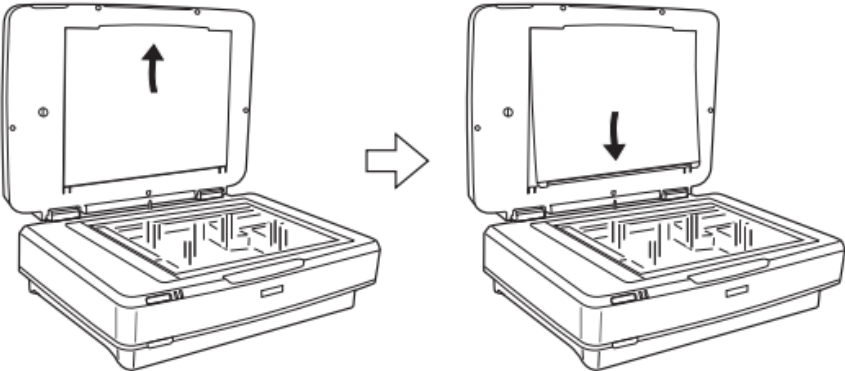
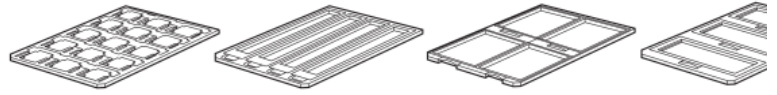


Scanning Negatives

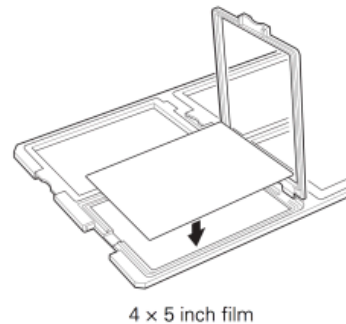
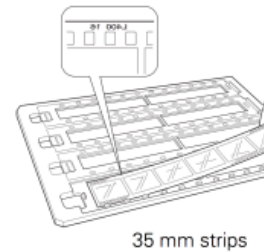
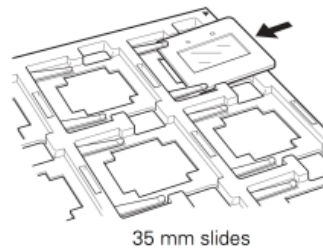
Step One	1. Put on a pair of nitrile gloves from Bin 2 2. Raise the lid on the scanner. 3. Remove the document map from the transparency unit by sliding it upward to free the bottom edge of the mat. Lower the mat to release the tabs at the top of the mat. 4. Place the mat in the holder on the top of the transparency unit.  The diagram consists of two line drawings of a scanner's transparency unit with its lid open. The left drawing shows an upward-pointing arrow inside the unit, indicating the mat is being raised. A large right-pointing arrow is between the two drawings. The right drawing shows a downward-pointing arrow inside the unit, indicating the mat is being lowered. 5. Use the puffer and microfiber cloths from Bin 2 to clean the glass surfaces of the transparency unit and the scanner.
Step Two	1. Clean negatives and slides with the air puffer. 2. Avoid touching the surface of slides or negatives with your fingers to prevent oil or dirt from damaging them.

Step Three

1. Insert your film or slides into the appropriate film holder from Bin 1. The bin contains film holders for 35 mm, 4x8-inch, and medium format negatives and 35mm slides.



2. Place the film holder on a flat surface, and open it.



3. Load the film glossy/shiny side down.
4. Align the film holder with the notch on the transparency guide on the scanner with the shiny side of the film facing down.

	 - For non-standard films sizes that do not fit in a holder, place the film directly on the scanner with the glossy side down and set the focus position to 0.0 in Epson Scan 2. - Note: DO NOT slide film holders on the scanner glass to avoid scratching it. - Close the lid of the transparency unit.
Step Four	- Open Epson Scan 2. - Select Photo Mode - Make the following settings on the Main Settings tab. - Document Source: Select Transparency Unit. - Document Type: Select Color Negative for negatives or Color Positive for slides. The B&W Negative setting is fine for most black and white negatives, but the Color Negative setting will preserve more of the color space. - Image Type: Choose 24-bit color. - Resolution: 2400 dpi is recommended (this is the highest optical resolution for the scanner). 100 dpi is sufficient for web-only uses, while 300 dpi is acceptable for most print purposes. Higher resolutions produce larger file sizes.

	e. Quality: High
Step Five	Set image the image format. For archival uses and editing, select TIFF. For the easiest sharing with other people, select JPEG
Step Six	1. Click the File Name dropdown box and choose settings. 2. Enter the prefix for your image - this should be descriptive so you can identify your image. If you have multiple images that will use this prefix, check the Use File Counter box and edit the number of characters and start number as desired. 3. Click Ok
Step Seven	Click the Folder dropdown box and set it to the Desktop. It is a good idea to create a new folder to hold your images.
Step Eight	1. Click the Preview button. 2. If the scanner does not recognize all of the negatives as individual images, check the thumbnail box at the top of the screen. 3. Select all of the images you want to scan. 4. Click Scan
Step Nine	1. Add metadata to each image by right-clicking on it and selecting Properties. 2. Choose the Details tab 3. Enter information in the Title, Subject, Tags, Authors, and Date Taken field by clicking on the field. 4. Click OK

Step Ten	Copy the exported file to your personal media - USB flash drive, SD card, or cloud storage.
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