



SCANNING SLIDES AND NEGATIVES

The Dundee Library now has a photo scanner that patrons can use to convert slides, negatives, and print photos to digital images. The scanner is located in Corner 68 along with our other conversion equipment. Below you'll see the procedures for using our scanner and the steps to convert slides and negatives.

Equipment

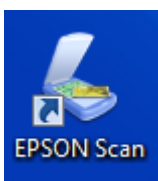
The library provides the following equipment:



- Scanner



- Slide/film trays



- Computer with EPSON Scan software

Patrons just need to bring in the slides/negatives/photos they want to convert and something to save the digital images onto, such as a flash drive or an external hard drive.

What can you convert?

Our scanner is able to convert the following:

- 35mm mounted slides
- 35mm negative film strips
- 6x22 cm medium format film
- Print photos (various sizes)

NOTE: You might be able to convert sizes other than the ones listed above but it will take more time because the scanner will not automatically pull each individual slide or image from the film strip so you would have to manually do it.

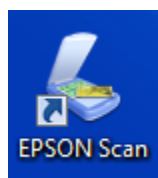
Using our scanner

To use our photo scanner, you must be 18 or older and must have a valid FRVPLD card. You will have to make an appointment to use the scanner and you can reserve up to 2 hours at a time. You can make an appointment by calling the Dundee Library and asking for the Information Desk, coming to the Information Desk in person, or emailing us at libraryhelp@frvpld.info.

Converting slides/negatives

The steps below show how to convert slides/negatives using our photo scanner. Before you start, make sure the scanner is turned on. The power button is on the right side of the scanner towards the back. A green light will illuminate on the front of the scanner when it is turned on.

1. Open the **EPSON SCAN** software on the computer by double clicking the icon on the desktop.



2. Lift the cover of the scanner and remove the document mat from the underside of the cover.



3. Select the appropriate film/slide tray and align the lettered tab on the tray with the matching lettered slot on the scanner so the tray is lying flat on the glass.

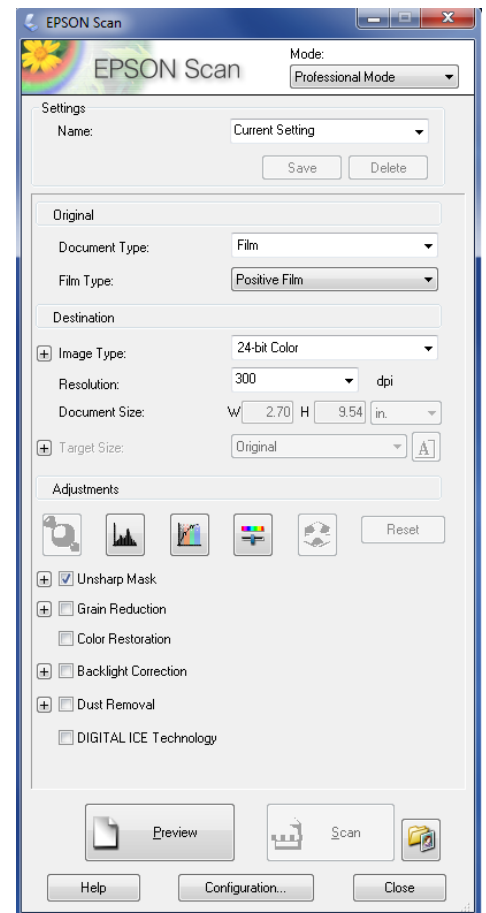


4. Insert the slides/film in the appropriate slot(s) of the tray. The shiny base side should be facing down. Your images should appear backwards on the side that faces up. You can insert 1 strip of medium format film, up to two 35mm film strips or up to 4 35mm mounted slides. Each scan takes approximately 1 minute, 13 seconds.

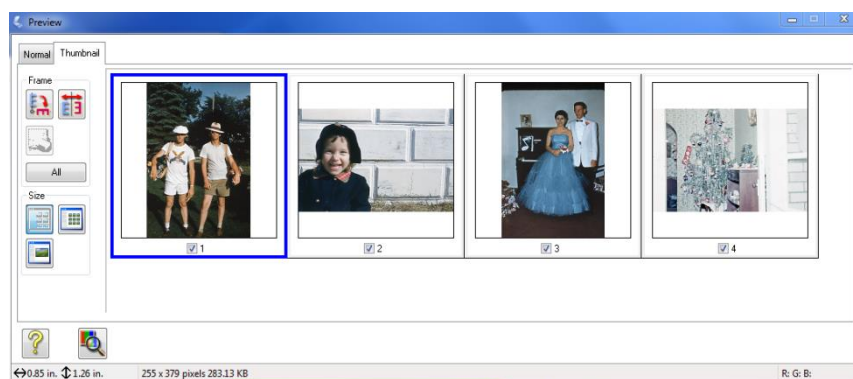


5. Close the lid once everything is in place.
6. In the EPSON Scan software, make sure it is in **PROFESSIONAL MODE**. You can change this using the drop down menu on the top right corner.

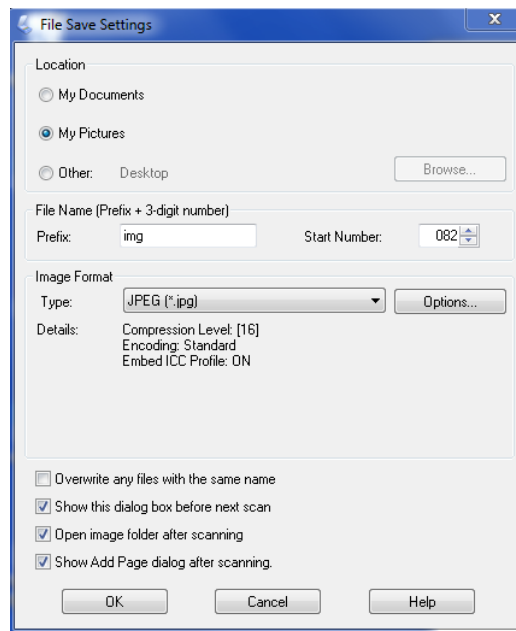
7. Now we need to change some of the settings:
 - a. Document Type: choose **FILM** for negatives and slides
 - b. Film Type: choose **POSITIVE FILM, COLOR NEGATIVE, or B&W NEGATIVE** depending on the kind of film or slides you're working with.
 - c. Image Type: there are several color, grayscale, and black & white options. Choose what fits best with the film or slides you're scanning.
 - d. Resolution: Choose which image resolution you want to use. Higher dpi means better quality. 300 dpi is the standard resolution used to get good quality images.
 - e. Adjustments: In this section there are various special effects/features you can use to further improve the quality of your images, such as grain reduction, color restoration, and dust removal. You'll have to play around with these effects to see how they affect your images.



8. Click on the **PREVIEW** button to get a preview scan of your slides/film.
 - You have to do a preview first before you can do the final scan
 - When the preview window comes up, you'll see separate images for each of the slides or each photo on the film strip.
 - You can choose to continue with all of the images or select specific ones.
 - Once the preview window opens up with your images, the **SCAN** button will light up (instead of being grayed out as it was before)



9. Take a look at the **TARGET SIZE** setting in the EPSON Scan software (below “Resolution”). It was grayed out before but now that we’ve done a preview, this setting is now available to adjust. This allows you to choose what size you want the final image to be. You need to pick a size (if you want a size other than the original size) before clicking on scan.
10. Once you’re ready to do the final scan and save your images, click on the **SCAN** button. A **FILE SAVE SETTINGS** window will open up. You can set up where you want to save your files, what you want to name your files and there will be a numbering sequence so the photos will sort in the order that you scan them. You can also choose what file format you want to save the images as, i.e. JPG, PNG. Once you’ve chosen your settings, click **OK** and your slides/negatives will get scanned; after a minute or so the folder you chose to save the images in will open so you can see how they came out.



Make sure you save your photos onto a flash drive or external hard drive because they will not stay on our computer. You can scan them on to our computer and then copy and paste them from our computer to your drive, though.

If you need further assistance, please don't hesitate to:

- Email or call Sean Plagge, Adult Services Librarian, at splagge@frvpld.info or 224-699-5837.

Also don't forget that all of the services offered by the library are free of charge. You can check out a full list of our computer classes by:

1. Going to www.frvpld.info
2. Hovering over **Events**
3. Clicking on **Computer Classes**