OKANAGAN REGIONAL LIBRARY

digitization station

NON-35MM NEGATIVES & FILMSTRIPS

DIGITIZING NON-35MM NEGATIVES & FILMSTRIPS

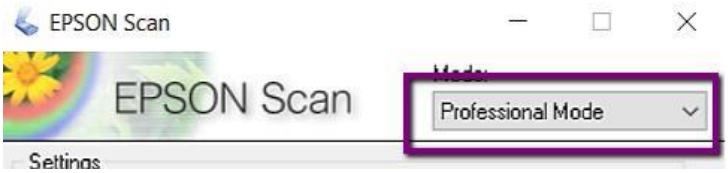
With the Epson V800 Scanner

While the Epson V800 comes with a set of film holders, they do not cover all sizes of negatives and film strips out there. Additionally, Epson's capture of the different varieties of 6cm negatives in the holder is not reliably accurate. This tutorial covers a work-around method of digitizing less common sizes of negatives and filmstrips when the film holders don't work.

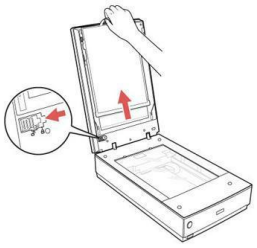
PART I: LAUNCHING THE SCANNER & SOFTWARE

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 **Professional Mode**



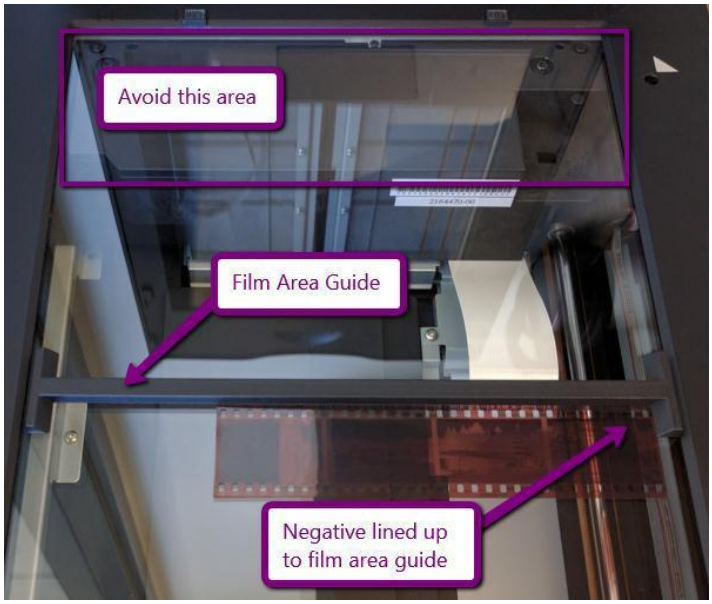
PART II: PREPARING YOUR MEDIA



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 mat gently to the side with the white side up.

2. Place the **Film Area Guide** on the scan bed at least **3 inches from the top** – if you put it right to the top the scanner's light won't reach it as there's a component in the way.

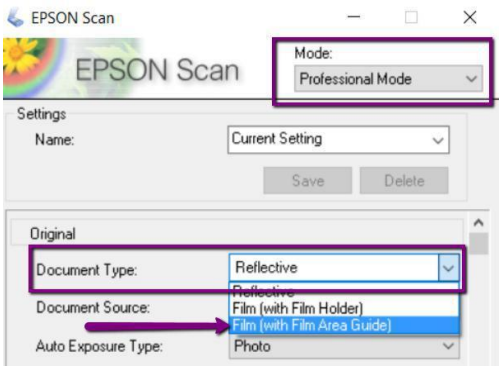
3. Then line your negative(s), **shiny side down** (emulsion side down), up to the corner of the guide.



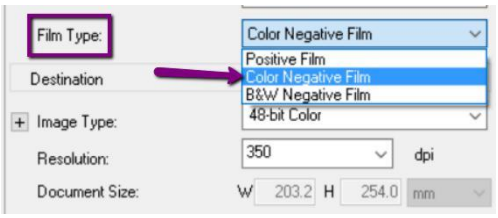
Gently close the Scanner Cover.

PART III: CREATING A PREVIEW

1. Original Settings



Document Type: select **Film (with Film Area Guide)**



Film Type: select whether your original is:

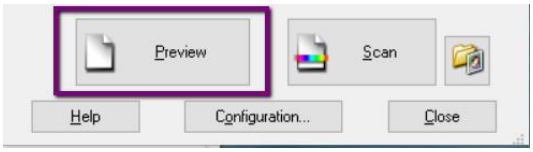
- **Positive**,
- **Color Negative**, or
- **Black & White Negative.**

2. Destination Settings

Image Type: for color film, select **48-bit Color**.

Resolution: Leave the resolution at **350 dpi**, 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.

3. Creating the Preview



Click the **Preview** button – at the bottom of the screen, next to the Scan button.

A new window with a preview of your scan will open next to the first scanning menu. The area guide will appear as a black or white line on the screen.

Don't worry if your images look darkened – you will correct this in the next steps.

PART IV: SELECTING THE SCAN AREAS

In Professional mode, you must tell the scanner **what parts of the preview to capture**, and **what size** you want them to be. The following steps need to be done for each individual image.

1. Drawing a Marquee

In the **Preview Window**, select an image by holding your mouse over the top corner of one – the mouse should look like a **plus-sign (+).**

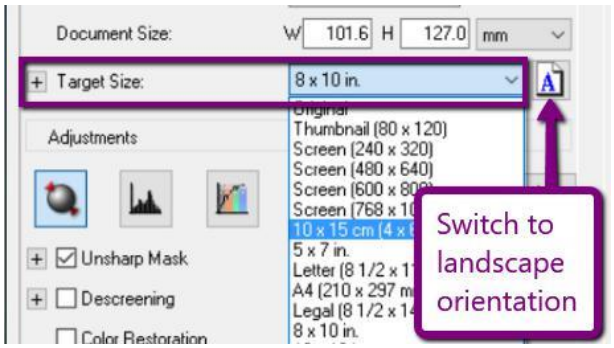
Click the top corner of each image, then hold and drag the mouse to the bottom opposite corner, creating a **dotted line around your image** – this is called a "Marquee"

The selected image should appear brighter now, and the dotted line will border it entirely. Use the mouse to adjust the dimensions of the marquee as needed.

2. Selecting the Target Size *(optional)*

Once you've got the image selected, return to the scan menu on the right.

You can either leave the **Target Size** on **Original –** the scanned version will be exactly the same size as the physical, which may be very small. Alternately, you can change the target size to something different, e.g. a standard **4 x 6 in.**



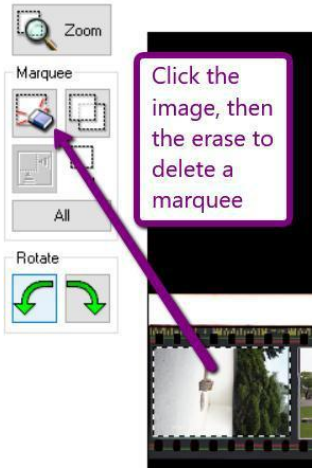
If you change from the Original size, you may need to **crop your image**(s) depending on how their dimensions line up with the new size you've selected. You may also need to change the **orientation** of the marquee, to landscape or portrait.

3. Repeat for all images

For each image in the preview window that you want to capture, you need to **individually**:

1. Draw the **Marquee**
2. Select the **Target Size**

If you make a mistake, you can click on a marquee (the dotted line will appear), click the **erase** button, and draw it again.

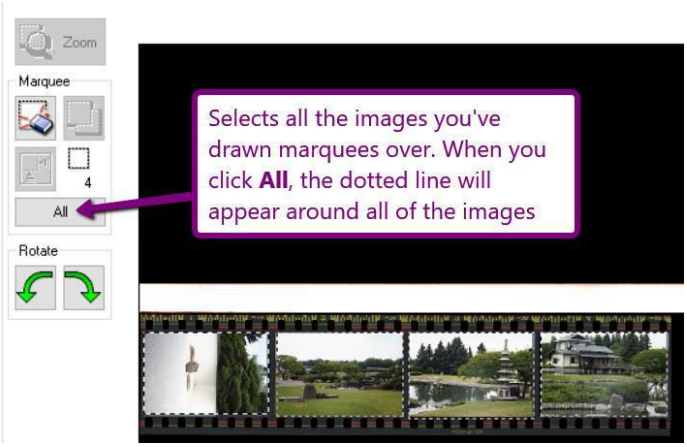


If there are any images in your scan that you don't want, just don't draw a marquee around them.

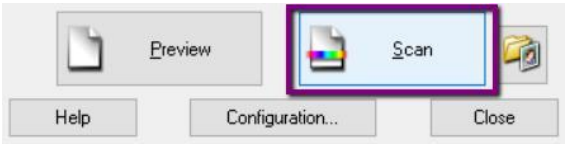
PART V: SCANNING

1. Select All Images

Once you've drawn all of your marquees and set a target size for them, select all of the images by clicking the **All** button.



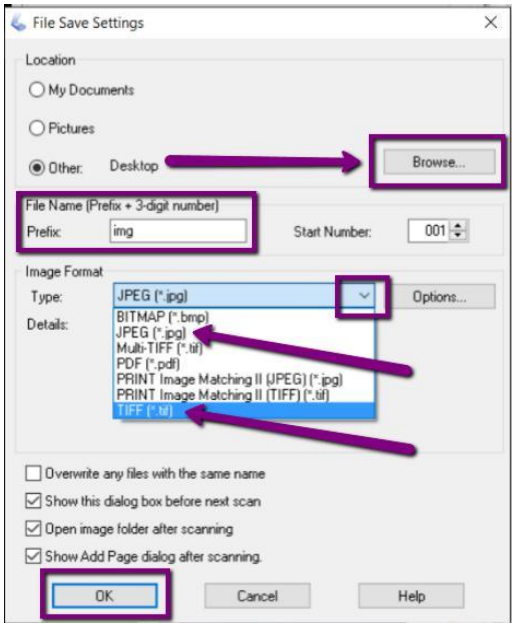
Then, click the **Scan** button at the bottom of the Scan Window.



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 **E:/**)



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 separately, and the images will be saved to the 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.

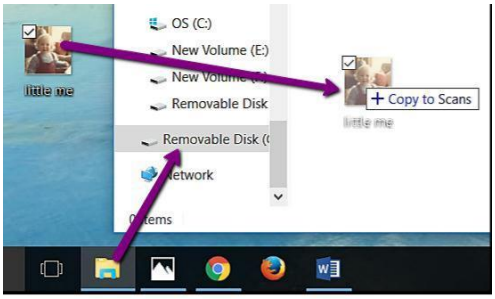
PART VI: TRANSFERRING FILES TO PERSONAL STORAGE

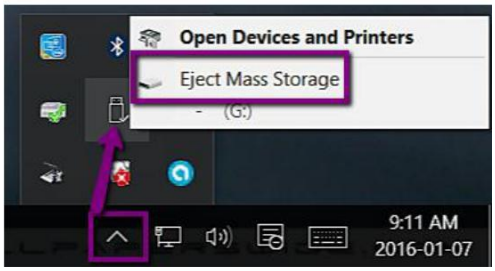
As the Digitization Station will not retain any files on it once you have finished, make sure you transfer your files to your personal storage device!

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!