



digitization station

PHOTOS & 35MM SLIDES



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DIGITIZING PHOTOS & 35MM SLIDES

With the Epson V800 Scanner

The Digitization Station uses the Epson V800 Perfection Colour Scanner with Epson Scanning Software (see **Epson Scanning BASIC** on the Desktop) to digitize photos, slides, documents, and variety of film types. For photos, film, and slides, it can work with single originals, or multiple originals at once.

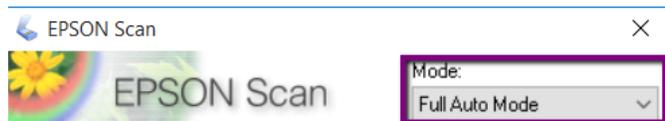


PART I: LAUNCHING THE SCANNER & SOFTWARE

1. Turn on the Scanner – the button is on the front at the bottom left.
2. Launch the **Epson Scanning** Software on the desktop, and choose a **Mode**. This tutorial covers two modes:



- **Full Auto Mode:** the fastest, easiest way to scan. *Part III of this tutorial focuses on Full Auto Mode.*

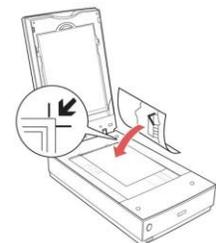


- **Professional Mode:** also allows you to preview, and gives you full control over the image settings, as well as the ability to **re-size** the image while scanning. *Part IV of this tutorial focuses on Professional Mode.*

PART II: PREPARING YOUR MEDIA

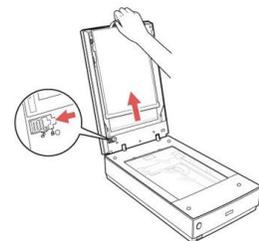
Photos & Documents

1. Open the scanner cover and place your original **face down**, with the **Top Edge** facing the **Top Right** corner of the scanner. Make sure the white document mat is in place on the inside lid of the scanner.
2. Gently close the Scanner Cover.



35mm Slides

1. Remove the **Document Mat** insert by gently pulling handle up. Place it gently to the side with the white side up.
2. Choose the **35mm Slide Holder**, and insert your slides or negatives/film strips in the insert (*see next page for details*)

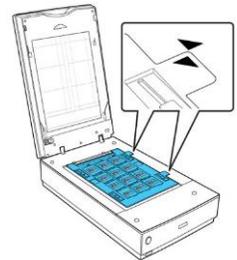




If you are trying to place them in order, #1 – 4 go in the column on the right; #5-8 in the middle; #9-12 on the left.

Note: Epson recommends placing the **emulsion side up** (i.e. shiny side down) so that your image is in the right orientation – otherwise it will be flipped backwards.

3. Place the slide holder on the scanner with the **arrows** facing up, and lined up to the arrows on the scanner so that the insert **pegs fit in the holes** on the scanner. **Do NOT press it down** – it just needs to sit in place loosely. Gently close the Scanner Cover.



PART III: USING FULL AUTO MODE

Full Auto Mode is the quickest and easiest way to scan. It will work for both single and multiple photos, documents, batches of 35mm colour positive slides, and positive film strips. It will not convert negatives into positive images – see the other tutorials for help with negatives.

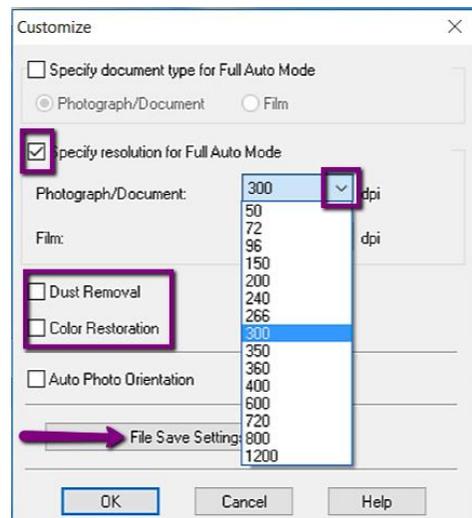
- You can click **Scan** right away, OR,
- Click **Customize** to adjust where the image is saved, and at what resolution.



1. Resolution & Image Correction (optional)

Epson's Full Auto Mode scans at a default **300dpi**. You can leave it there, or move it up to a maximum of **800 dpi** for a higher resolution scan – keep in mind that the higher the dpi, the longer it will take longer to scan.

You can also check the boxes next to **Dust Removal** and **Color Restoration** here, if you think your original needs some image correction.

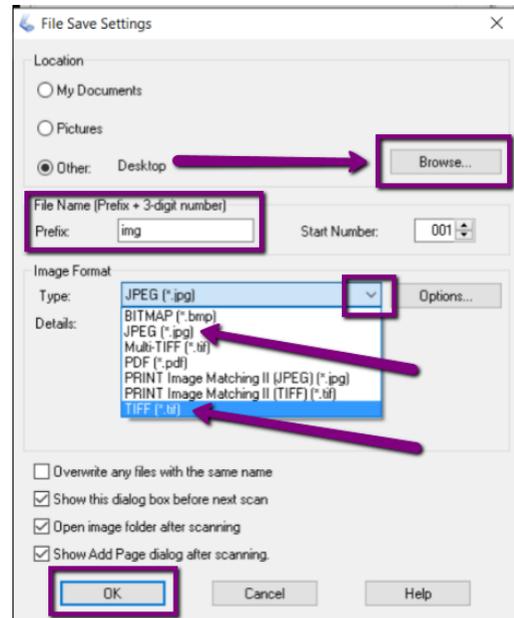


2. File Save Settings (optional)

Click **File Save Settings**. You'll get the **File Save Settings** menu first. You can:

- Change the location to save your scans to (e.g. your USB Drive) by clicking **browse**.
- Change the default name of your image
- Change the file format it will save as (e.g. JPG or TIFF)

Click **OK**. You'll be returned to the **Customize** menu – click **OK** again.

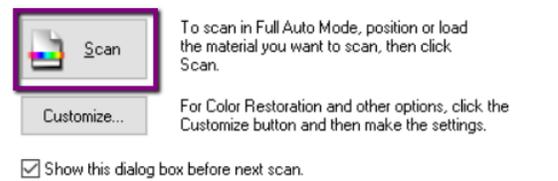


3. Scanning

After you have finished with the Customize settings, click **Scan**.

The scanner will automatically detect how many pictures are on the scan bed, and save them each individually.

When scanning is finished, the Epson will automatically close the software, and open the folder where it has saved your images. **Re-start the Epson Software** to scan more images.



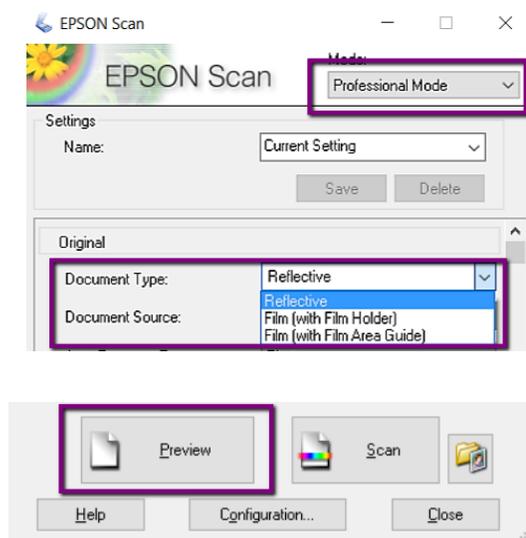
PART IV: USING PROFESSIONAL MODE

If you want to have full control over the image adjustment settings, and/or re-size your images while scanning, use **Professional Mode**.

Start by selecting your **Document Type**:

- **Photos:** choose **Reflective**
- **35mm Slides:** choose **Film with Film Holder**

Click the **Preview** button at the bottom. A new window will appear to the left with a preview of your scan.



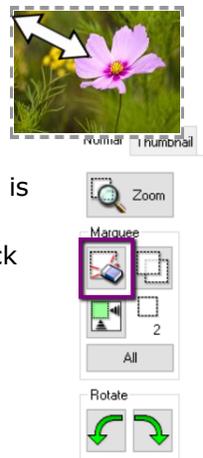
1. Selecting Your Image(s)

With professional mode, you need to tell the scanner **what parts of the scan to capture**, and – optional – **what size** you want them to be:

Option a) Keeping the Original Image Size

- Select it by holding your mouse over the top corner – the mouse should look like a **plus-sign (+)**.
- Click the top corner of the image and drag it to the bottom opposite corner, creating a **dotted line around your image** – this is called a “Marquee”
- If you need to erase a marquee, click on it to select it, and then click the **Erase** button

When you’ve done this for **all the images** you want, **skip to step 2.**

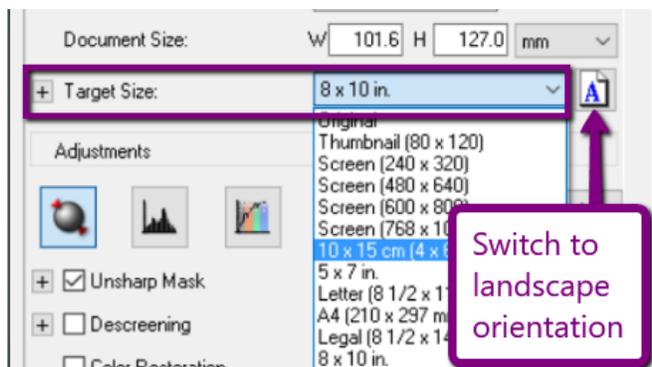


Option b) Re-sizing the Image

- In the **Scan Window**, click the **Target Size** drop-down.
- Choose the **size** you want your image to be (e.g. 4 x 6”)

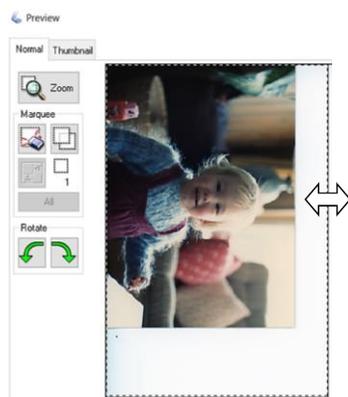
A dotted line in the **dimensions** of the size you’ve selected will appear on the preview screen.

Move and **Re-size** the dotted line around the picture, being careful not to change the actual dimensions



You may need to **switch the orientation** to landscape/portrait depending on how you put the picture on the scan bed (see image above).

Note that you may need to **crop** some of your image to **fit the new dimensions.**



Before (left): original frame for 4 x 6 dimensions, which needs to be moved and re-sized.

After (right): frame moved and re-sized over the photo; 4 x 6 dimensions requires some cropping.



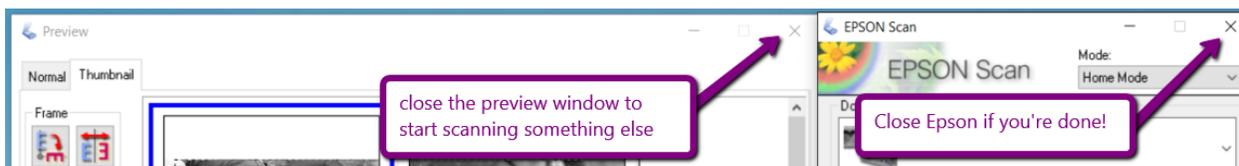
2. Scanning

If you are scanning more than one image, click the **All** button in the **Preview Window** to select them all.

Then, click the **Scan** button at the bottom of the Scan Window.



The **File Save Settings** menu will appear – click **OK**. When the scan is complete, **close the Preview Window** and repeat the process to scan a new batch, or close the Epson software entirely if you are finished.



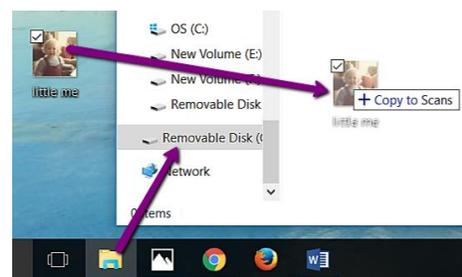
PART V: TRANSFERRING FILES TO PERSONAL STORAGE

As the Digitization Station will not retain any files on it once you have finished, make sure you transfer your files to your personal storage device!

To transfer, plug in your device. A window should open and show you the files on it.

If the windows doesn't pop up, open the **File Explorer** to view the files on your device – it is usually the **G Drive (G:\)**, and will likely say "Removable Disk" or "USB drive". Click your USB once to open and view its contents.

Then, locate the images you scanned on the Digitization Station Computer, and **drag and drop** them into your Removable Drive.



When the transfer is finished, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the "**Safely Remove Hardware...**" icon and choose "**Eject Mass Storage.**"

Then remove your storage device and enjoy!

