

PREPARING TO SCAN

Scanning slides, film, or other transparent media is relatively easy with the Epson 3200 scanner.

Locate the holder appropriate to your transparent media (they are stored in the top drawer of the black file cabinet).

Load your media according to the orientation in the holder.

Lay holder on clean, dust-free bed of scanner, with the arrow in the upper right corner.

Remove white foam pad from lid of scanner (transparency unit).

Lower lid carefully.

Launch Epson Scan by clicking on the Epson Scan icon in the dock.

You may be prompted to specify which scanner you would like to use. Choose “Epson Perfection 3200.”

The Epson interface loads, with the last scan displaying in the preview window.

The options you choose will depend on what type of media you are scanning. We’re working with black and white negative film in this example, so we’ll choose “Transparent” and “Negative.” Color slides would be “Transparent” and “Positive.”

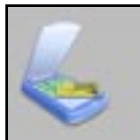
Once you have set these options, click the “Preview” button in the lower left region of the Epson Scan window.



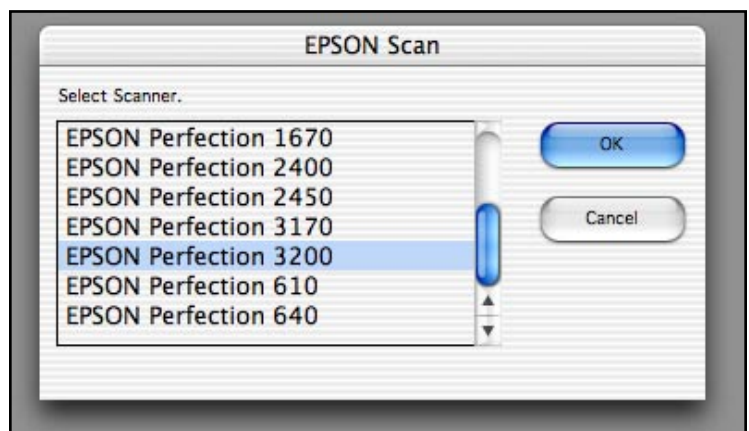
ARROWS IN UPPER RIGHT



REMOVE FOAM PAD



EPSON SCAN ICON



CHOOSE EPSON 3200

SCAN SETTINGS

Your settings should look something like the image at right:

“Original” should be set to the pro per document and film type.

“Destination” should be set to the proper color space and resolution; I’ve chosen to scan in color and then convert to grayscale in Photoshop, but this step is optional. Your resolution should be high-- high enough that a final image of acceptable dimensions and resolution is the end-product.

For example: I have an image that is 1” x 1” and I want it to be 5 inches and 150dpi. My scan resolution should be at least 750 (5 x 150).

You may also choose to make some adjustments to your image using Epson Scan’s “Adjustments” tools. Click on each of them to determine your need, and keep in mind that many adjustments can be made in Photoshop as well.

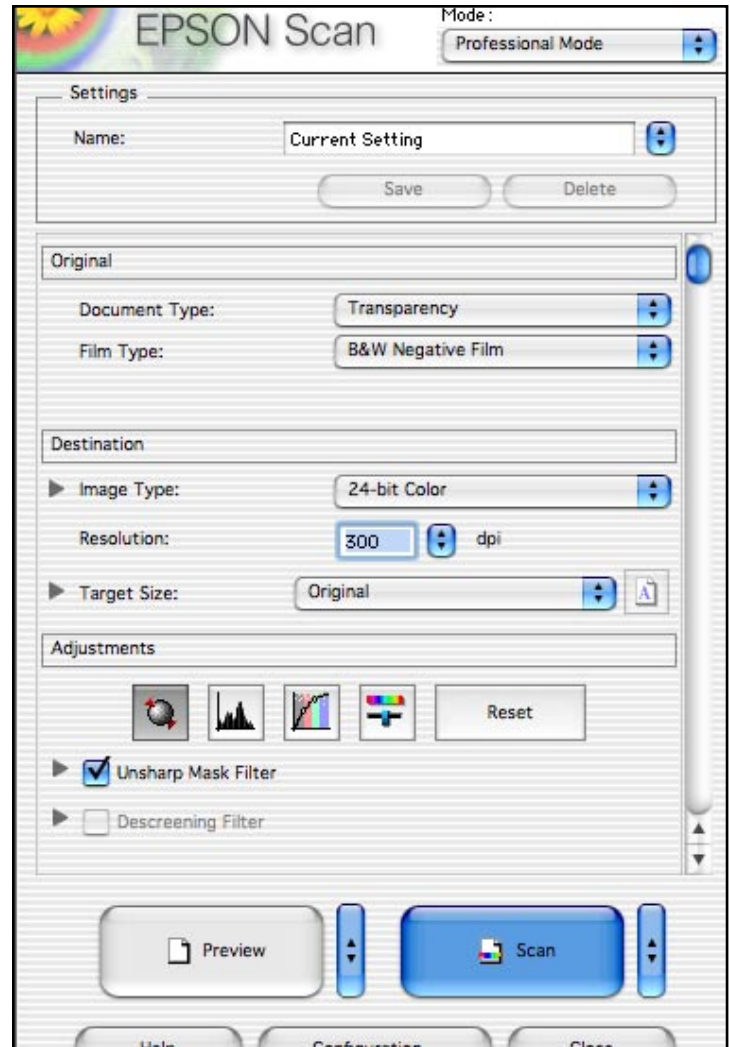
DETERMINING SCAN AREA

To scan one slide or negative, simply draw a box around it and adjust the dimensions so it fully encompasses your image. This box is called a marquee.

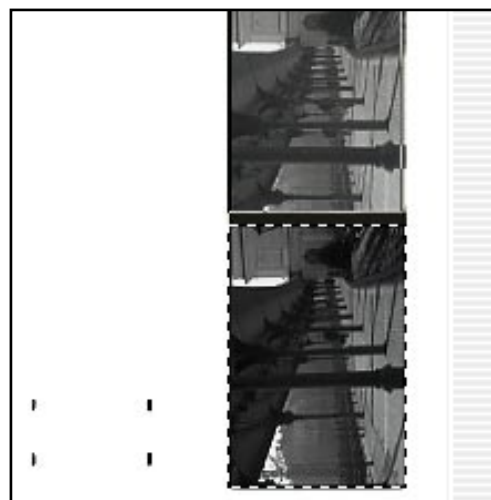
To scan more multiple areas (ie more than one photo or slide), simply draw more marquees. You do not need to hold down the shift key.

However, if you want all of your marquees to scan in a batch (and you do), you need to make sure they are all active before you press “Scan.” To do this, simply hold down the shift key and click each of your marquees so that the dashed line, or “dancing ants” shows up around it.

Once this has been achieved, you can press “Scan.”



OVERVIEW OF SCAN SETTINGS



CROPPING AREAS TO SCAN

Under “Location” choose the desktop and create a folder called “yourname_scans_date.” You will need to remove this folder after you are done or it will be deleted without notification.

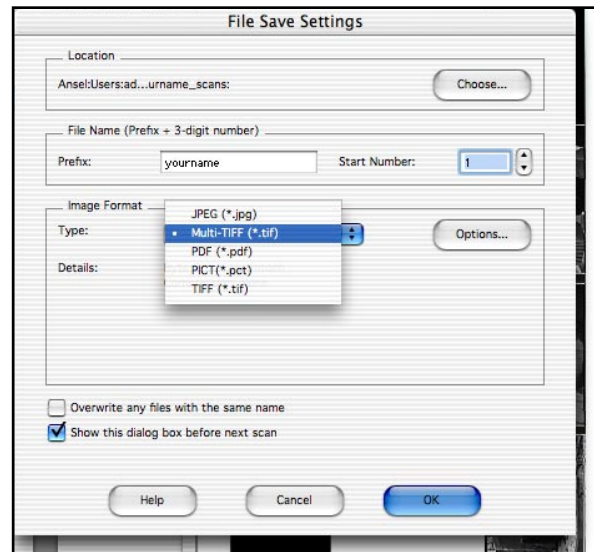
Under “Prefix” type in your name and start the numbering wherever you wish.

Under “Image Format” choose “TIFF” or “Multi-TIFF” as these formats do not compress the data you are getting from the scanner.

Press “OK” when you are done.

The scanner will scan each of your images and save them in the folder you specified. You can walk away!

When your scans are completed, please transfer your folder onto a network or jump drive and delete it off the desktop. We cannot guarantee it will be there when you get back!



SETTINGS FOR SAVING FILES