

How to Scan Film Using the Nikon Super CoolScan 5000 ED Scanner

The Nikon Super CoolScan 5000 ED Slide and Film scanner, and its accompanying software, *Nikon Scan 4*, are available on [Media Station #1](#) in the Malaspina Commons (Building 305, 3rd floor).

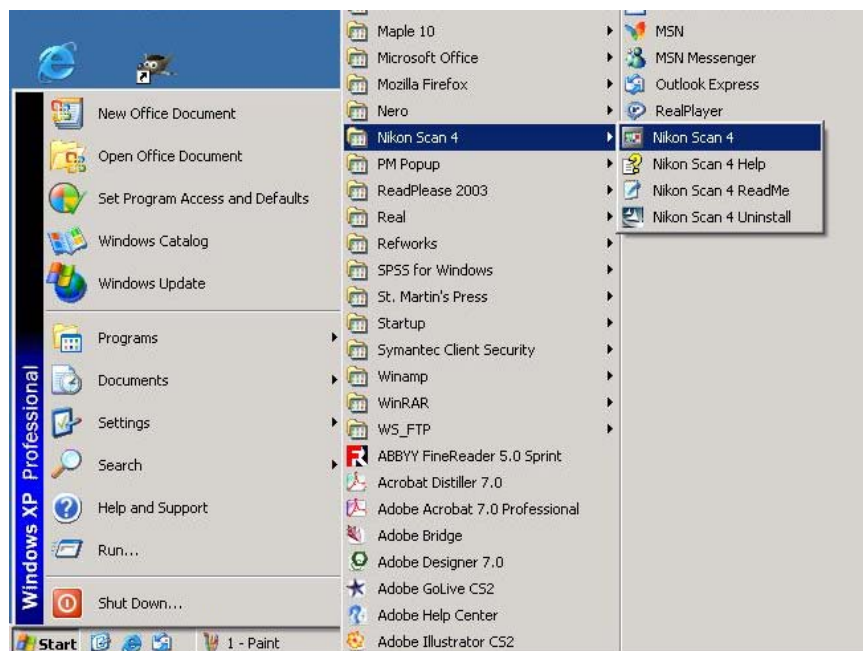
Step 1: Borrow the Strip Film Adapter (SA-21) from the Library Service Desk.

You will need your Student or Employee card to borrow the adapter. The adapter looks like this:

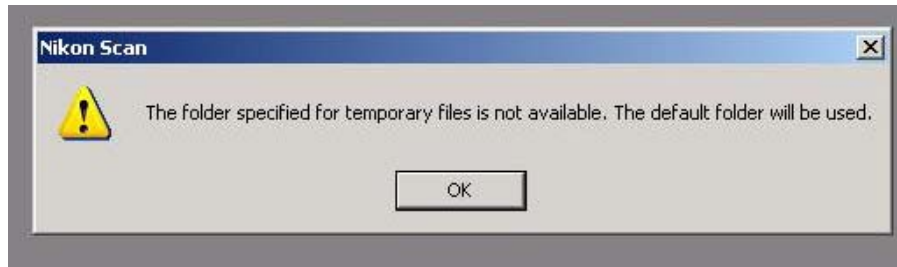


Step 2: Log in to Media Station #1 and launch Nikon Scan 4.

Click the Start button, scroll up to Programs and over to the Nikon Scan 4 group, then click on "Nikon Scan 4" in the submenu.



If you see the following message, just click OK. This will not affect your slide scanning.



Step 3: Place the film adapter in the scanner.

Make sure the scanner is on (indicated by the green light on the front of the scanner.) If it isn't on, press the button in the bottom left corner of the scanner.



Remove the Slide Mount Adapter from the scanner by grasping the adapter's front panel and pulling **gently**.



Insert the Film Strip Adapter into the scanner and **gently** push it in until it stops. The scanner will buzz when the adapter has been inserted correctly.



Insert your film strip into the front slot of the Film Strip Adapter, emulsion side down (the emulsion side is typically the duller -- less glossy -- side, or the concave side.)

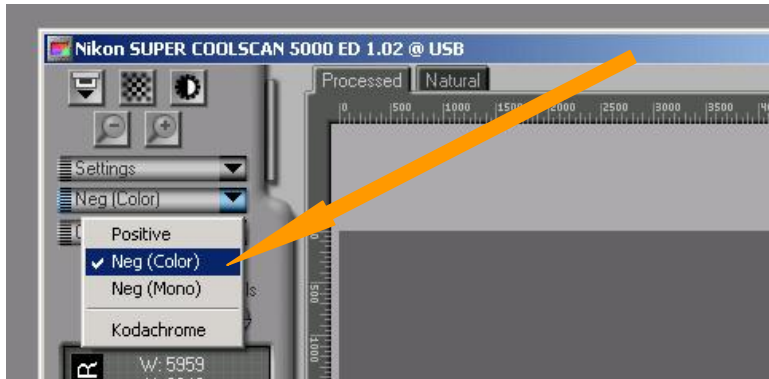


When you push it in far enough, the scanner will grasp the film and pull it in further.

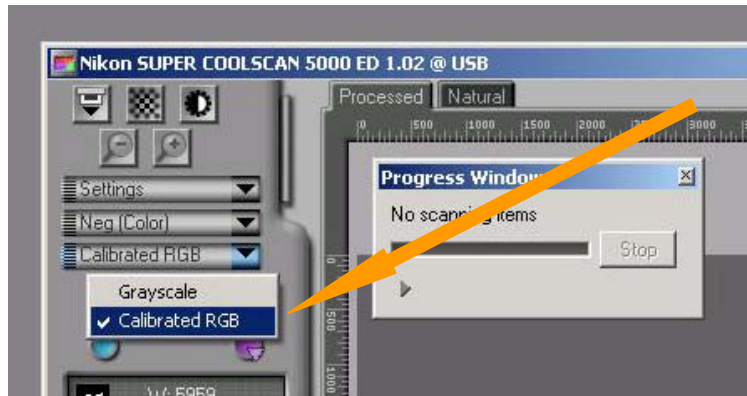


Step 4: Preview your film frames.

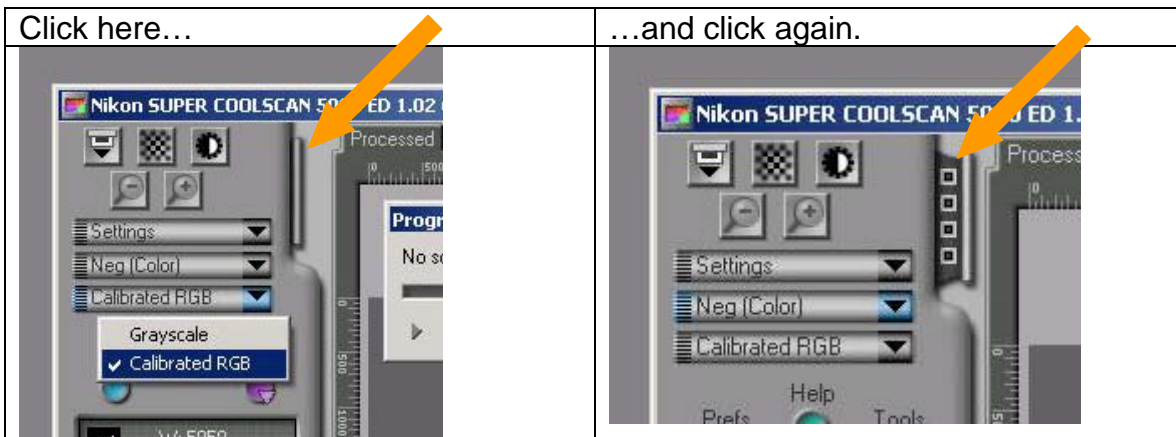
In the Nikon Scan scanning window, click on the bar underneath “Settings” and select “Neg (Color)” if your pictures are in colour, and “Neg (Mono)” if your pictures are black and white.



Choose “Calibrated RGB” (for colour pictures) or “Grayscale” (for black and white pictures) from the Color Model bar.



Open the **Thumbnail Tray** by clicking on the slim vertical bar on the right side of the scanning control panel.



Click multiple-frame thumbnail button to display thumbnails of all the frames on your film strip.



Select one or more thumbnails for scanning by clicking on them (select multiple frames by clicking on them while holding down the CTRL key.)

Click the turquoise Preview button.



Step 5: Scan your film frames.

When the scanner finishes acquiring the preview(s), click the image thumbnail(s) to see the preview(s).

You can select a smaller area on the image preview to be included in the final scan, if you like. Just draw out a rectangle with your mouse (hold down the left mouse button to do this) around the section of the image you want included in your final scan. The dotted line forming a rectangle around the flower indicates the area that will be included in the final scanned image.

Don't worry if your scanned image is upside-down or sideways – you'll be able to rotate the image before you save it.



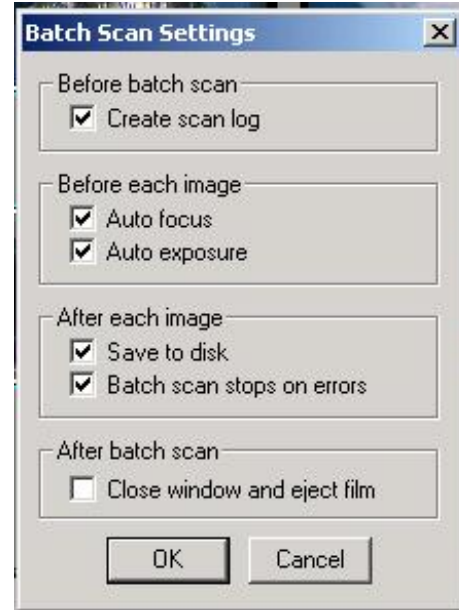
When you have selected a final scan area on the image preview(s), click the green button labeled "Scan."



If you only scanned one frame, skip ahead to **Step 6** on page 7.

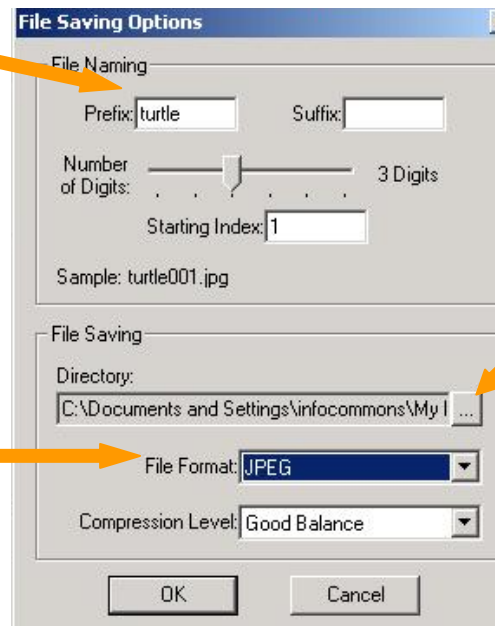
Step 5(a) : Batch Scanning.

If you selected more than one frame for scanning, you will see a "Batch Scan Settings" dialogue box pop up. The most important setting here is the "Save to disk" check box: if you check the box, your images will be saved as soon as they are scanned and will not appear in the Nikon Scan window. If you don't check the box, your images will open in Nikon Scan, where you will have an opportunity to rotate them before saving them one at a time.



If you check the "Save to disk" option, you will need to specify a file naming convention (at minimum, provide a prefix for your image filenames, a directory in which to save your file (e.g. your U: drive), and a file format (TIFF images will be of better quality but a higher file size; JPEGs will be of lower quality and smaller file size.) For more information on saving, see **Step 7: Save your image** on page 8.

Specify a prefix for your filenames. Every file scanned will begin with this prefix.



Choose your U: drive by clicking this button

Choosing JPEG as a file format will result in a smaller file size for your digital image

The Super CoolScan scanner scans at 4000 dots per inch (dpi), a very high resolution. This results in a very high quality digital image, but it also means that it takes a minute or two to complete the scan. A “Progress Window” will pop up with a blue bar indicating the progress of your scan.

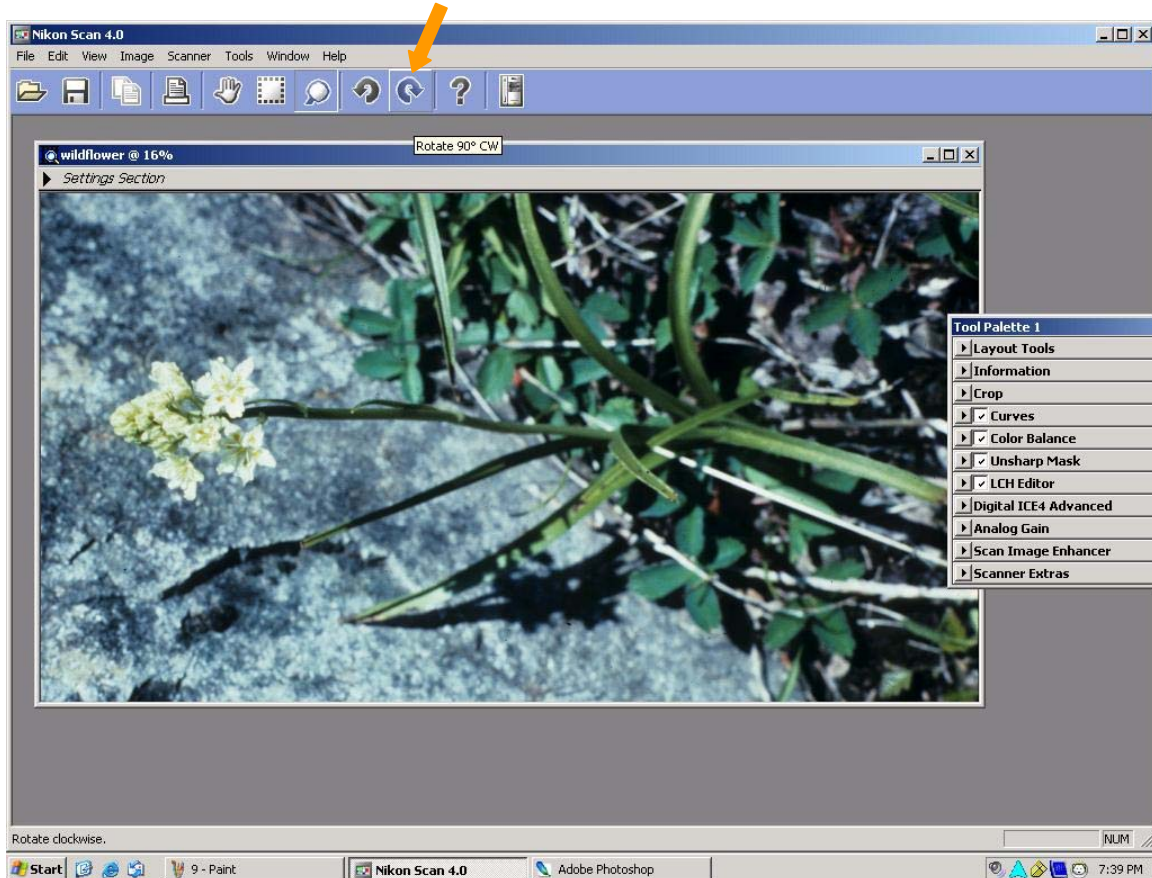


Step 6: Rotate your image to its correct orientation.

Your scanned image will appear in the Nikon Scan file management window – behind the scanning window which you’ve been working with to preview and scan your film. To access the file management window, minimize the scanning window by clicking the Minimize button (–) in the top right-hand corner of the window.

N.B. If you chose the “Save to disk” option in Batch Scanning, your images won’t appear automatically in the Nikon Scan window. You can open your images yourself from the Nikon Scan file menu.

Buttons on the Nikon Scan toolbar allow 90° clockwise and counter-clockwise rotation. For example, the image below is sideways, so we can click the Rotate 90° CW button to correct the orientation.



Step 7: Save your image(s).

Click on the Save command in the File menu or the Save button on the toolbar.

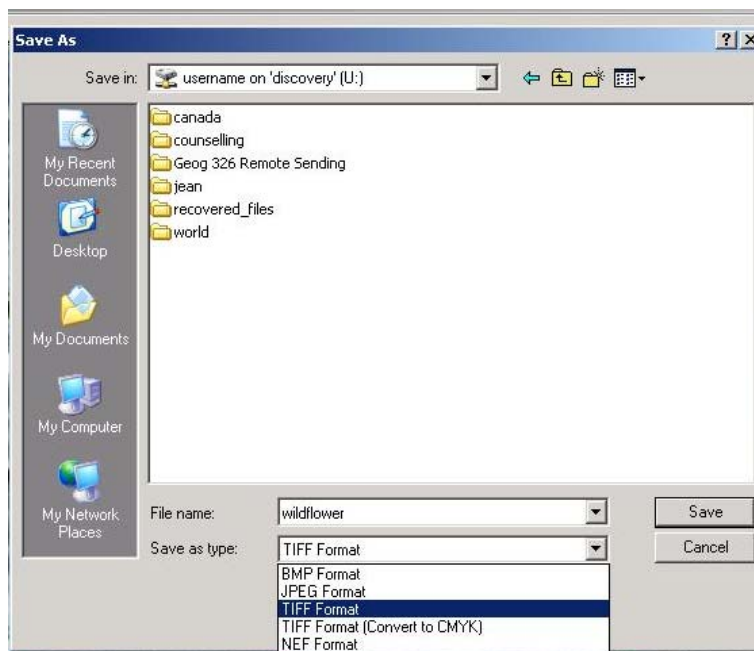


Select a location to save your image in the "Save in" drop down box.



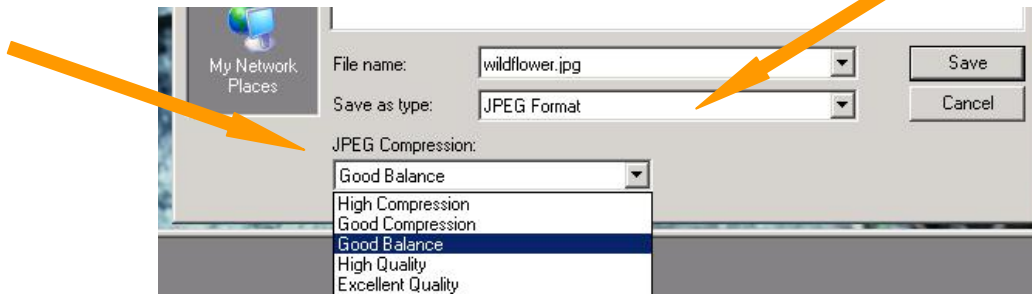
Caution: because they are scanned at such a high resolution, scanned film images can be enormous files – in many cases, they will be too big to save to your U: drive, and certainly won't fit on a floppy disk. Here are some options for saving your image:

- a. You may want a very high quality, high resolution image. If this is the case, save the image as a TIFF file (this is the default format in Nikon Scan) to your U: drive. If there is not enough room on your U: drive, save it to the W: or C: drive and then burn it to a recordable CD. There is a CD burner and burning software (Nero) on Media Station #1. CD-Rs are sold at the Service Desk.



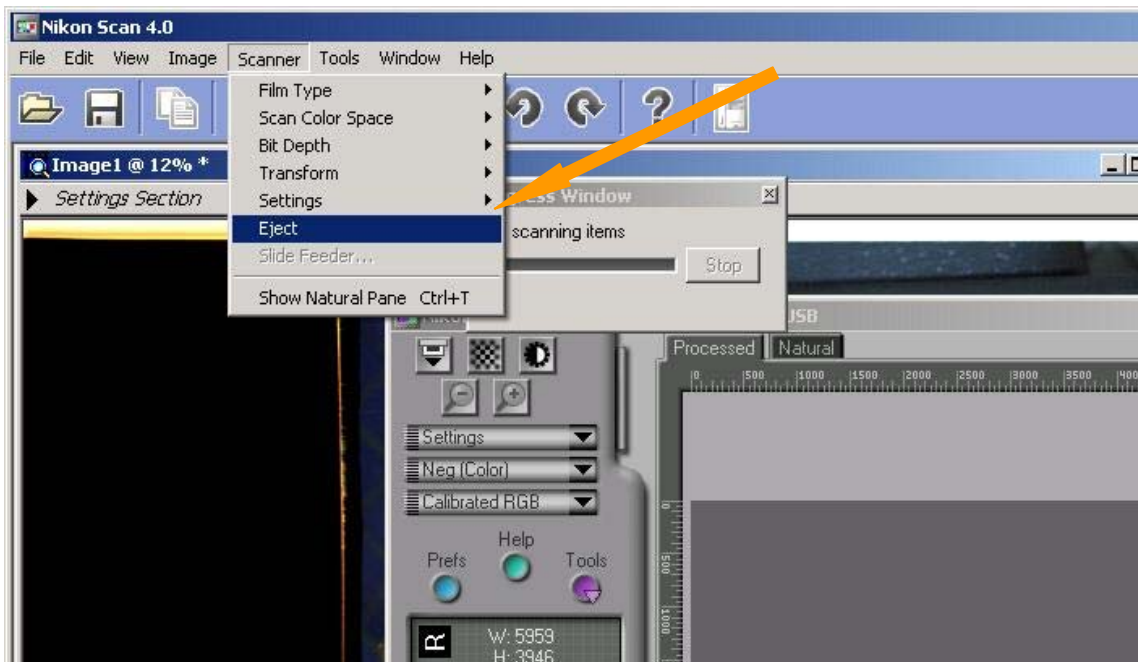
- b. If you want a smaller file size, you can change the "Save as type" format from TIFF to JPEG format. Saving as a JPEG will compress your digital image, resulting in poorer quality but a much smaller file size. For example, the image in these screenshots was 65.2 MB when saved as a TIFF, but only 2 MB when saved as a JPEG! You can adjust the amount of compression

applied to your image by clicking the “JPEG Compression” drop-down menu in the Save As dialogue box (pictured below):



Step 8: Eject your film from the Film Strip Adapter.

To release your film, click on the Scanner menu in Nikon Scan and click on Eject. ***Please do not pull on the film strip before you have ejected it!***



Step 9 (Optional): Manipulate your image using Adobe Photoshop.

The Digital Imaging workstation comes equipped with Adobe Photoshop CS2, a powerful image editing application that you can use to resize, crop and otherwise manipulate and change your digital image. You can also use Photoshop to reduce the resolution of your image to make it suitable for putting on a web site, for example. Reducing the resolution will also reduce your file size, making your image easier to send by e-mail. To do this, launch Photoshop and open your image. Go to the Image menu and click on “Image Size...”. In the Image Size dialogue box you’ll see a field called “Resolution”, measured in pixels per inch. If you change the number of pixels per inch to 200 and save your image as a JPEG, you’ll be able to put the image on a web site and have it appear in a web browser looking about 2.5 times the actual size of the frame.

More Photoshop information and help is available at <http://www.viu.ca/technology/general/photoshop.asp>.