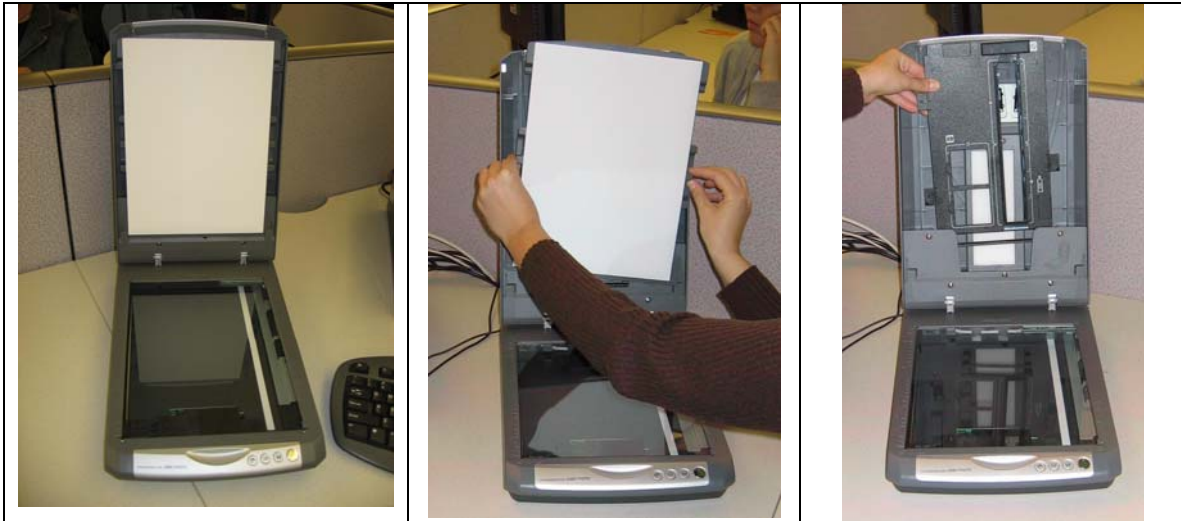


# Scanning Slides and Film with the Epson Perfection 2480 Scanner

1. Lift the scanner lid and gently remove the white panel on the underside of the lid by pushing it up side handles. Remove the slide & film scanning adapter from the lid. Do not replace the white panel – you need to use the smaller light panel on the underside of the lid for slide and film scanning. **Ask library staff for help if you have trouble removing the white panel or adapter.**


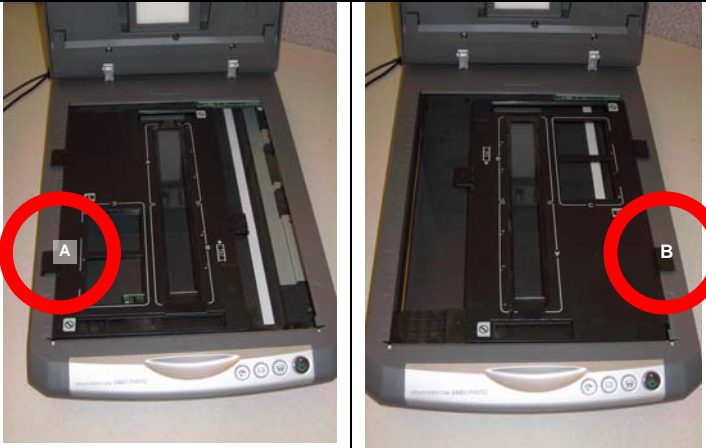


2. Place the adapter on the scanning bed.

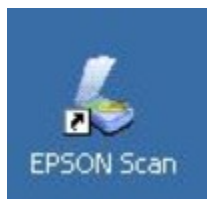
If you are scanning slides, place the adapter on the scanning bed, lining up the C tab on the adapter with the C tab on the left side of the scanning bed.

Place your slides in the 2 slots provided.

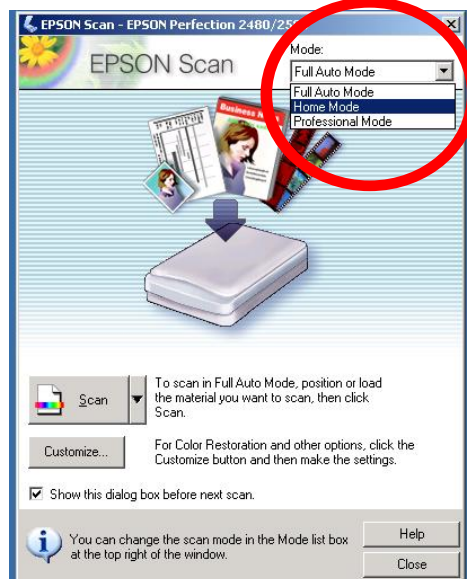


<p>If you are scanning film, first insert the film into the adapter.</p> <p>(Cont'd on next page)</p>	
<p>Scanning film cont'd...</p> <p>...then place the adapter on the scanning bed. To scan frames 1, 2 and 3 (marked on the adapter), line up the A tab on the adapter with the A tab on the left edge of the scanning bed. To scan frames 4, 5 and 6, line up the B tab on the adapter with the B tab on the right edge of the scanning bed.</p>	

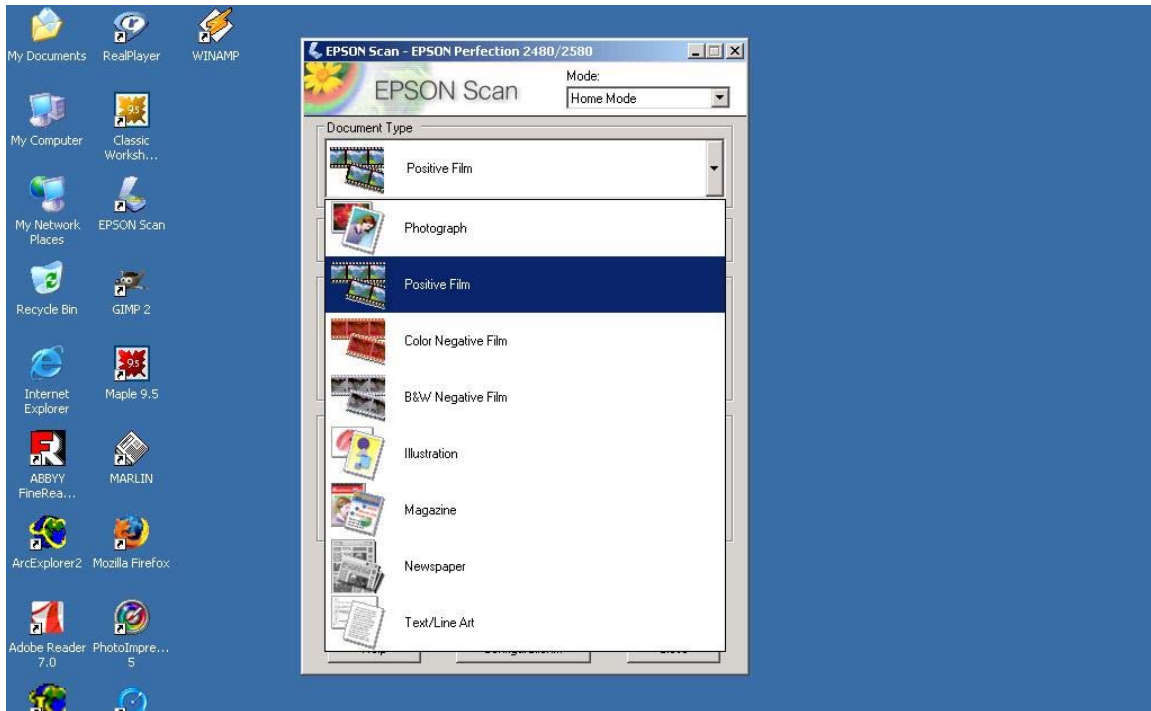
3. Double-click the "EPSON Scan" icon on the computer desktop.



4. Change the scan mode from "Full Auto Mode" to "Home Mode".

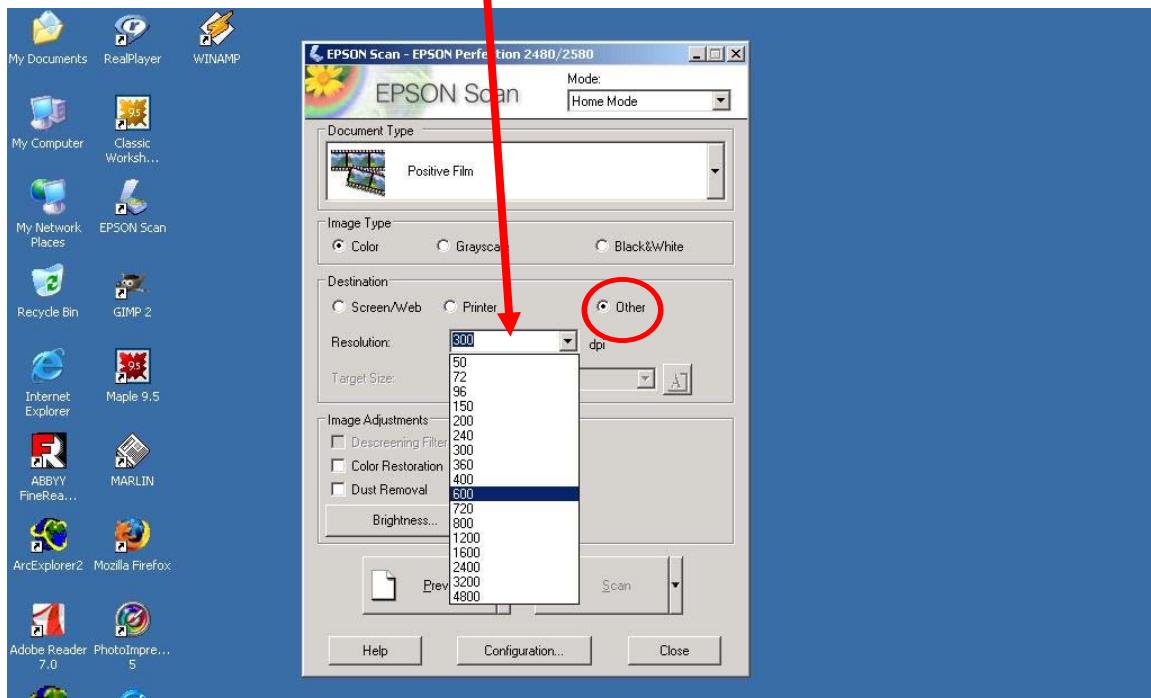


5. Select your document type. Click on the down arrow under “Document Type” in the EPSON Scan window, and select Positive Film for slides, Color Negative Film for colour film, or B&W Negative Film for black & white film.

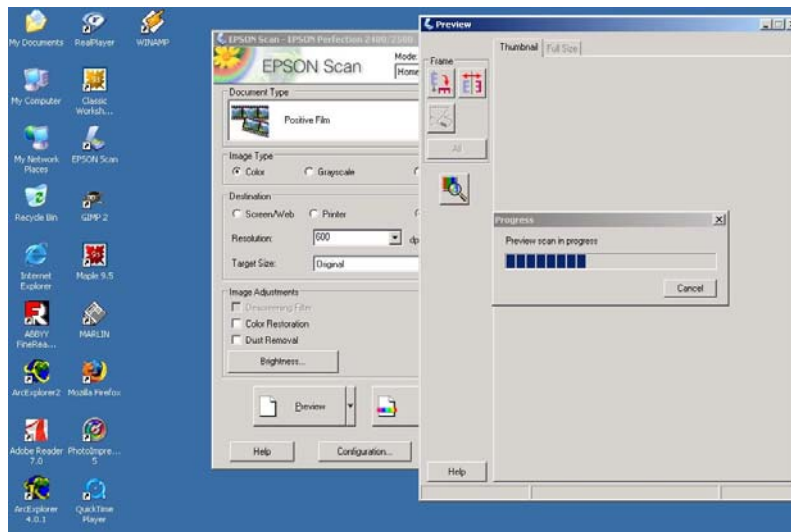


6. Set a destination and resolution for your scanned image. The default destination setting is “Printer” at a resolution of 300 dots per inch (dpi). To set a different resolution, click on the “Other” radio button under the “Destination” heading.

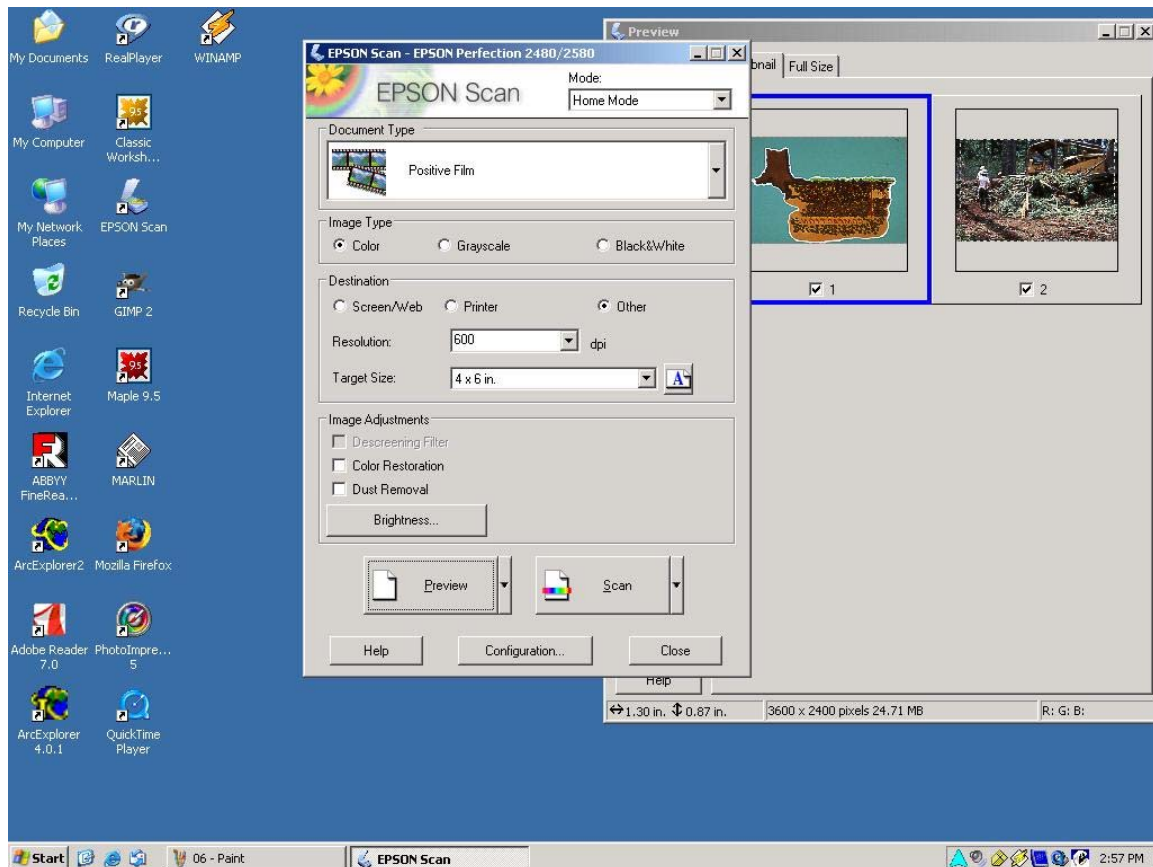
The higher the resolution setting, the better quality the scanned image – and the larger the file size. If you want to preserve your slides or print out the scanned images, choose a high resolution. If you are scanning slides to put the digital images in a PowerPoint presentation, you can probably get away with a lower resolution. You can always re-scan your slides or film with a different resolution if you are not satisfied with the image quality or file size.



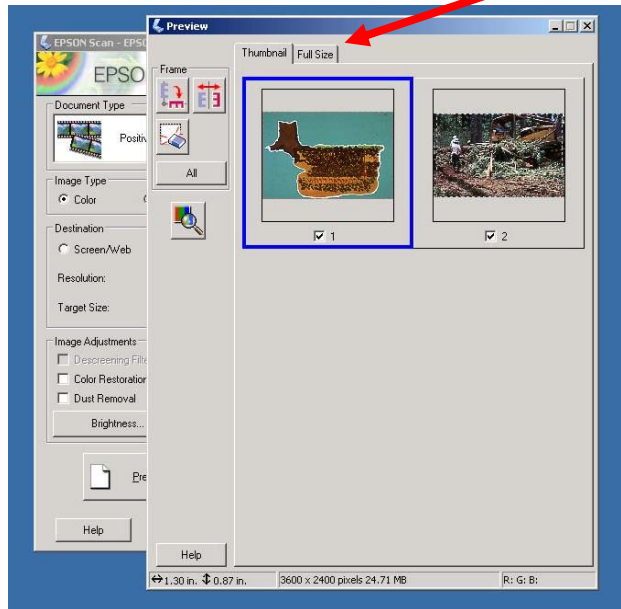
- Click the large Preview button near the bottom of the *EPSON Scan* window. EPSON Scan will do an initial scan of your slides or film....



...and display your previewed images in a *Preview* window. This might take a minute or two.

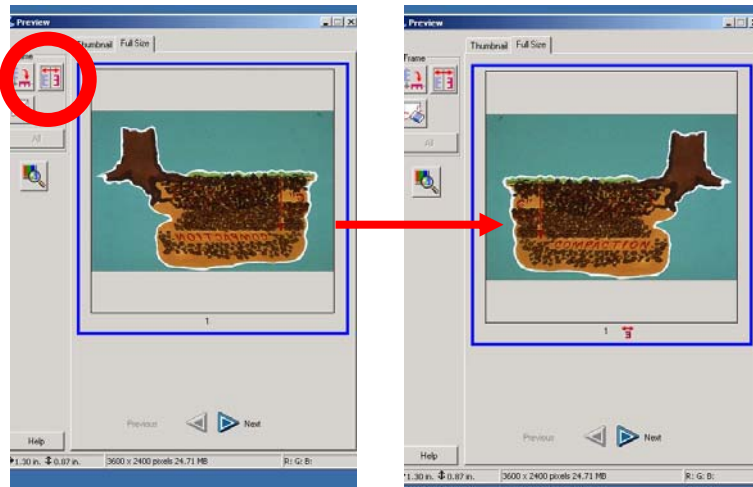


If your *Preview* window is behind the *EPSON Scan* window, click anywhere on the *Preview* window to bring it to the front. You can enlarge the images to see them better by selecting one (click on the image and a blue selection border will appear around the it) and clicking the "Full Size" tab near the top of the preview window.

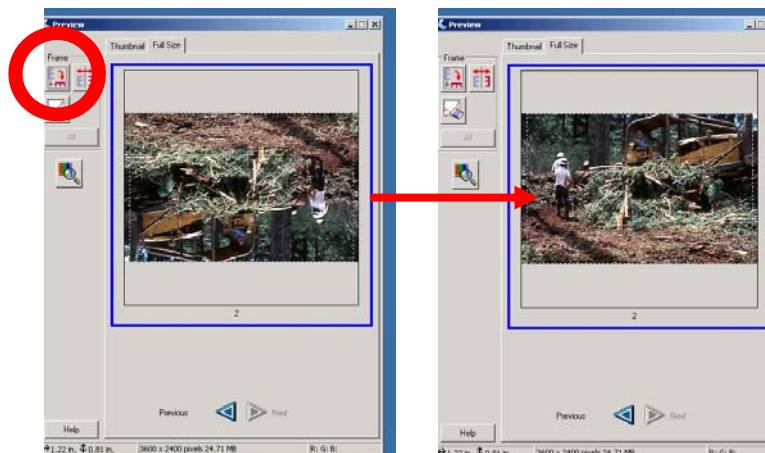


You can rotate or flip your image in the *Preview* window. The image below needs to be flipped to show its mirror image:

Use these buttons to flip...

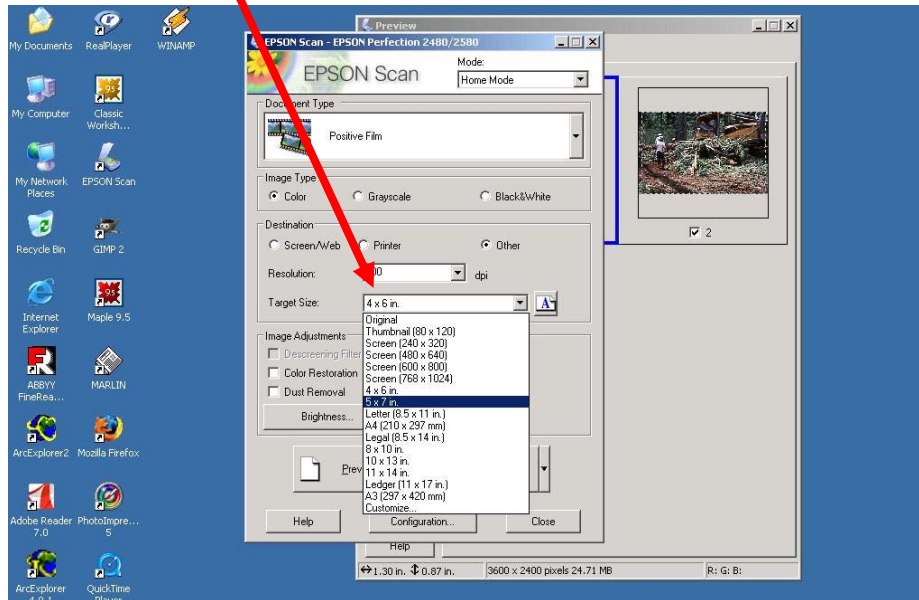


...or rotate your image

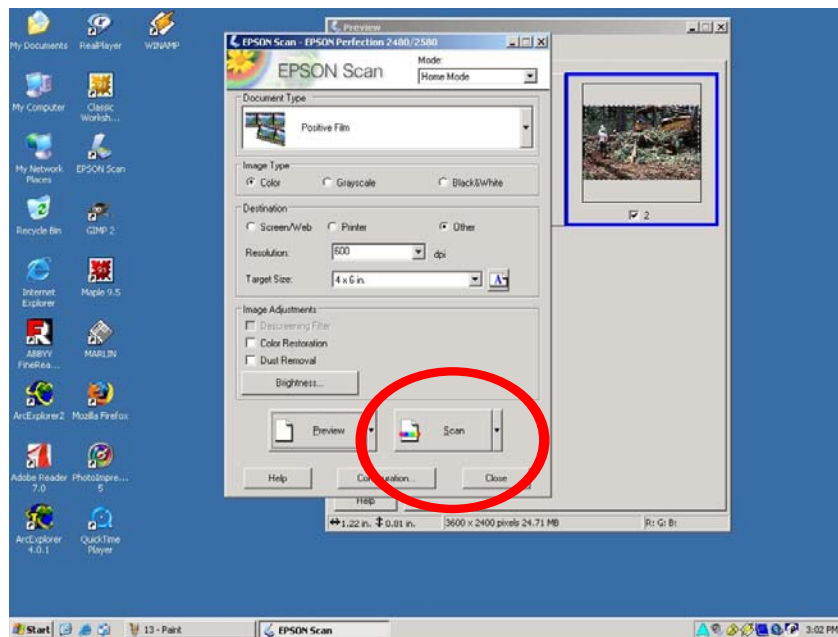


8. When you have adjusted your previewed images to your satisfaction, click on the Thumbnails tabs in the *Preview* window (**this is important – if you stay in Full Size view, you won't be able to click the Scan button.**) Click anywhere on the *EPSON Scan* window to bring it to the front.

Specify a target size for your scanned image (you can only use this feature after your image has been previewed.) Use the Target Size setting to select a screen or print size for your scanned image...



...and click on the large Scan button near the bottom of the window.



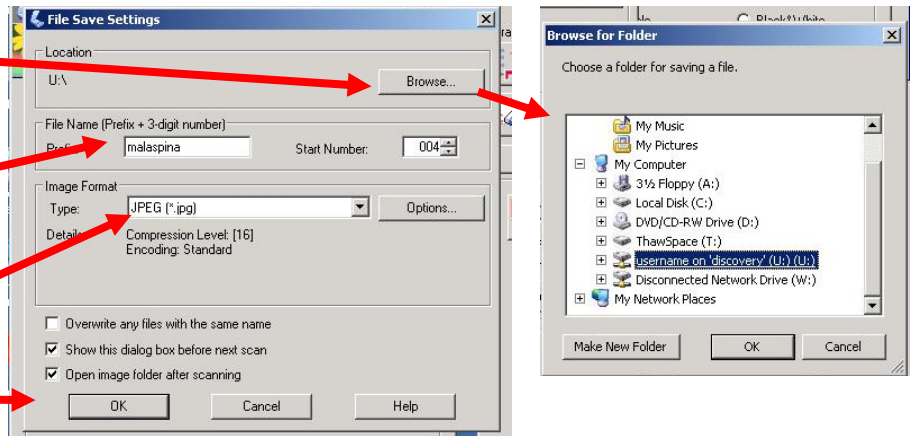
- Specify a location and filename for your scanned image files. When you click the Scan button, the “File Save Settings” dialogue box will pop up:

In this dialogue box, click the “Browse” button to choose a location to save your files. You will need to click the “+” sign next to My Computer to select your U: drive as a file save location.

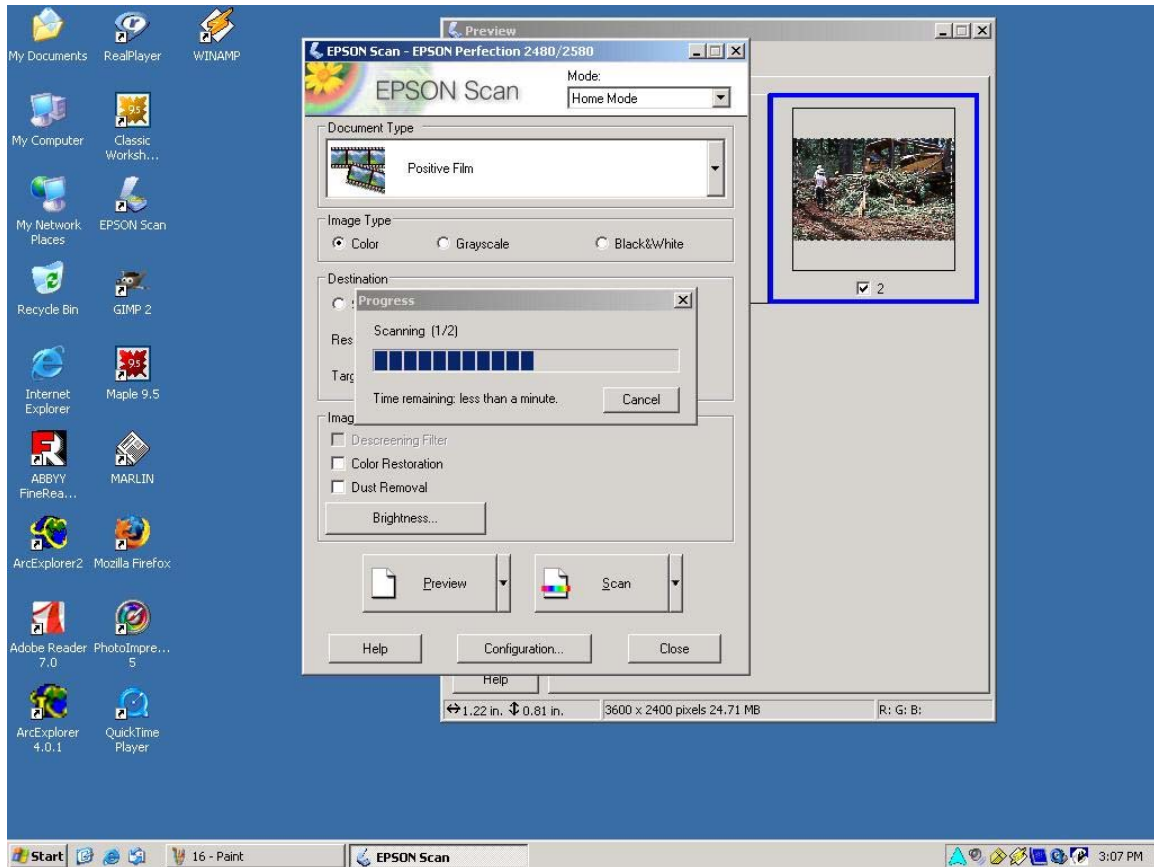
Type a file name for your scanned image in the “File Name: Prefix” field.

You can change the image format if you like, but JPEG (\*.jpg) is an appropriate format for most situations.

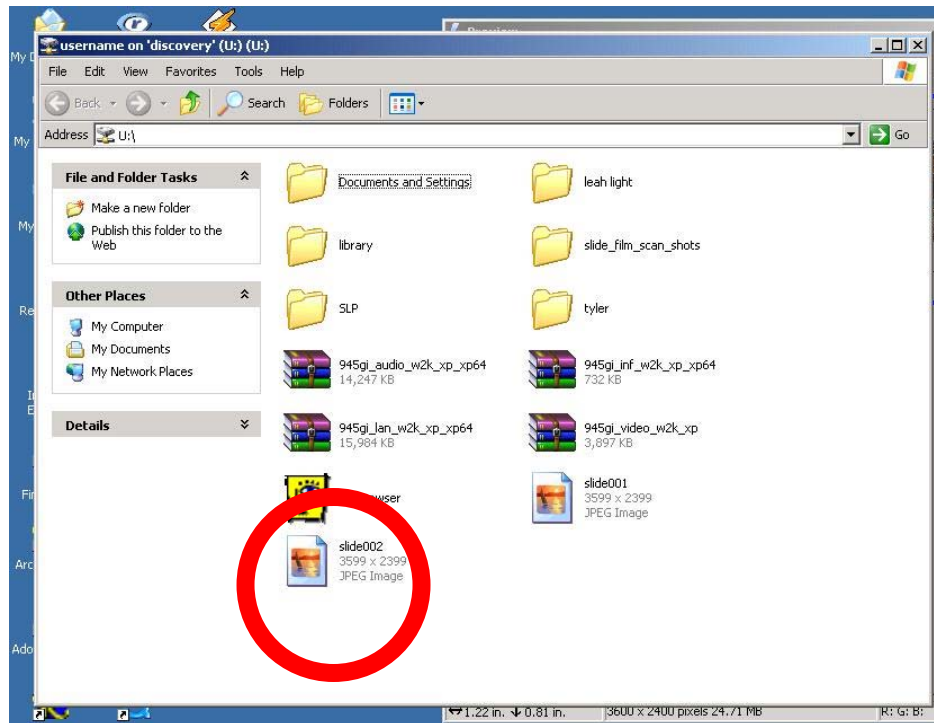
Click OK to start the final scan process.



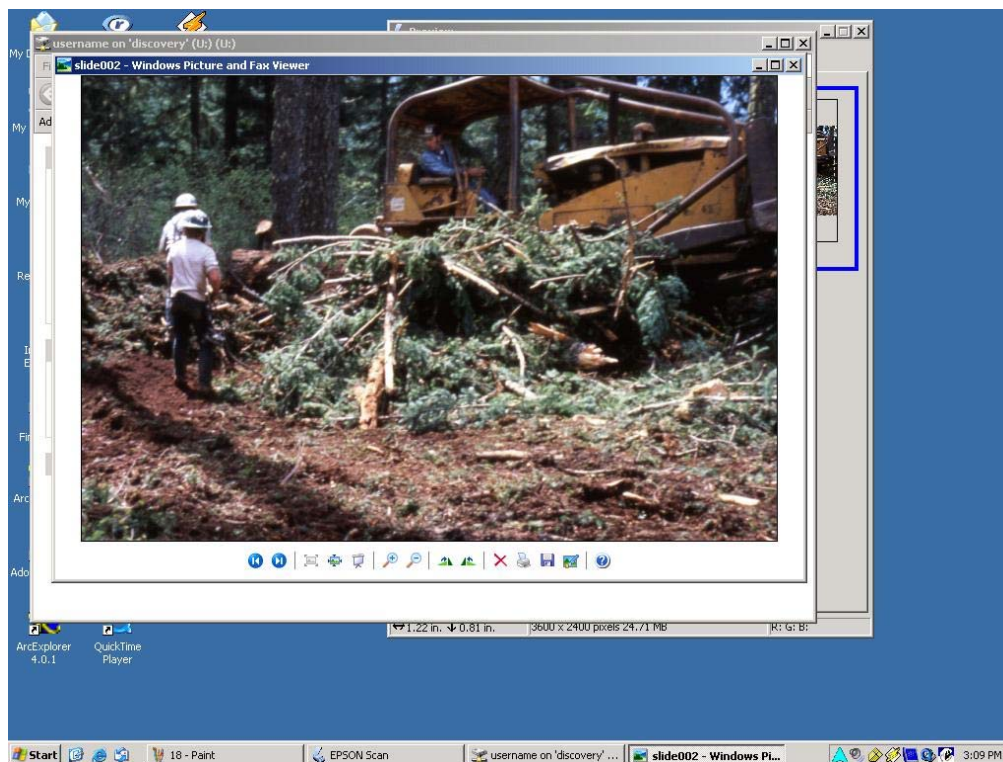
- The scanner will scan the slides or film frames...



...and open the folder in which you saved the scanned image file:



11. Open your image to look at it. Double-click the image to open it in Windows Picture Viewer, or use an image editing program such as Photoshop or Paint Shop Pro (available on the Media Stations in the Malaspina Commons.)



12. When you are finished scanning, don't forget to remove your slides and film, and replace the adapter and white panel in the scanner lid. **Ask library staff for help if you have trouble replacing the adapter or white panel.**