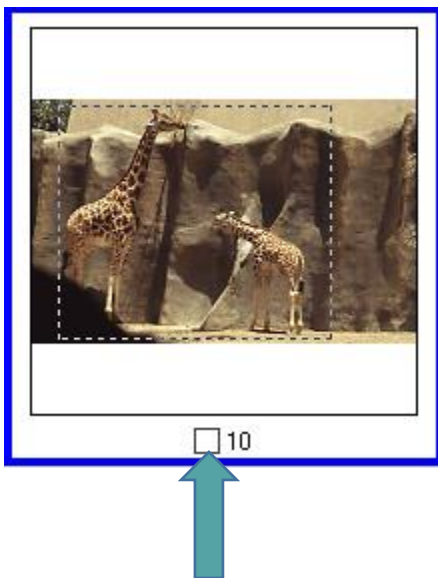
Preview window:

A separate window will pop up with a preview before the film is actually scanned.

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



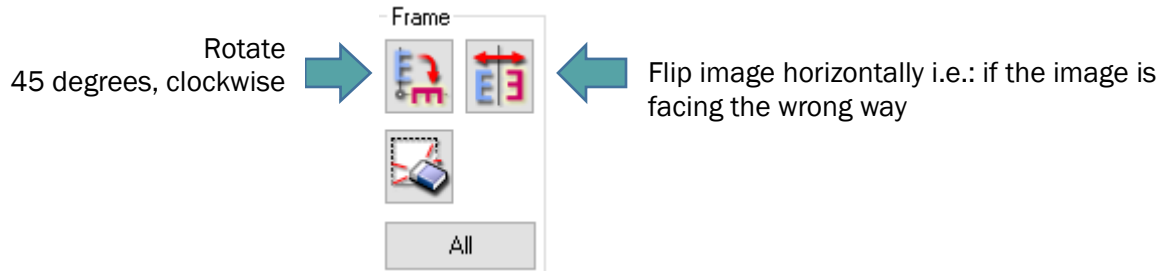
If there are any photos you do not want, you can uncheck the box next to the number at the bottom of the image.



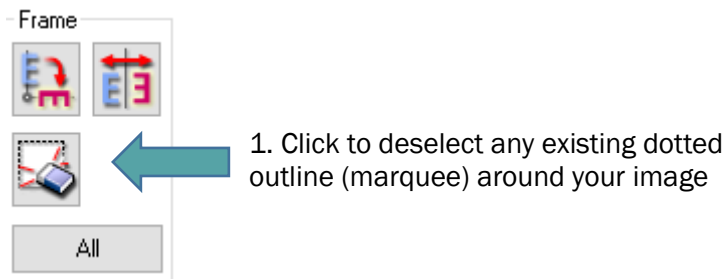
Optional: On the **Thumbnail** tab, you can crop or rotate your image:

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


To rotate or flip image, click the following buttons



To crop image:



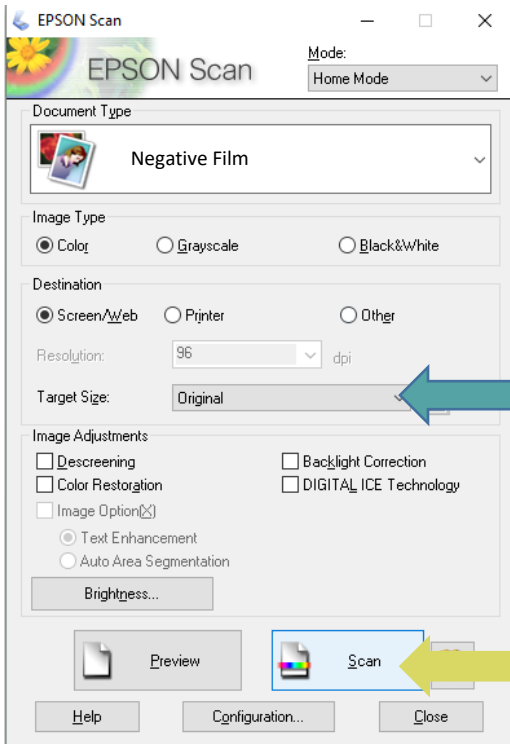
2. Move your mouse on top of the image.

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.

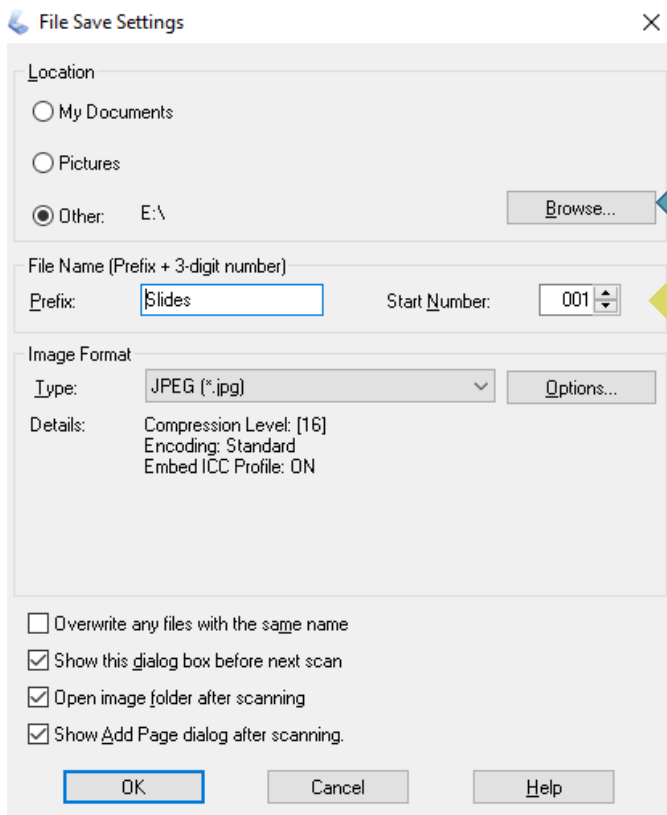
6. When you are satisfied, switch back to the first window. Do not close the preview window.



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 film image)

Click **Scan**

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



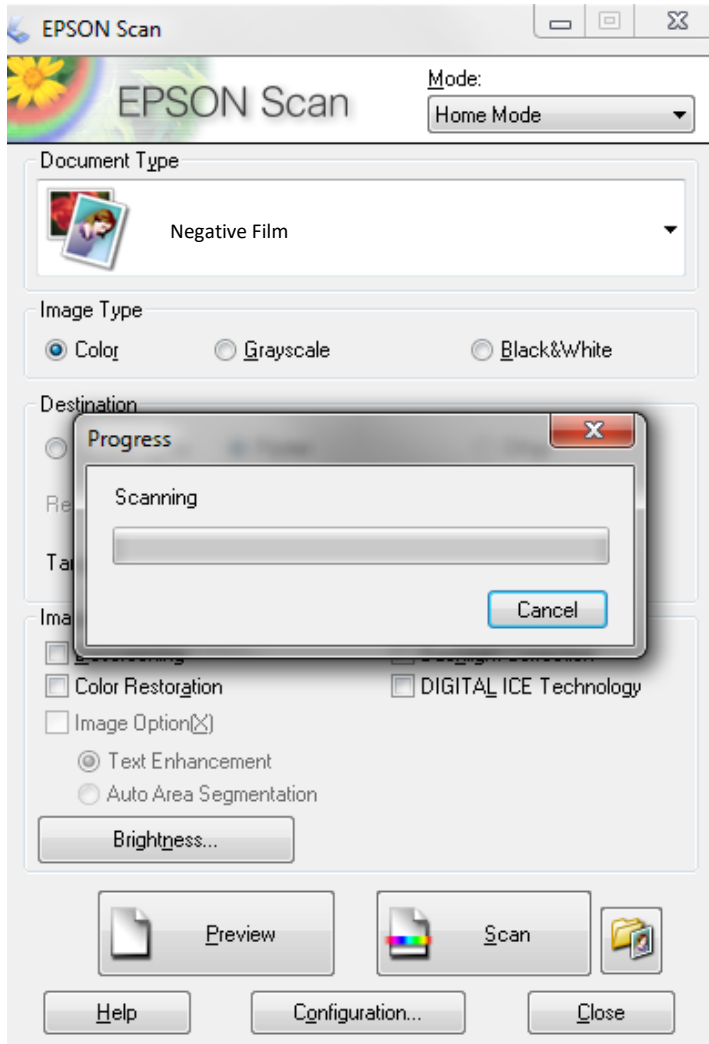
Select the **Other** bubble. Then click the **Browse** button and select your external storage drive

Type in a File Name (prefix) & 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.

10. Repeat this process with each set of film strips until you are finished or are out of time

At the end of your session:

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