

OKANAGAN REGIONAL
LIBRARY

digitization station

35MM NEGATIVES & FILMSTRIPS



DIGITIZING 35MM PHOTO NEGATIVES & FILMSTRIPS

With the Epson V800 Scanner

The Digitization Station uses the Epson V800 Perfection Colour Scanner with Epson Scanning Software to digitize photos, slides, documents, and variety of film types.



PART I: LAUNCHING THE SCANNER & SOFTWARE

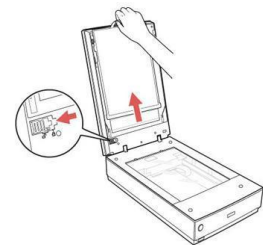
1. Turn on the Scanner – the button is on the front at the bottom left.
2. Launch the **Epson Scanning** Software on the desktop, and choose **Home Mode**:
Mode:



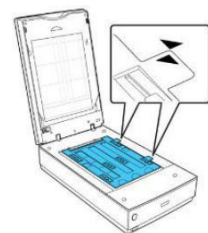
PART II: PREPARING YOUR MEDIA

Inserting 35mm Film Strips and Photo Negatives

1. Open the scanner. Remove the **Document Mat** insert by gently pulling handle up – hold the base so that it doesn't fall out onto the scan bed. Place the insert carefully on the table, white side up.
2. Choose the **35mm Photo Negatives holder**, and insert your film strips/negatives into it – see the PDF instructions on the desktop of the Digitization Station for help inserting your media into the holders.



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 film strip holder on the scanner with the points of the **arrows** facing each other, and so that the pegs on the holder fit in the holes next to the arrow. **Do NOT press it down** – it just needs to sit in place loosely.
4. Gently close the Scanner Cover.

PART III: PREVIEWING

1. Initial Settings & Preview

Document Type: select from Positive Film, Color Negative Film, or B&W Negative Film.

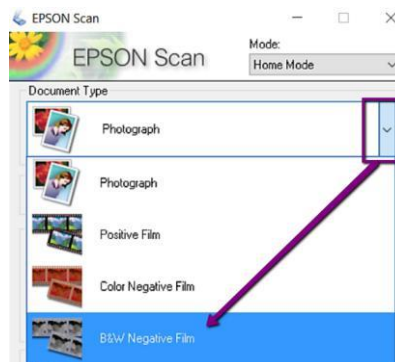
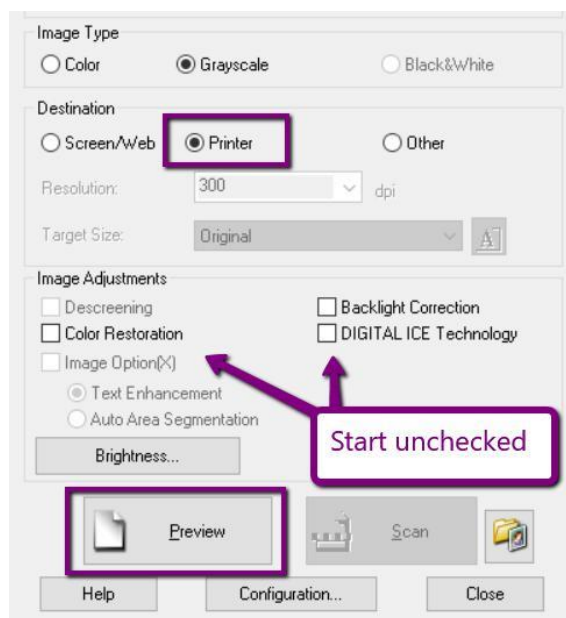


Image Type: will be automatically selected for you based on the document type.

Destination: Epson's Home Mode defaults to Printer-quality scans at 300dpi, but you can change to "other" and select a different dpi if you want.

Image Adjustments: are all unchecked by default, and it's often a good idea to start this way; then you can add them in during the preview phase if you really feel like your image requires them.

When you've finished with your initial settings, click **Preview**. The scanner will begin to create a preview of your image(s) in a **new window on the left**.



2. Adjusting the Scan Size

Each image in your preview window will have a dotted-line box around it – this is a "marquee" and **the area within it is what will be captured by the scanner**. You may need to move this box around to adjust the area that gets captured.

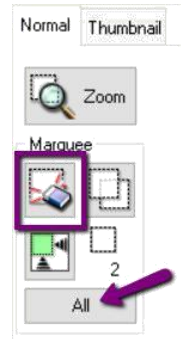
Note: this box defaults to **standard 4 x 6 dimensions**, so it may crop the edges of your image! **If the box is cropping off too much of your image...**

- i. Click the image to select it – a **blue box** will appear around it.

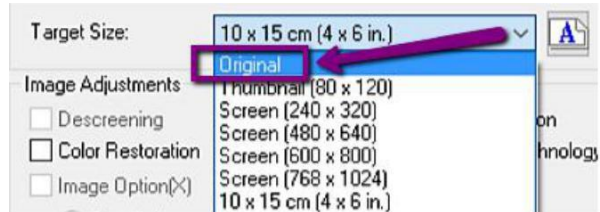


- ii. Click the **Erase** button – this just deletes the selected marquee(s), not the image itself.

If you want to delete **all** of the marquees at once, click **All**, and then **Erase**. But, you'll need to select an individual image again (to get the blue box around it) after this.



- iii. In the **Scan Window**, change the **Target Size** drop-down to **Original**



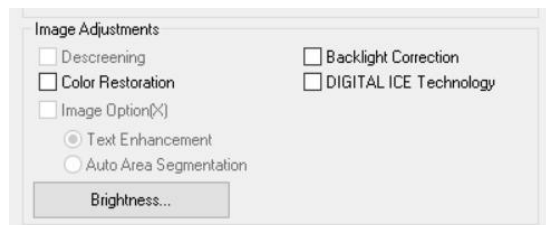
- iv. Return to the **Preview Window**, click on the top left corner of each image, and **draw a new marquee** on it by dragging your cursor across the image to the bottom opposite, until the dotted line fits over the entire picture.



Repeat for all remaining images without marquees.

3. Other Adjustments

If you want to add **image adjustments** to your scans, you can check the boxes next to **Color Restoration**, **Backlight Correction**, and/or **Digital Ice Technology** – DIGITAL ICE does basic image repair, if your original has scratches or other damage. When one or all of these are checked you can see the effect they will have on the images in your preview window.

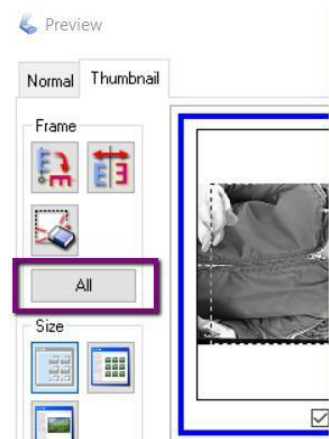


PART IV: SCANNING

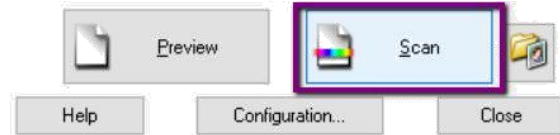
1. Select Images

To tell the scanner which images to capture, click the **All** button in the Preview window. This will put a blue box around all of the images that will be captured.

If there are any images in the preview windows that you don't want to scan, just **uncheck** them.



When you're ready, click the **Scan** button.



2. Save Location

Once you click **Scan**, the **File Save Settings** will appear.

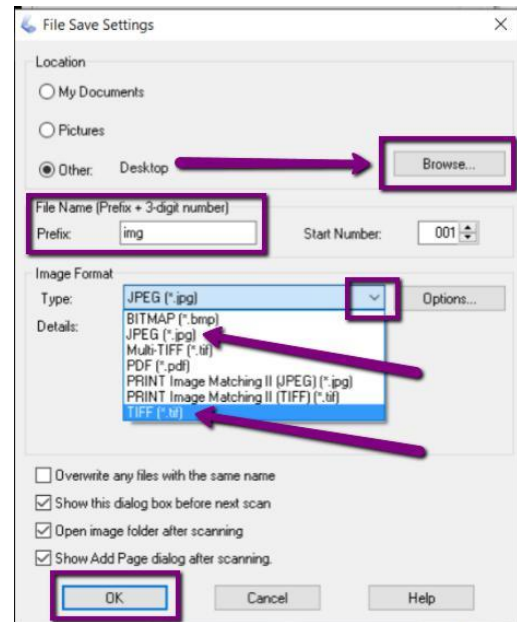
Select the **Location** where you want to save your scans – we recommend either the **Desktop** or your **Personal Storage Device**. To locate your device – click **Browse** (it will usually be the **G:/**)

3. File Format & Name

By default, all of your scans will be named "img" with a three-digit number after. You can choose a different **File Name** for your scans (e.g. "vacation"), or use the default "img."

Next, select the **file type** you want your images to be saved as by using the **Image Format > Type** drop-down menu.

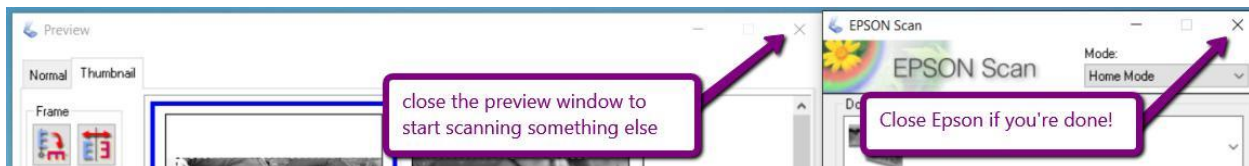
The most-used format for photos is JPEG – it's still a relatively good quality picture format, but maintains a small size so is easy to post to the web and send via email. But, if you require a higher-quality capture, you can choose TIFF – it will take much longer to scan though, and will produce very large files.



4. Click OK to start scanning.

Epson will begin scanning each image; each image will be in its own separate file, and they will be placed in whatever location (e.g. the Desktop or your Removable Disk) you specified.

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.



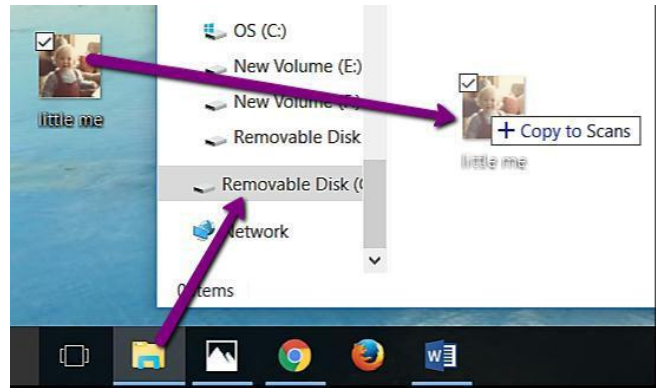
PART V: TRANSFERRING FILES TO PERSONAL STORAGE

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 **E Drive (E:\)**, 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!

