

DIY Memory Lab – Scanning Slides or Negatives

What Kind of Slides/Negatives Can Be Scanned?

- This scanner has holders for 35mm negatives, 35mm slides, medium-format, and 4 x 5" transparencies

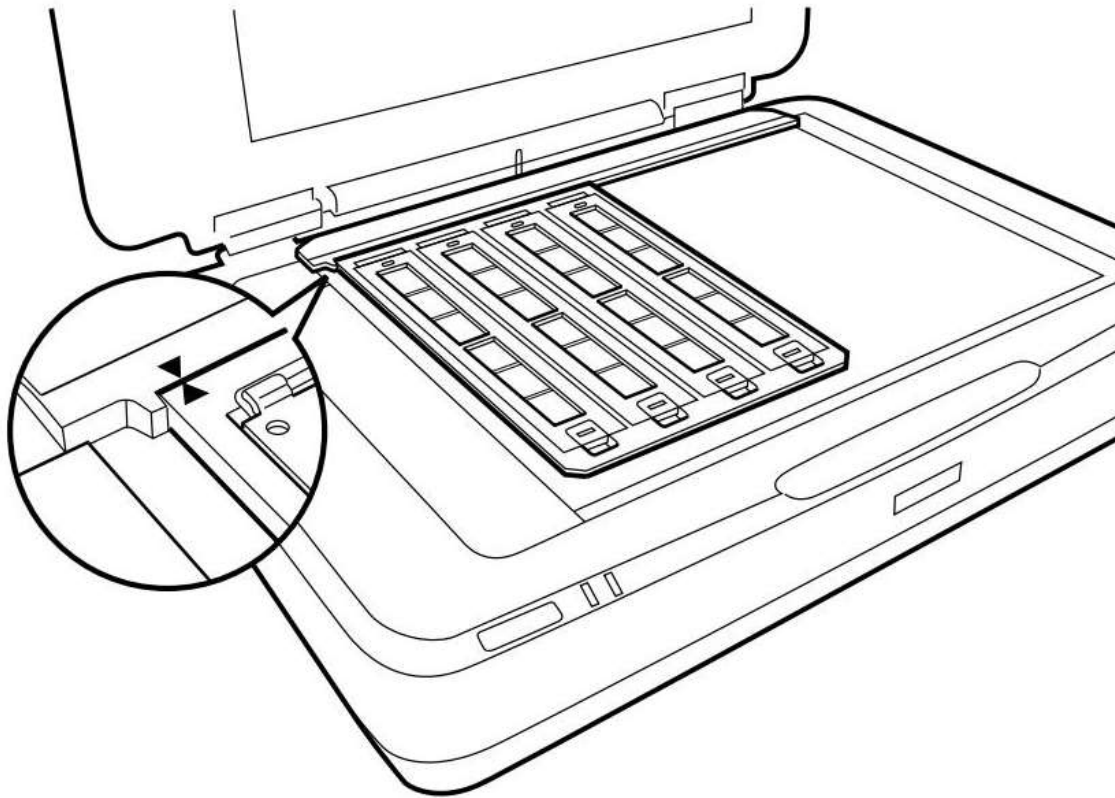
Step 1. Prepare Scanner

- Check out the appropriate slide holder for your transparencies at the Service Desk
- Put gloves on to prevent any fingerprints on your photographs and the scanner
- Gently lift the scanner lid
- Clean the scanner's surface with an anti-static cloth or an air puffer
- You will be using the **transparency unit** for slides and film negatives



Step 2. Prepare slides or negatives

- Place slides or negatives into their appropriate holders, films face down. **Do NOT slide the holders on the scanner. Be careful to not scratch the scanner glass.**
- Make sure that the slide holder for each type aligns itself with the notch on the transparency guide, as seen on the image below.



- Close the lid of the scanner. If the scanner lid is not closed, your items will not scan

Step 3. Open Epson Scan 2

- Make sure that the scanner is powered on and is connected to the computer by USB.
- Connect your external hard drive or USB to the computer.
- Open the **Epson Scan 2** icon on the desktop. 
 - If the icon is not there, select **Go > Applications > Epson Software > Epson Scan 2**

Step 4. Configure your settings

- Select **Photo Mode** from the mode list.
- Make the following settings on the **Main Settings** tab:
 - **Document Source:** Select **Transparency Unit**
 - **Document Type:** Select the film type that matches the films you are scanning (i.e. 35mm negatives, 35mm slides, medium-format, 4 x 5 inch transparency)
 - **Image Type:** Recommended at 24-bit
 - **Resolution:** Recommended 1200 – 1800 dpi
- Click on **Preview**. The scanner should start to scan your images into separate files automatically.
 - You can use the **Advanced Settings** tab to adjust your scans as needed

Step 5. Scan your slides or negatives

- Save your files as a **JPEG** or **TIFF** image format (if you want to resize your image file, TIFF is better)
- Create and confirm your file name (something easy for you to remember) and start with 001.
- Select your external hard drive or USB and a specific folder where you want to save your files.
- Click Scan.

Step 6. Cleaning Up

- Clean scanning bed with anti-static wipes.
- Make sure that the scanner is powered off and closed.
- Make sure your files are saved on your external hard drive or USB
- Do not forget to safely eject your external hard drive or USB and take your slides or negatives with you!
- Return the slide holders to the Tustin Service Desk.