- How to Scan Slides with the Epson Scanner
- How to Scan 35mm Negatives with the Epson Scanner
- How to Scan 110/16mm Slides with the Epson Scanner

How to Scan Slides with the Epson Scanner

1. Ask for the slide adapter from the New Media Assistant
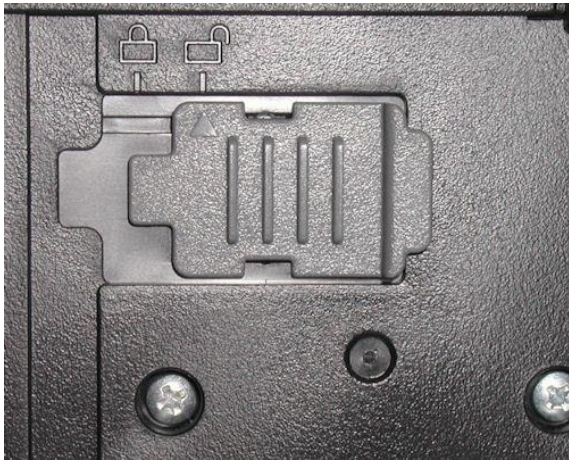

2. Make sure you are using the PC.

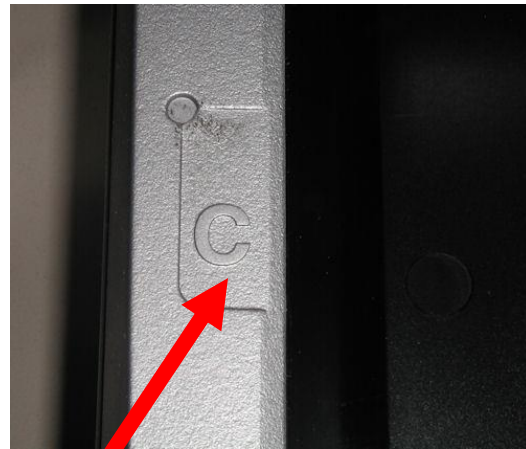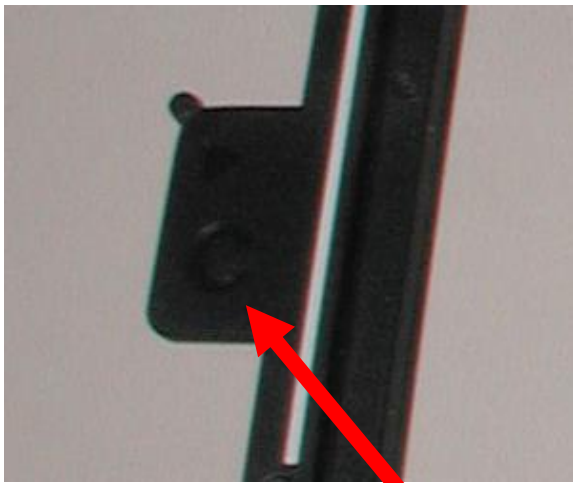3. Remove the white document mat by gently sliding it up

Slide this up to expose this

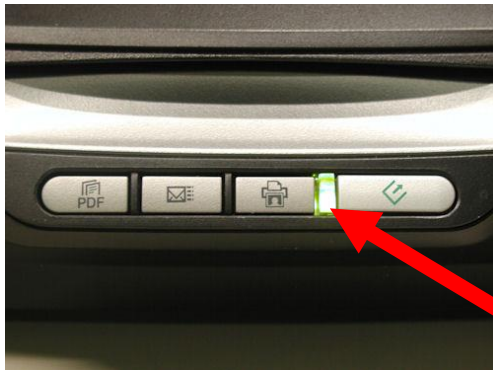4. Make sure transparency lock is unlocked

5. Put the slide adapter on the scanner bed so that the "C" tab is in the "C" spot

Rest this tab in this indent

6. If the green light on the front of the scanner is not lit, turn the scanner on using the switch on the right side.
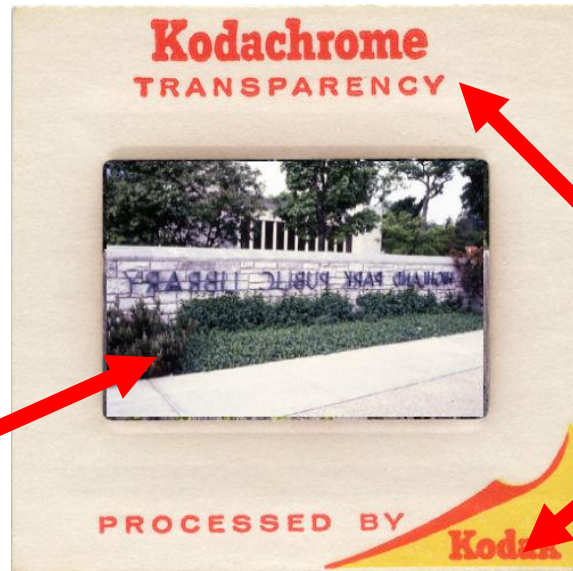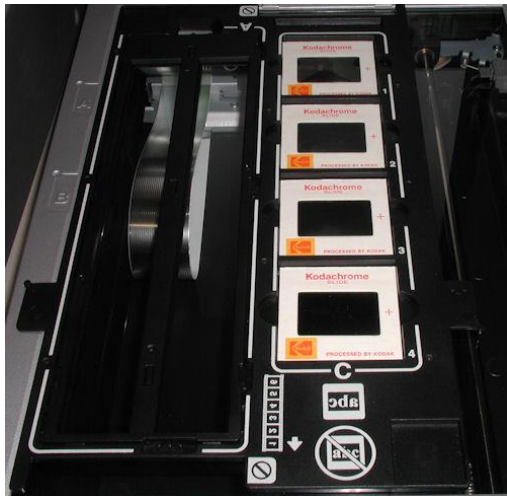

Green Light

Power Switch

7. Determine which side of your slide is the front

   a. The front of slide usually says "THIS SIDE TOWARD SCREEN" or has the manufacturers name or logo on it. When there is text on the slide the front of the slide will show the reverse image.
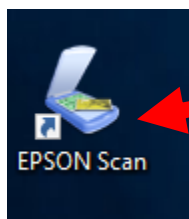

Text is reversed

8. Place up to four slides in tray with the fronts of the slides up and close the scanner cover.
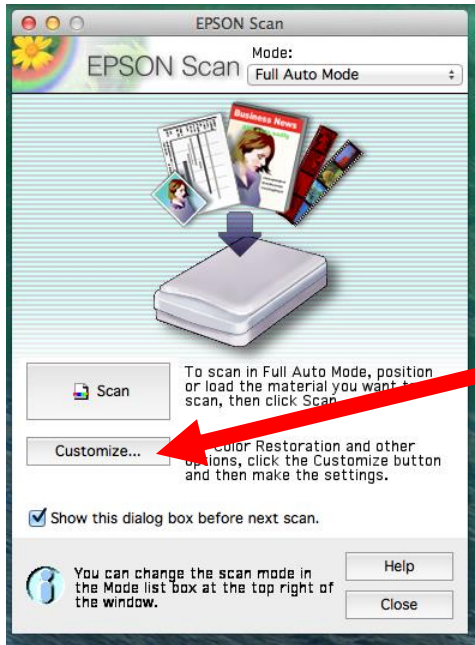

9. Click on the EPSON Scan icon on the desktop
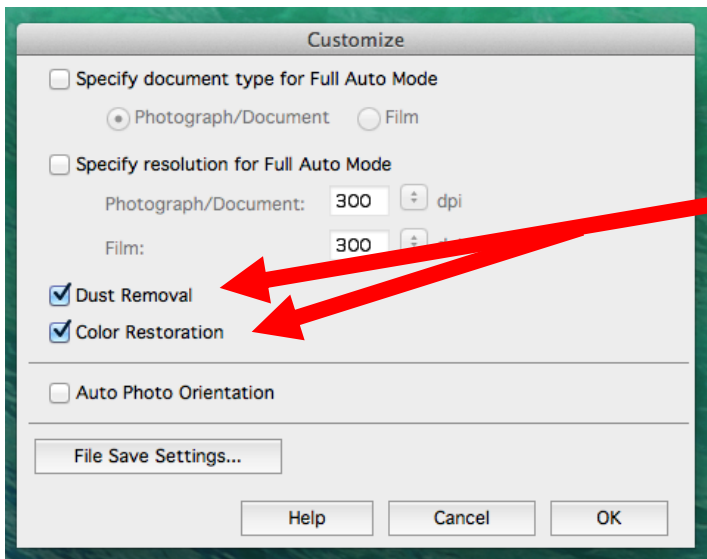

Click Here
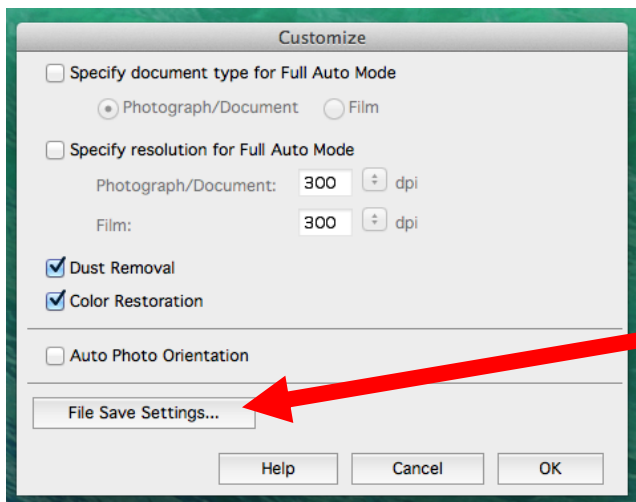
10. The scanner window will open

11. Click "Customize"

Click Here

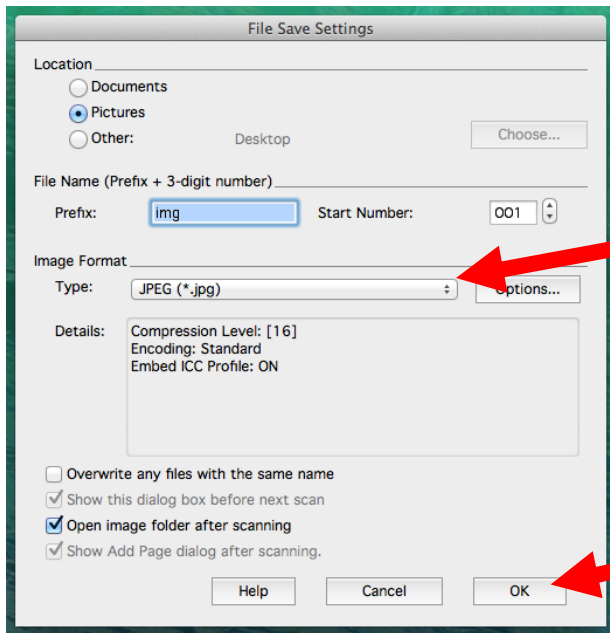12. We recommend you check "Dust Removal" and "Color Restoration"

Check These

13. If you want to change your image format click "File Save Settings…"
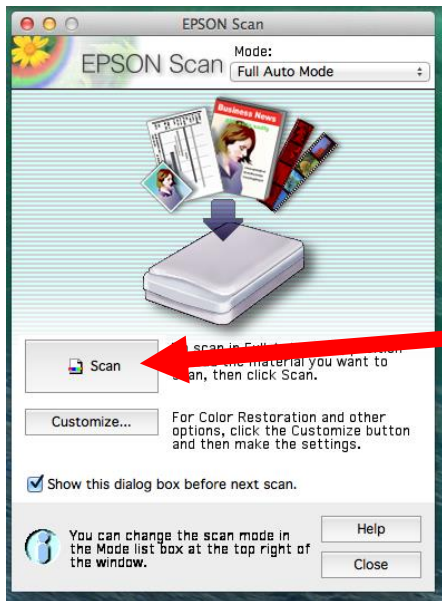

Click Here

14. Chose the format you prefer and click "OK" when you are done

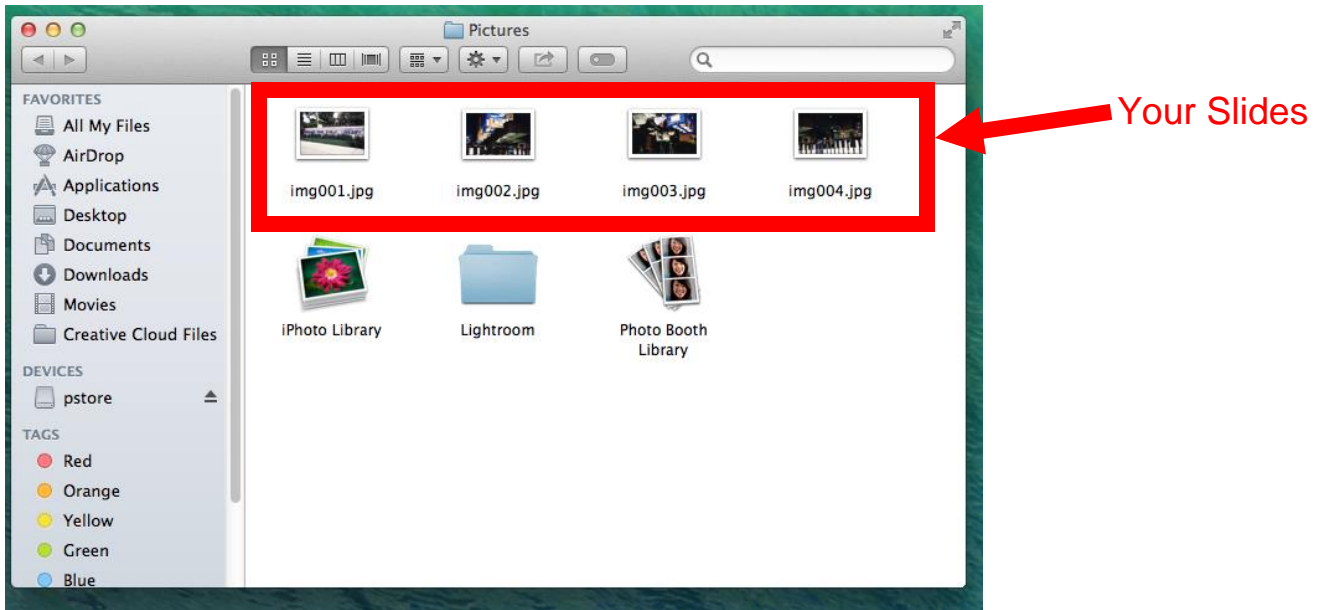Choose from Dropdown Menu

Click Here

15. Click "Scan"

Click Here

16. Slides will show in the scanner window as they are scanned

17. The pictures folder will pop up after the first slide has been scanned

Your Slides

18. Click on a slide to open it in Photos and confirm it scanned properly
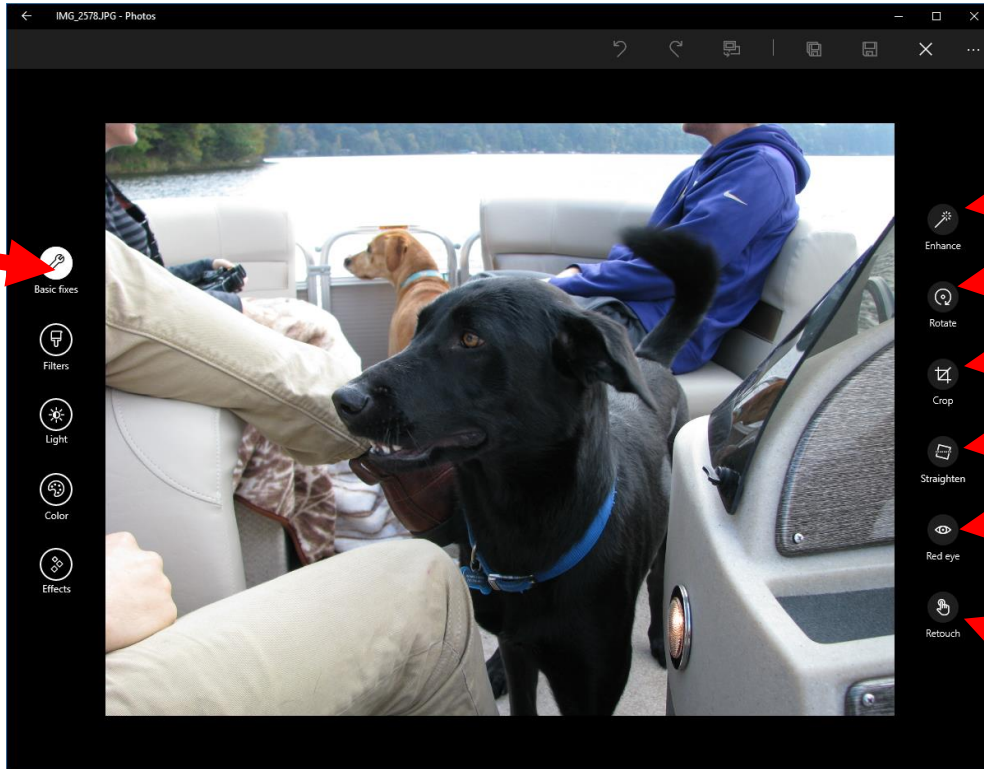
19. If your slide was put in upside down use the rotate tool to turn it right side up.

Rotate Tool

20. Photos has some other basic editing and effects tools. Click on the pencil to open these tools

Pencil

Basic Editing

Quick Fix
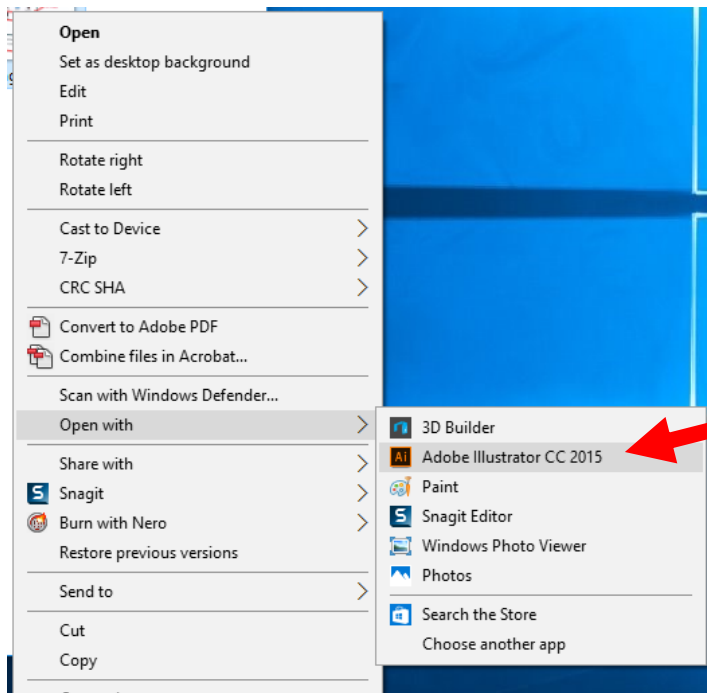
Rotate

Crop

**Straighten**

Red Eye Repair

Blemish Remover

21. If your slides were scanned in reverse and your images are now mirror images right click on the slide image you want to correct and choose Open with>Adobe Illustrator CC 2015

Click Here

22. When your slide opens in Illustrator choose Object>Transform>Reflect… In the pop up box Choose Vertical and click OK. Your image will be corrected.
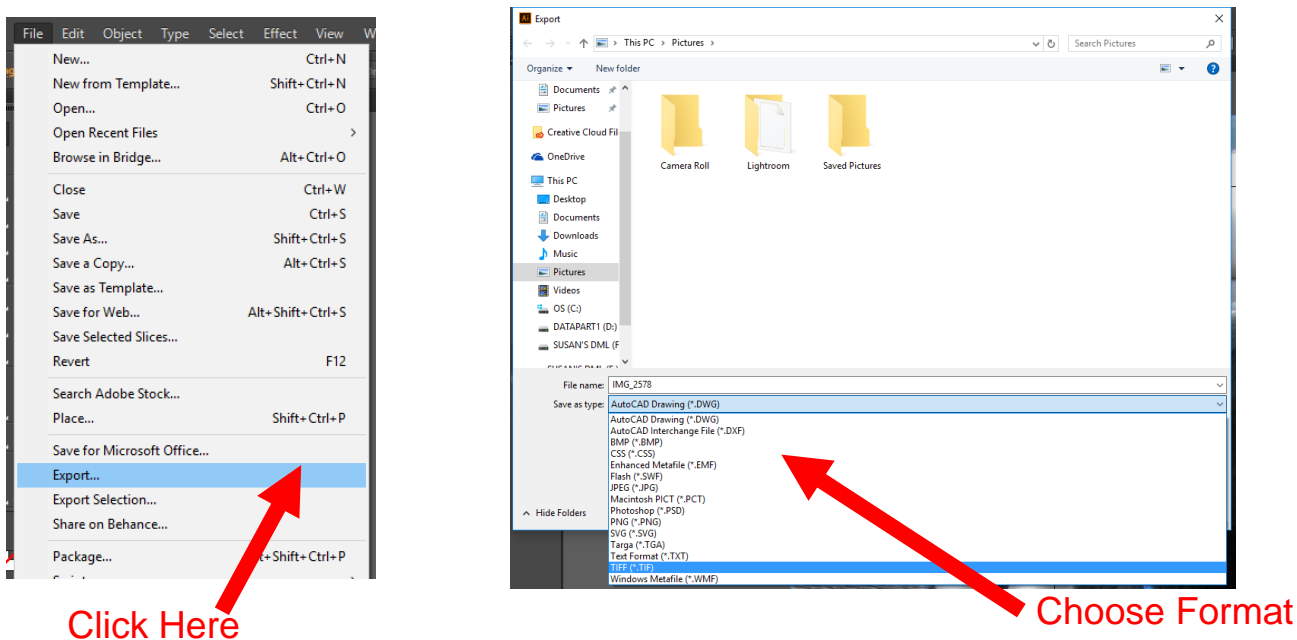

Click Here

Choose This

Click Here
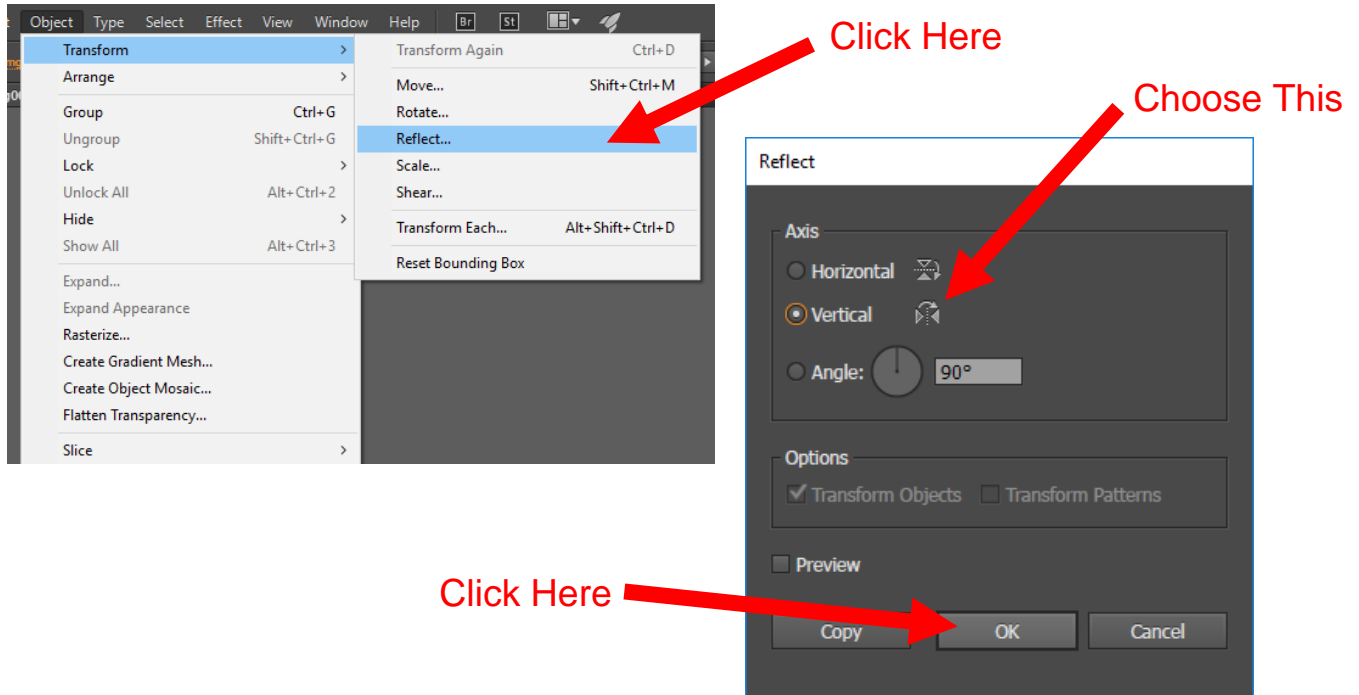
This

Becomes This

23. Save your corrected image by clicking File>Export… and choosing the format you would like your slide to be saved as from the dropdown and click OK.

Click Here

Choose Format

24. Repeat steps 7 – 15 until you have finished scanning all your slides

25. Save your slides to the storage device of your choice

26. Carefully put the white document mat back on by gently sliding it back down until it locks

There Are 4 Locks

27. Return the slide tray to the reference desk.

How to Scan 35mm Negatives with the Epson Scanner

1. Ask for the slide adapter from the New Media Assistant
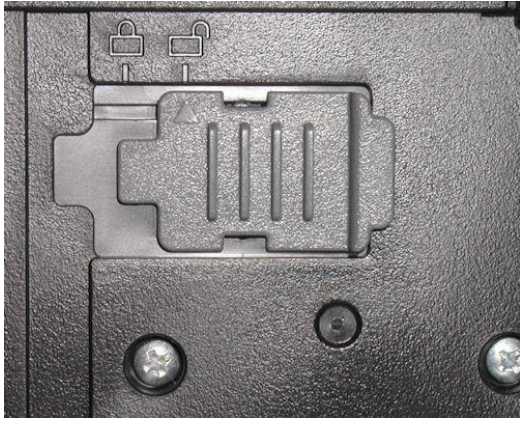

2. Make sure you are using the PC.

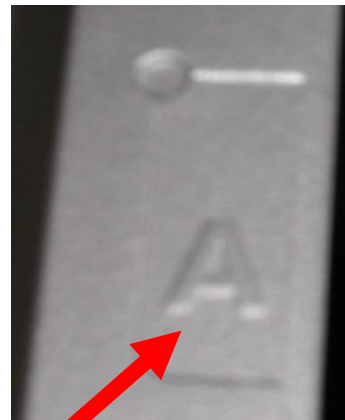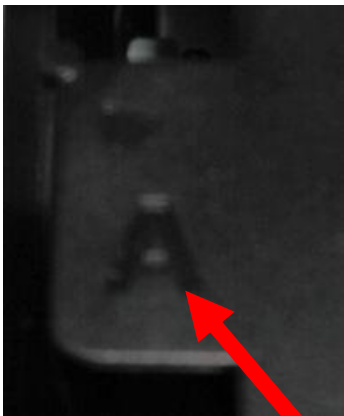3. Remove the white document mat by gently sliding it up

Slide this up to expose this
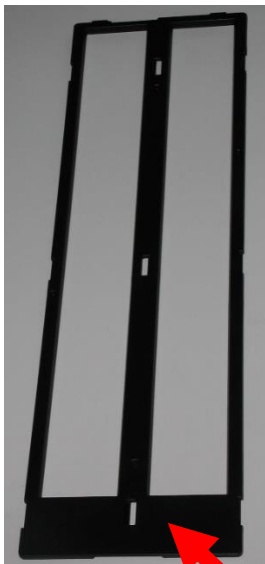
4. Make sure transparency lock is unlocked

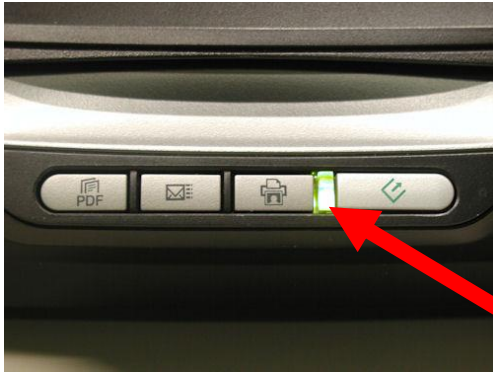5. Put the adapter tray on the scanner bed so that the "A" tab is in the A" spot

Rest this tab in this indent

6. Carefully remove the top piece of the adapter from the bottom

Remove This from This

7. If the green light on the front of the scanner is not lit, turn the scanner on using the switch on the right side.
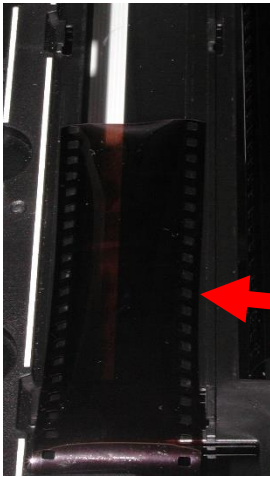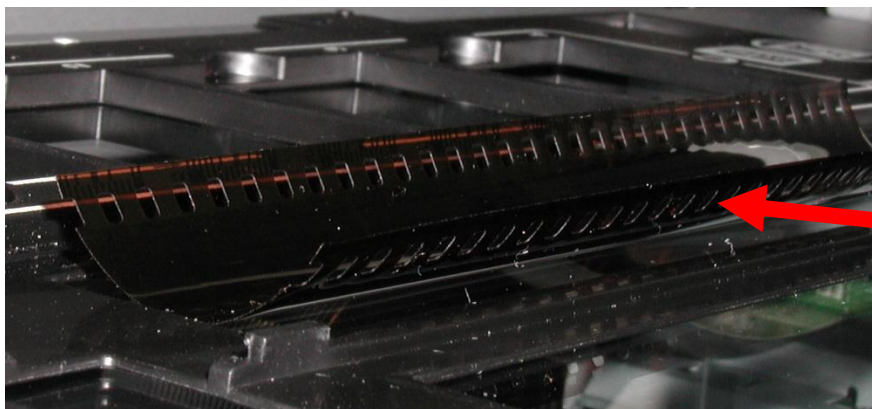

Green Light

Power Switch
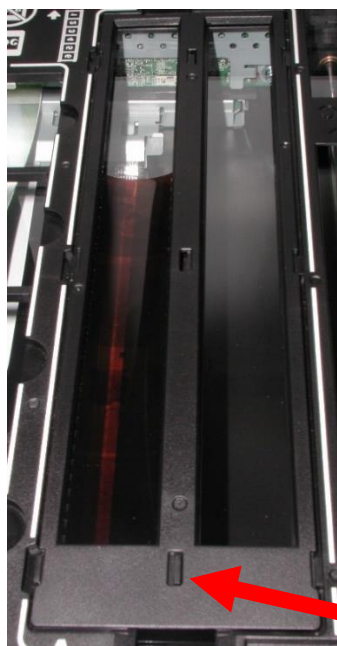
8. Place your negatives in the tray

Negatives will fit in slot

9. If your negatives are very curled put them in the tray concavely (like a bowl). Don't worry if they are in upside down, reversed images can be fixed later.
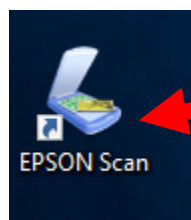

Negative looks like a bowl

10. Put the top part back on to hold your negative in place.

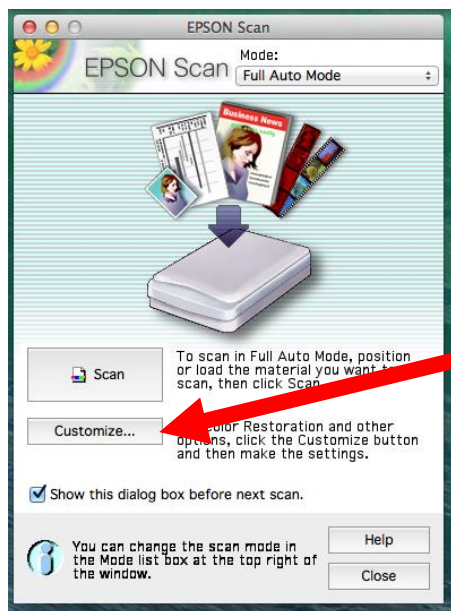Tabs will lock in slots

11. Close the scanner cover

12. Click on the EPSON Scan icon on the desktop
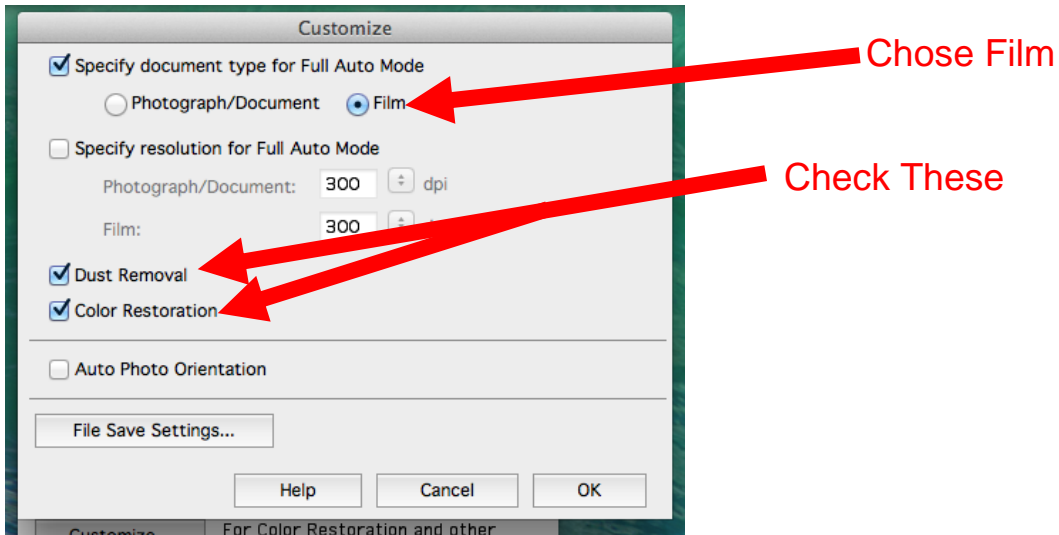

Click Here

EPSON Scan

13. The scanner window will open

14. Click "Customize"
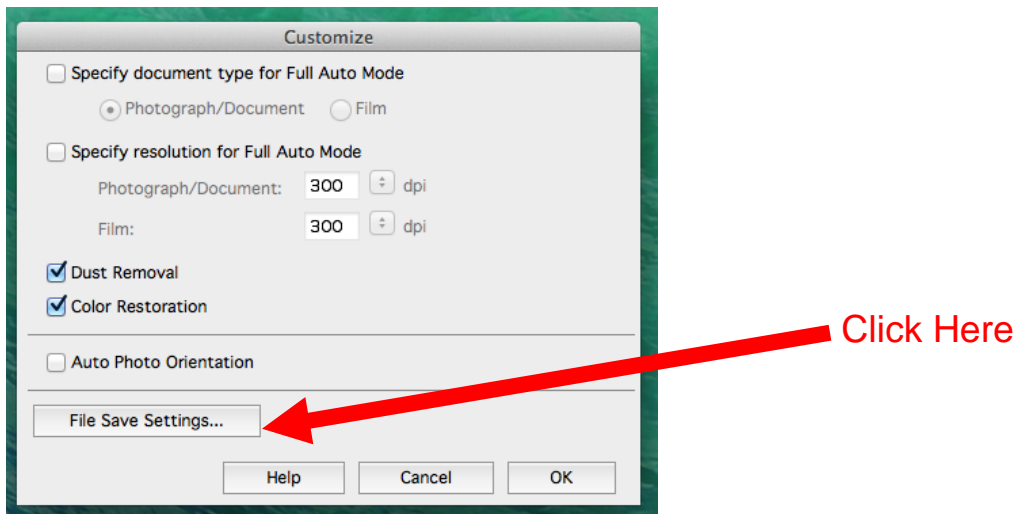

Click Here
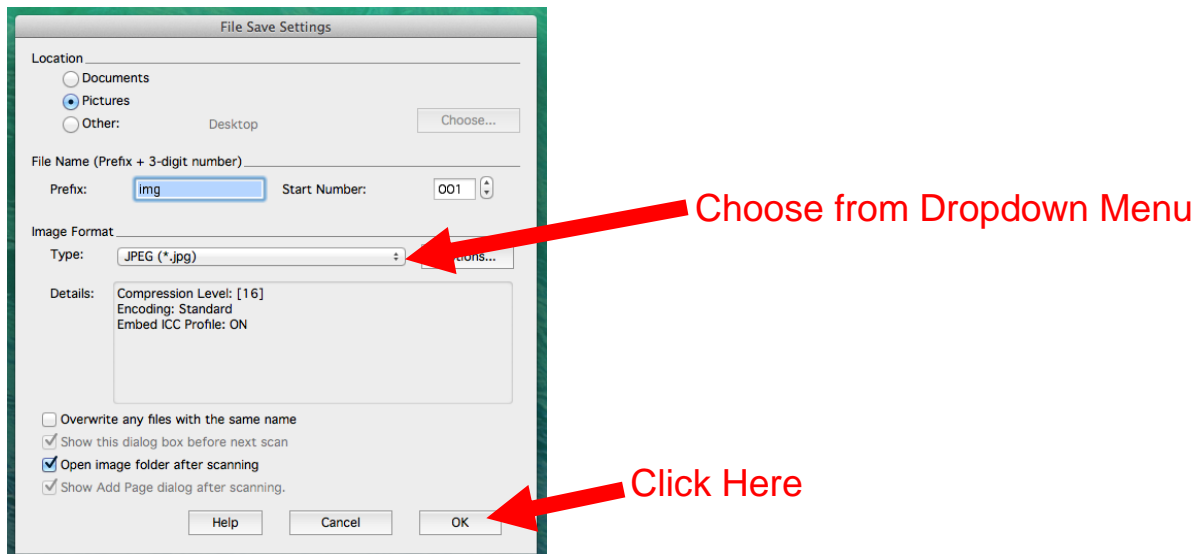
15. Select the "Film" radio button. We recommend you also check "Dust Removal" and "Color Restoration" then click "OK"
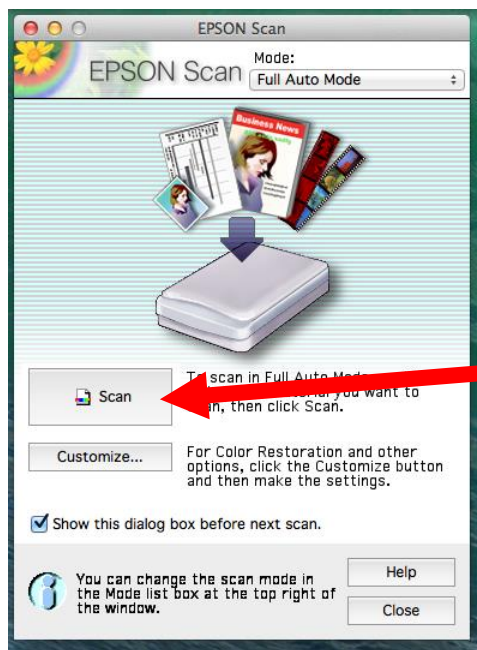

Chose Film

Check These

16. If you want to change your image format click "File Save Settings…"

Click Here

17. Chose the format you prefer and click "OK" when you are done

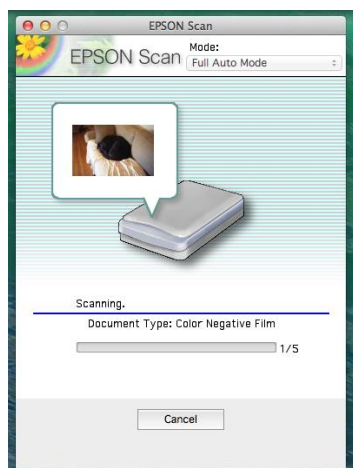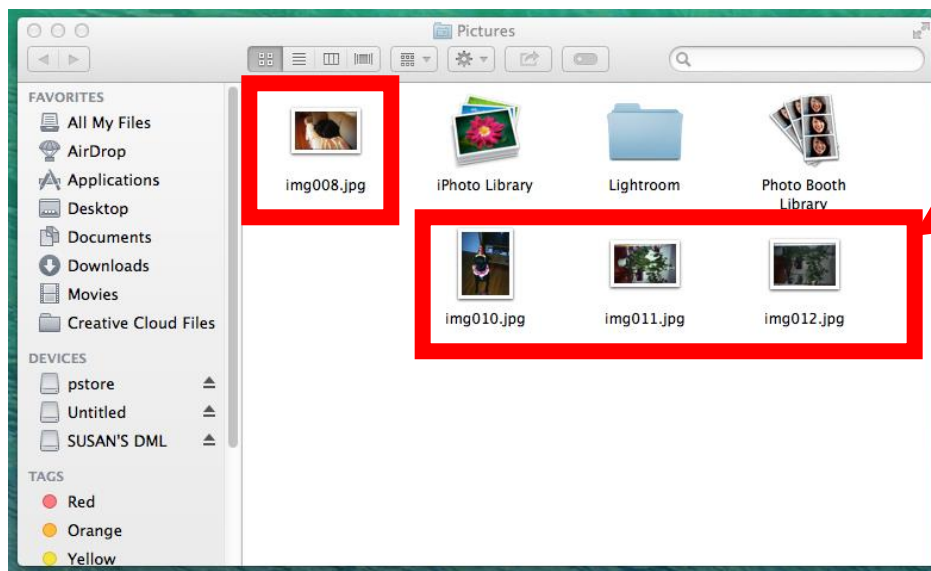Choose from Dropdown Menu

Click Here

18. Click "Scan"

Click Here

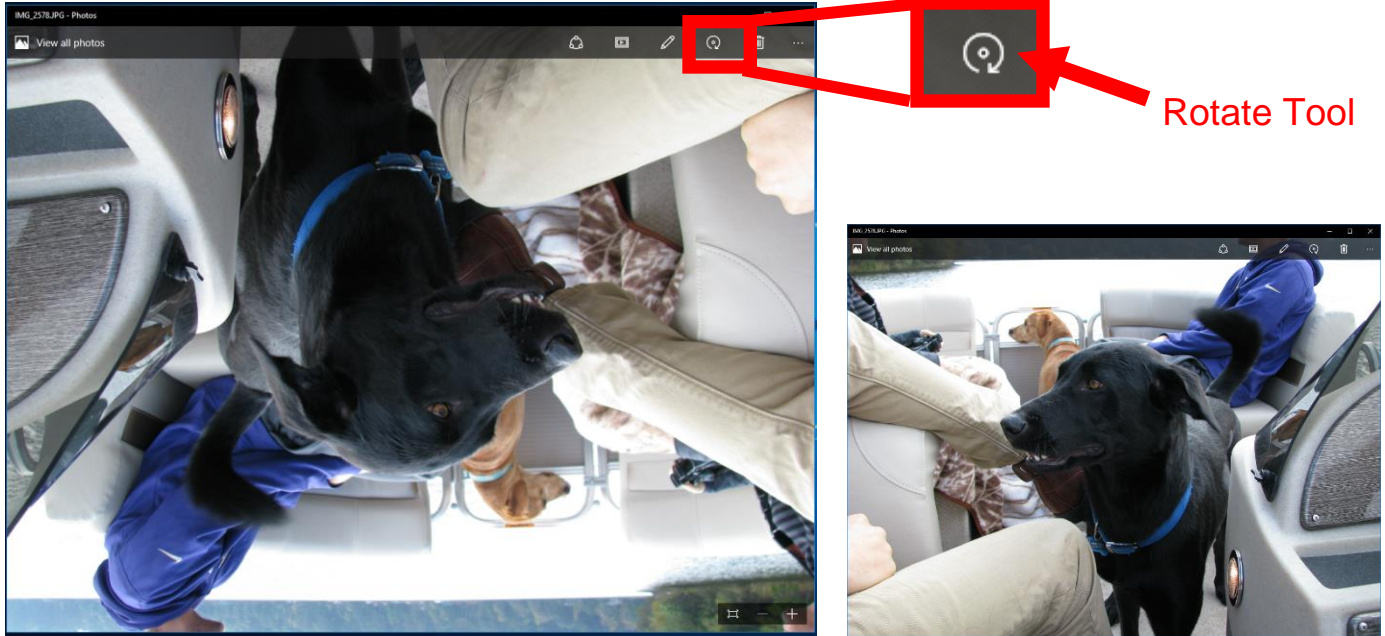19. Photos will show in the scanner window as they are scanned

20. The pictures folder will pop up after the first slide has been scanned

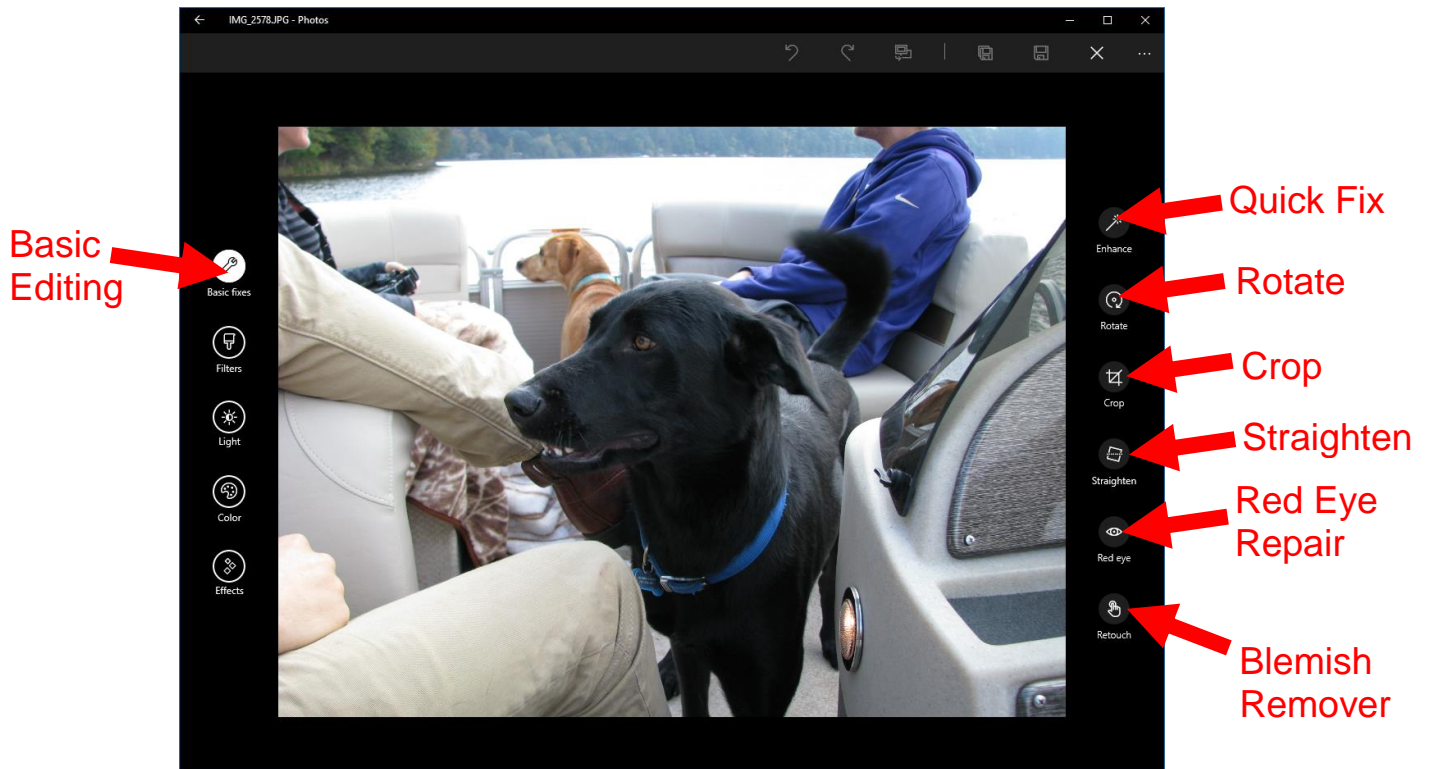Your Photos

21. Click on your photos to open them in Photos and confirm they scanned properly

22. If your negative was put in upside down use the rotate tool to turn it right side up.
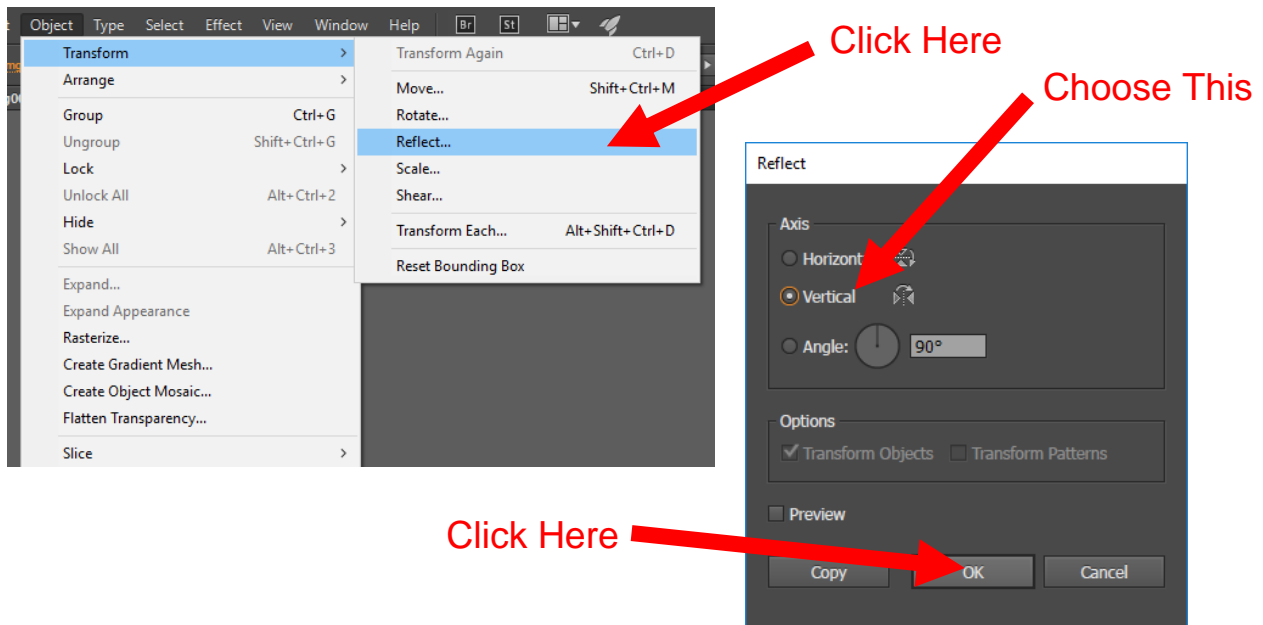

Rotate Tool

23. Photos has some other basic editing and effects tools. Click on the pencil to open these tools

Pencil

Basic Editing

Quick Fix

Rotate

Crop

Straighten

Red Eye Repair

Blemish Remover

24. If your negatives were scanned in reverse and your photos are now mirror images right click on your image file and choose Open with>Adobe Illustrator CC 2015

Click Here → (pointing to Adobe Illustrator CC 2015)
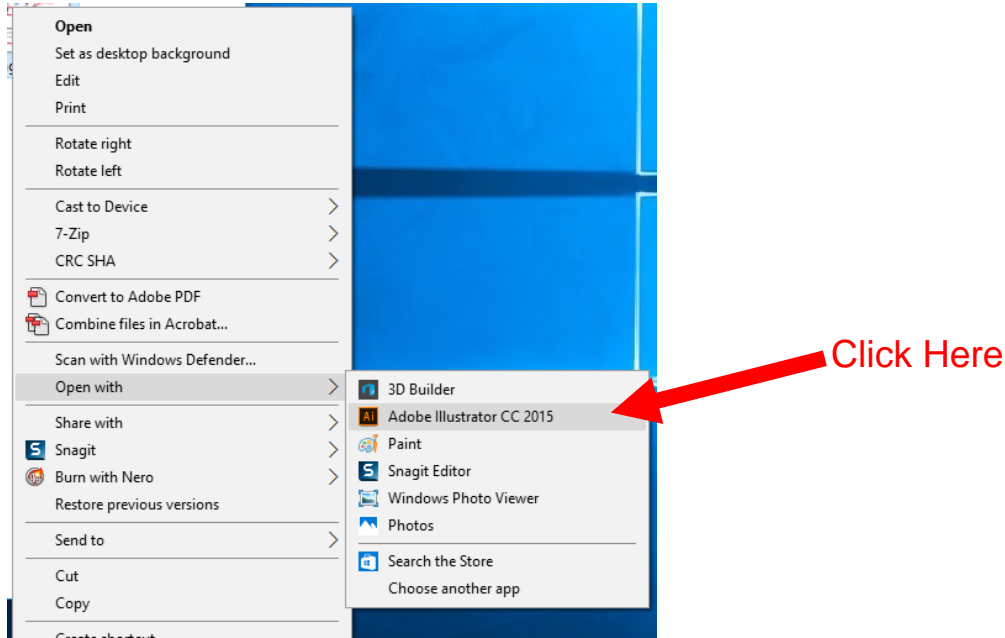
25. When your photo opens in Illustrator choose Object>Transform>Reflect… In the pop up box Choose Vertical and click OK. Your image will be corrected.
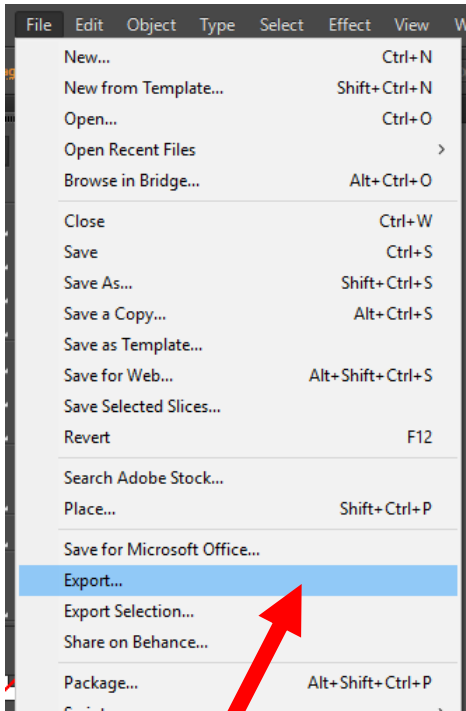

Click Here → (pointing to Reflect…)

Choose This → (pointing to Vertical)

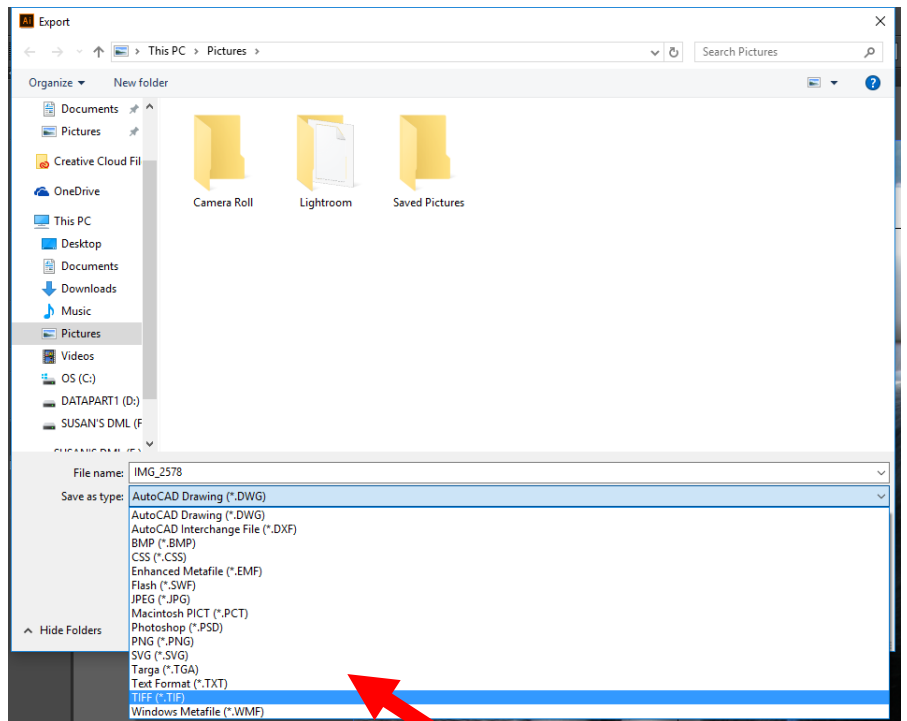**Click Here** → (pointing to OK)

This   **Becomes This**

26. Save your corrected image by clicking File>Export… and choosing the format you would like your photo to be saved as from the dropdown and click OK.

Click Here

Choose Format

27. Repeat steps 8 – 18 until you have finished scanning all your negatives

28. Save your scanned negatives to the storage device of your choice

29. Carefully put the white document mat back on by gently sliding it back down until it locks

There Are 4 Locks

30. Return the adapter tray to the New Media Assistant

How to Scan 110/16mm Negatives with the Epson Scanner

1. Ask for the slide adapter from the New Media Assistant
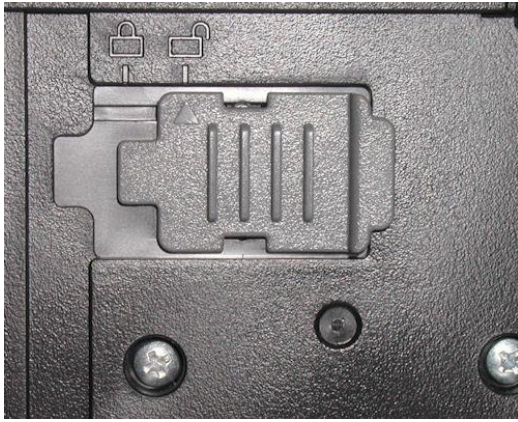

2. Make sure you are using the PC.

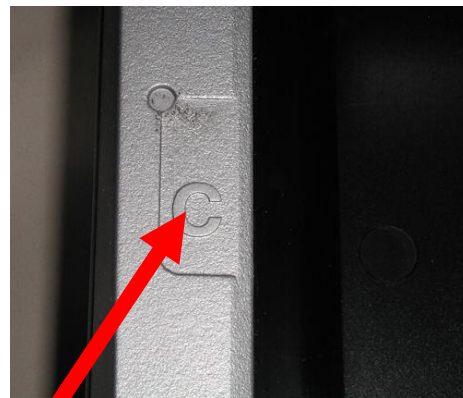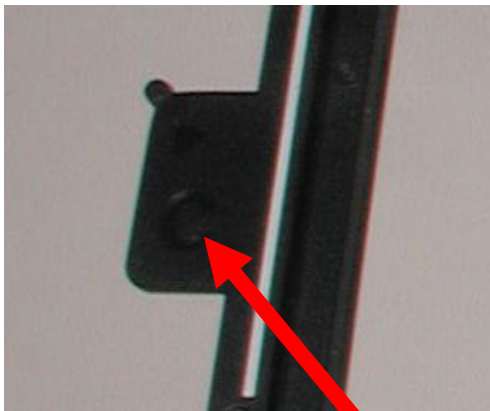3. Remove the white document mat by gently sliding it up

Slide this up to expose this
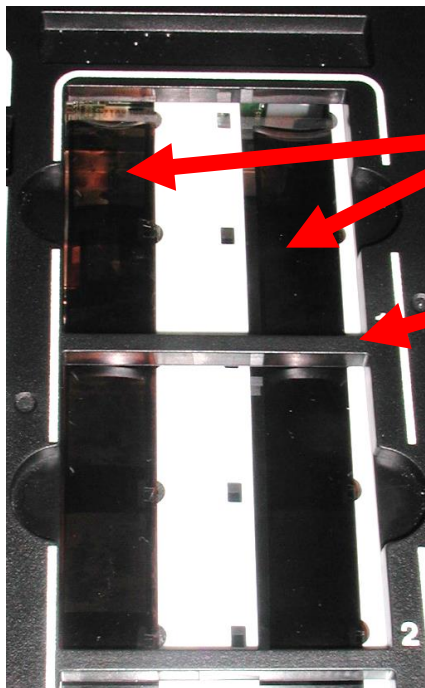
4. Make sure transparency lock is unlocked

5. Put the slide adapter on the scanner bed so that the "C" tab is in the "C" spot
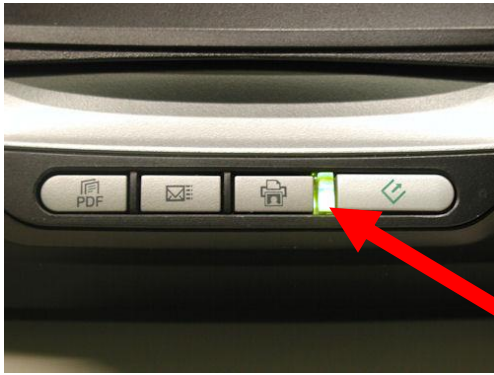

Rest this tab in this indent

6. Place your negatives under the SLIDE holder so that two negatives from each strip are showing in each slide opening. You can scan up to 16 shots at once.

Negatives Under Slide Holder

Bar Fits Between Photos 2 and 3

7. If the green light on the front of the scanner is not lit, turn the scanner on using the switch on the right side.
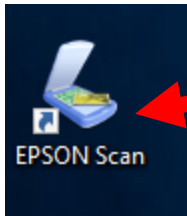

Green Light

Power Switch

8. Close the scanner cover

9. Click on the EPSON Scan icon on the desktop
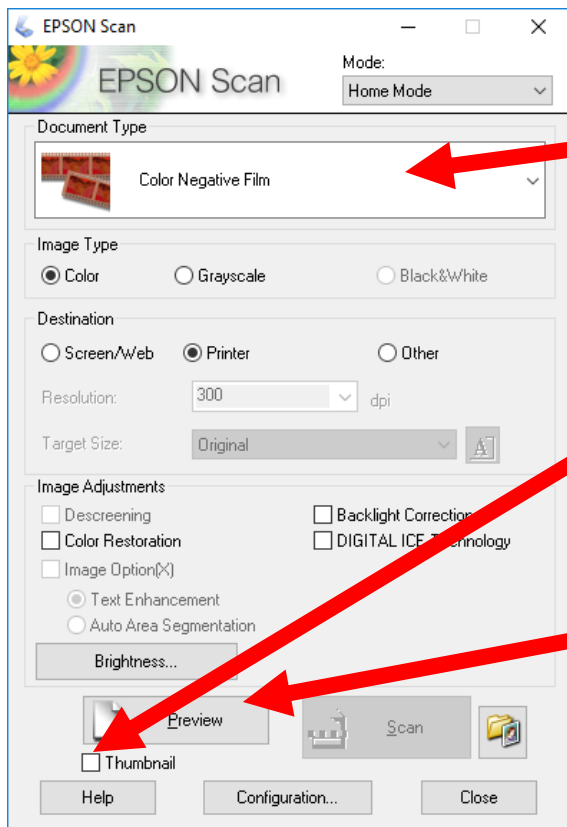

Click Here

10. The scanner window will open

11. Choose "Home Mode"

Click Here

12. Select Color Negative Film and uncheck the Thumbnail box. Then click Preview.
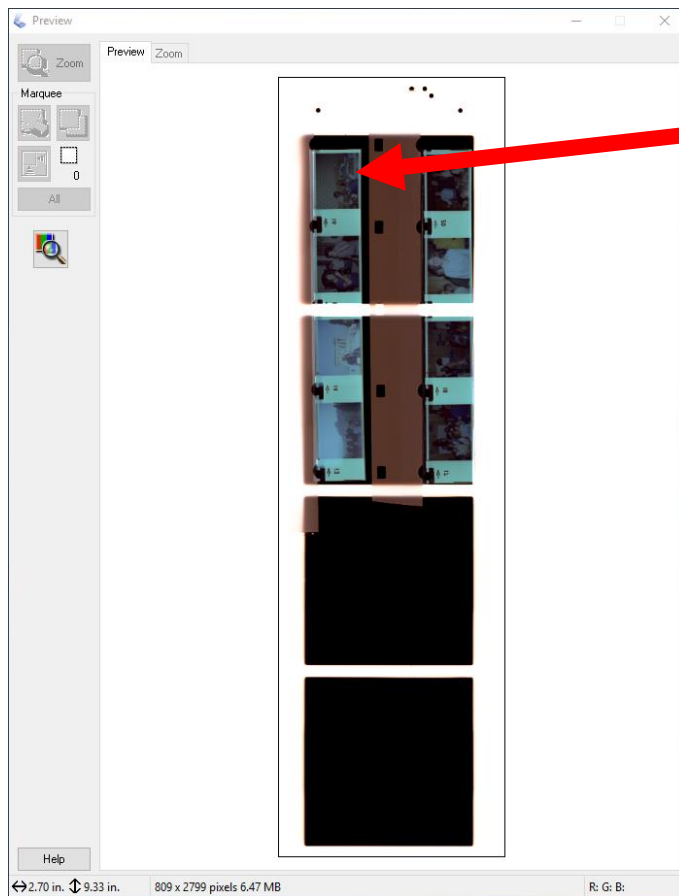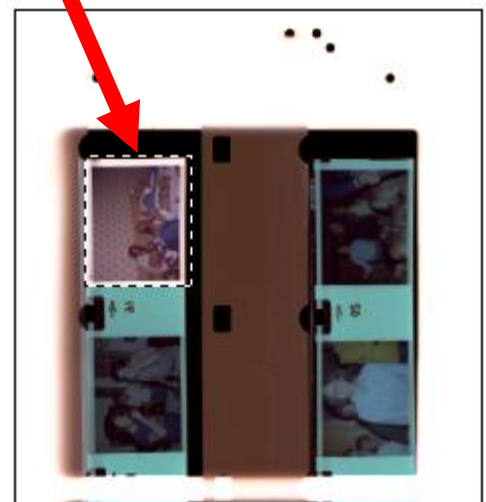

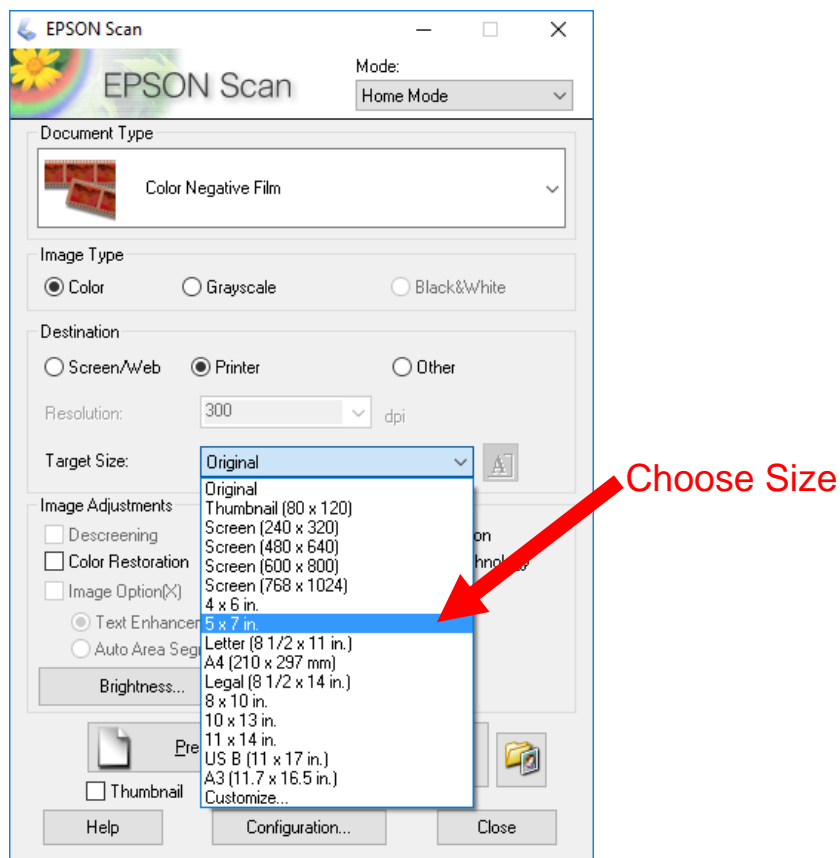Chose Color Negative Film

Uncheck This

Click Here

13. The Preview Box will open. Use the marquee selector to select a photo on your negative.
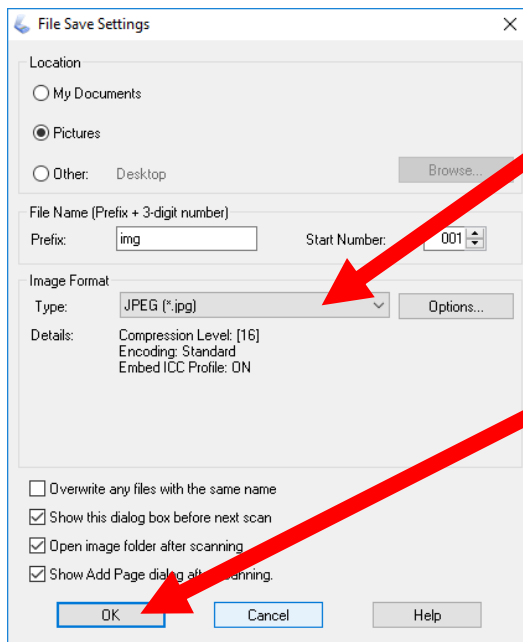

Select Photo

14. In the scan box choose a Target Size from the dropdown. 4 x 6 or 5 x 7 are standard photo sizes. If you choose Original your final scan will be 16 x 13 millimeters (about inch by 3/5 inch by 1/2 inch).

Choose Size

15. Repeat steps 12 and 13 for each of the photos on your negatives. When all you photos have been set to a larger target size, Ctrl click on each photo to select them all. Then click Scan in the scan box.
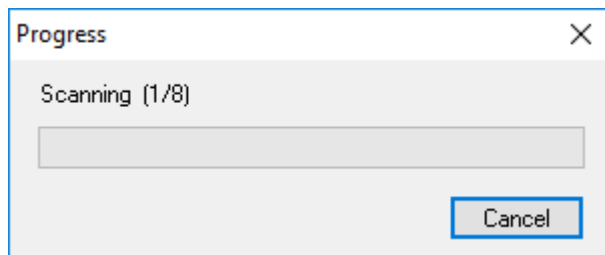

All Photos Selected
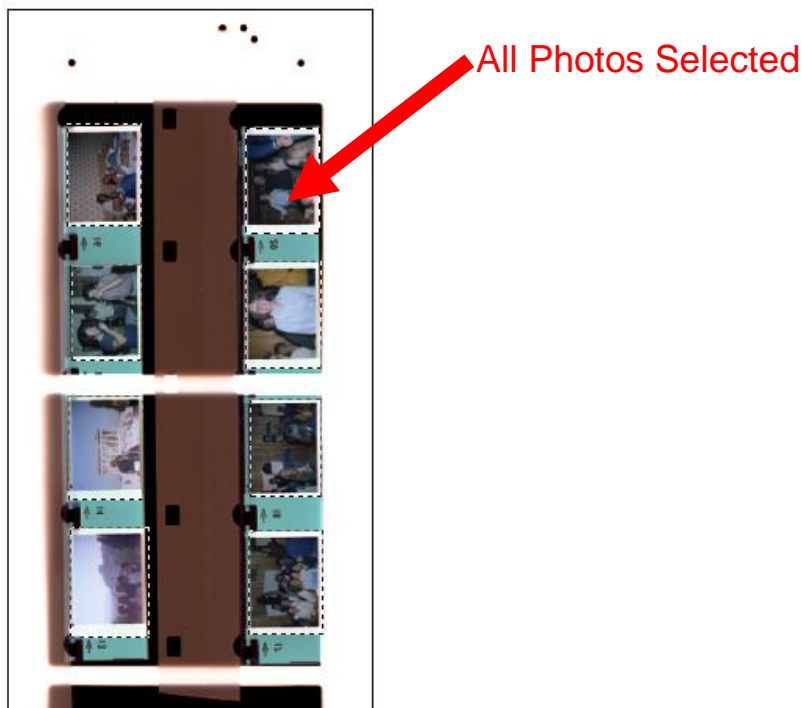
16. Choose the Image format you would like in the pop up and click OK.

Choose Type

Click OK

17. A progress box will pop up.

18. When your photos have finished scanning DO NOT close the preview window. Reload the slide tray and click Preview in the scan box. Your previous marquee selections will remain in the preview with your new scan. If the boxes do not line up with the photos you can move them by dragging until they do. As long as you have not closed the preview window your Target Size changes will remain as you set them.

Drag Boxes to Correct Positions