

EPSON V850

Slide Scanning Guide

January 2024

Image Services, University of Toronto

Written and designed by Nadia Mariyan Smith

Table of Contents

Setting up slides for scanning.....	2
Setting up EPSON software.....	4
EPSON Software Overview.....	4
Document Type.....	5
Film Guide.....	6
Image Type.....	7
Resolution.....	8
Adjustments.....	9
Saving & Scanning.....	10

1. Remove dirt from slides and scanner glass with a microfibre cloth **when needed***

- If using glass cleaner, do not spray directly onto the scanner glass or slide, spray onto the cloth first
- Remember to be gentle while wiping as dirt can scratch the slides

2. Mount slides in the slide tray, emulsion side facing up

- The emulsion side is the dull side, outlines of the image can be seen when viewing the slide at the right angle, and the image will look backwards
- If sequencing matters, mount the slides starting with the top left and across

*The rule of thumb when cleaning slides is to minimize contact to prevent damage



Figure 1: image of hand holding slide with microfibre cloth and glass cleaning spray

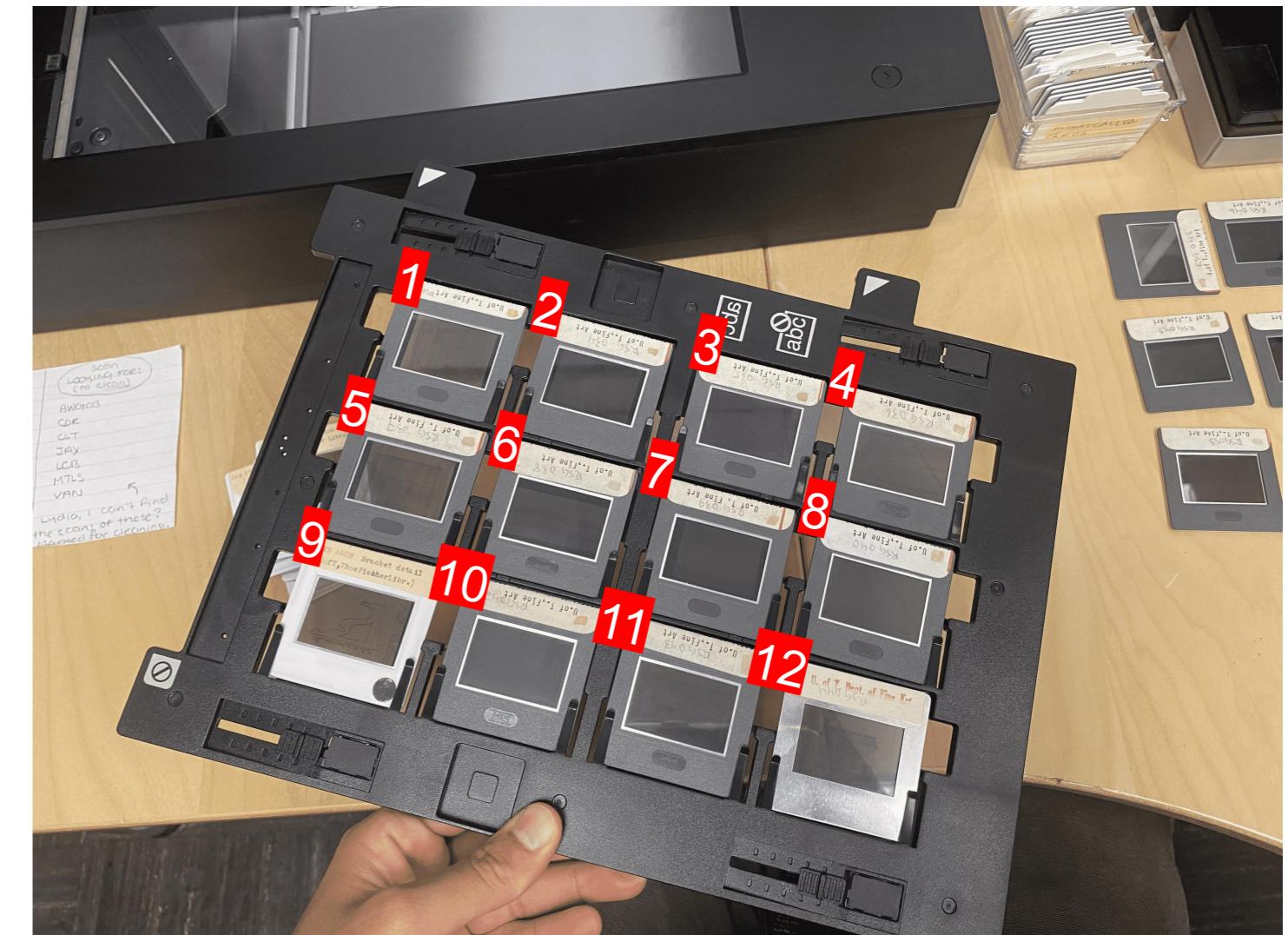


Figure 2: image of slide tray with 12 slides arranged in proper sequencing

3. Use brush or air blower to remove dust

- Use an air blower to blow off dust (*recommended method*). Alternatively: lightly brush the slides

4. Place the slide tray on the scanner glass into the two sockets

- Close the lid and open up the EPSON Scan software on the computer (make sure the scanner is on!)



Figure 3: image of slide tray with 12 slides getting gently brushed

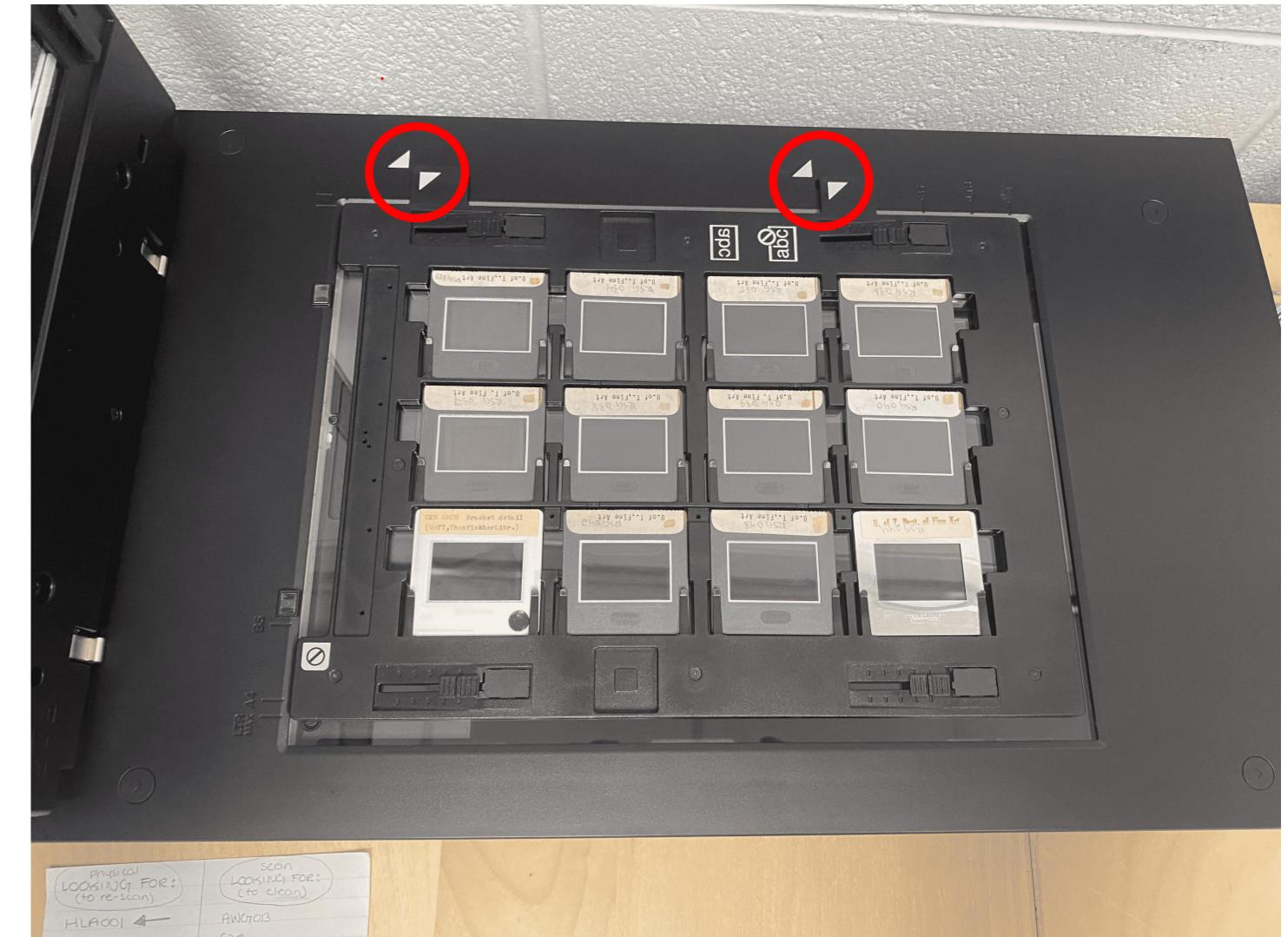


Figure 4: image of slide tray placed in the correct positioning on the scanner

EPSON Software Overview

1. Document Type

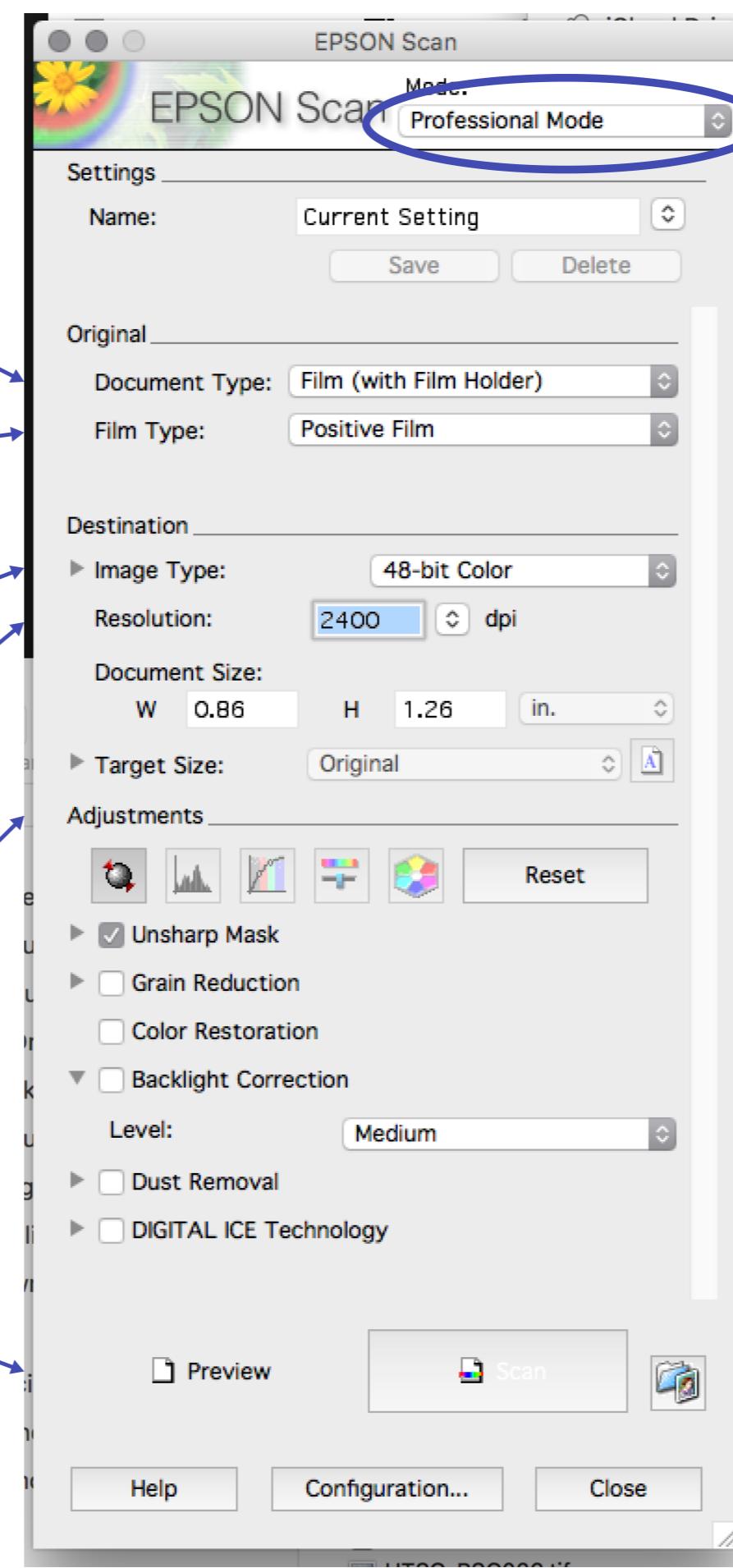
2. Film Type

3. Image Type

4. Resolution

5. Adjustments

6. Preview & Scan

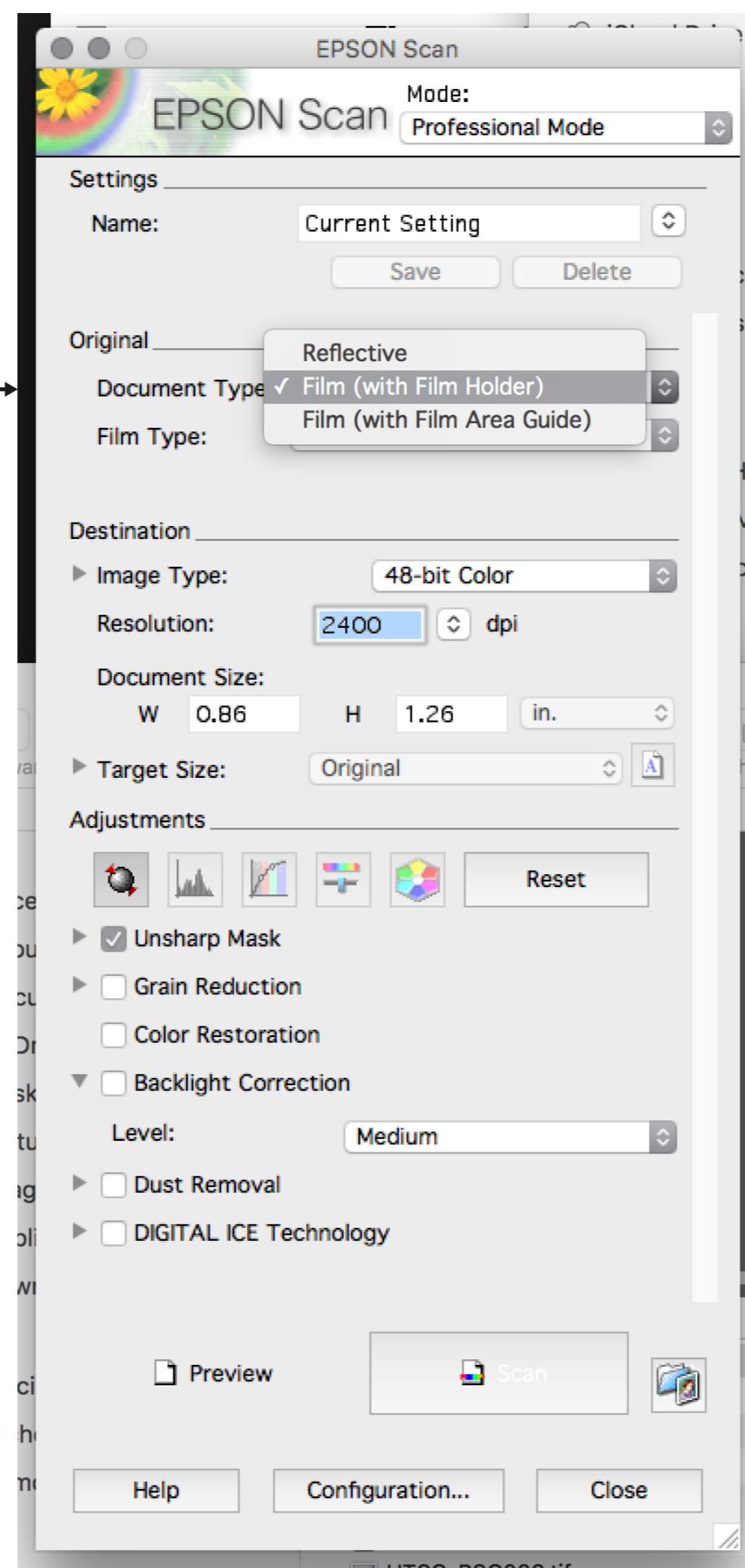


Choose Professional Mode

EPSON software will only open if the scanner is properly plugged in and turned on.

1. Document Type

Choose Film (with Film Holder) →



Reflective: Providing a reflection, not a transparency. (Ex. paper, print).

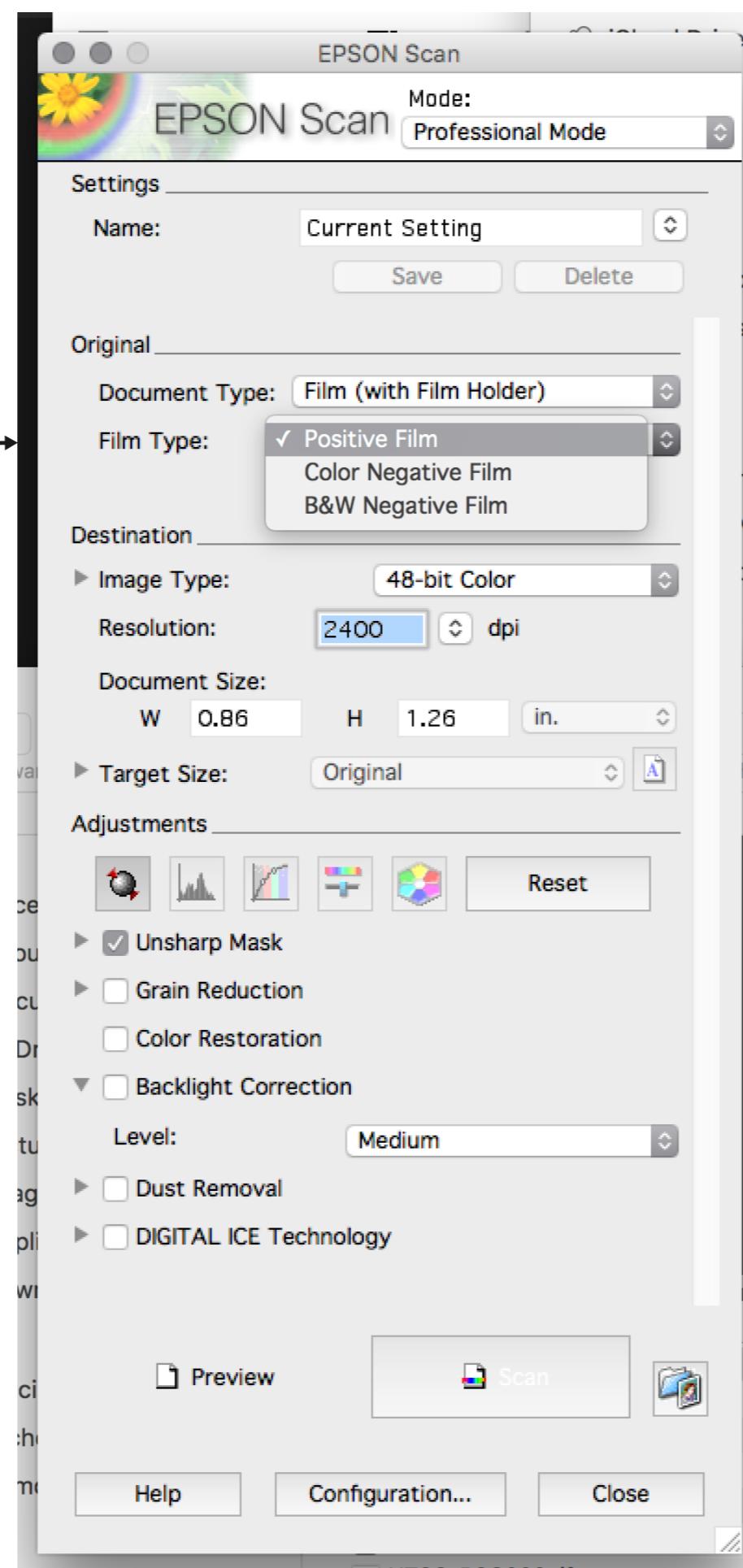
Film: A thin flexible strip of plastic or other material coated with light-sensitive emulsion for exposure in a camera, used to produce photographs or motion pictures.

Film Holder: An accessory that holds one or more pieces of photographic film, for insertion into a camera or optical scanning device.

Film Area Guide: Used for scanning film without the use of a film holder.

2. Film Guide

Choose Positive Film →



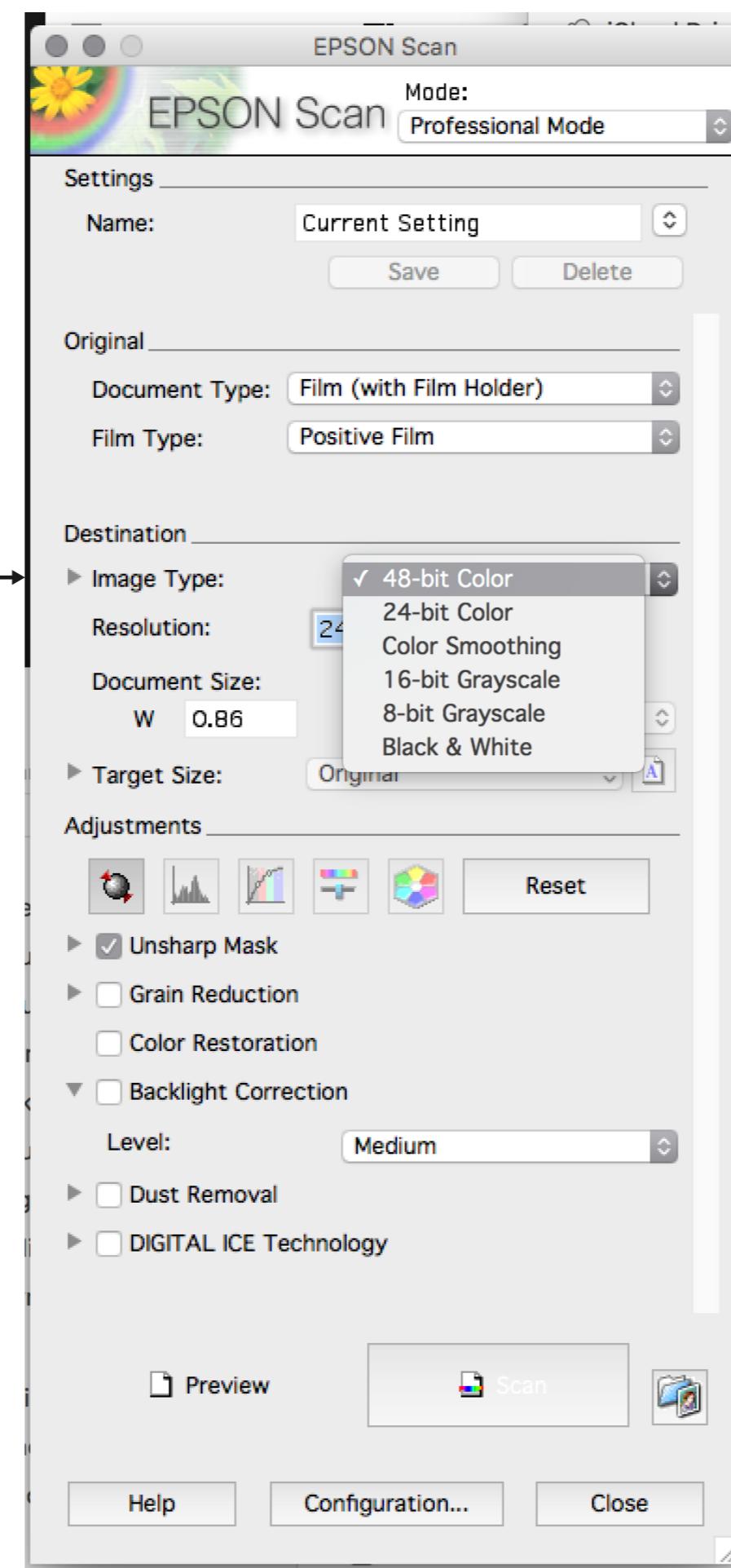
Positive Film: Image looks like the scene that was shot.

Colour Negative Film: Image looks inverted and film is orange.

B&W Negative Film: Image looks inverted and film is grey.

3. Image Type

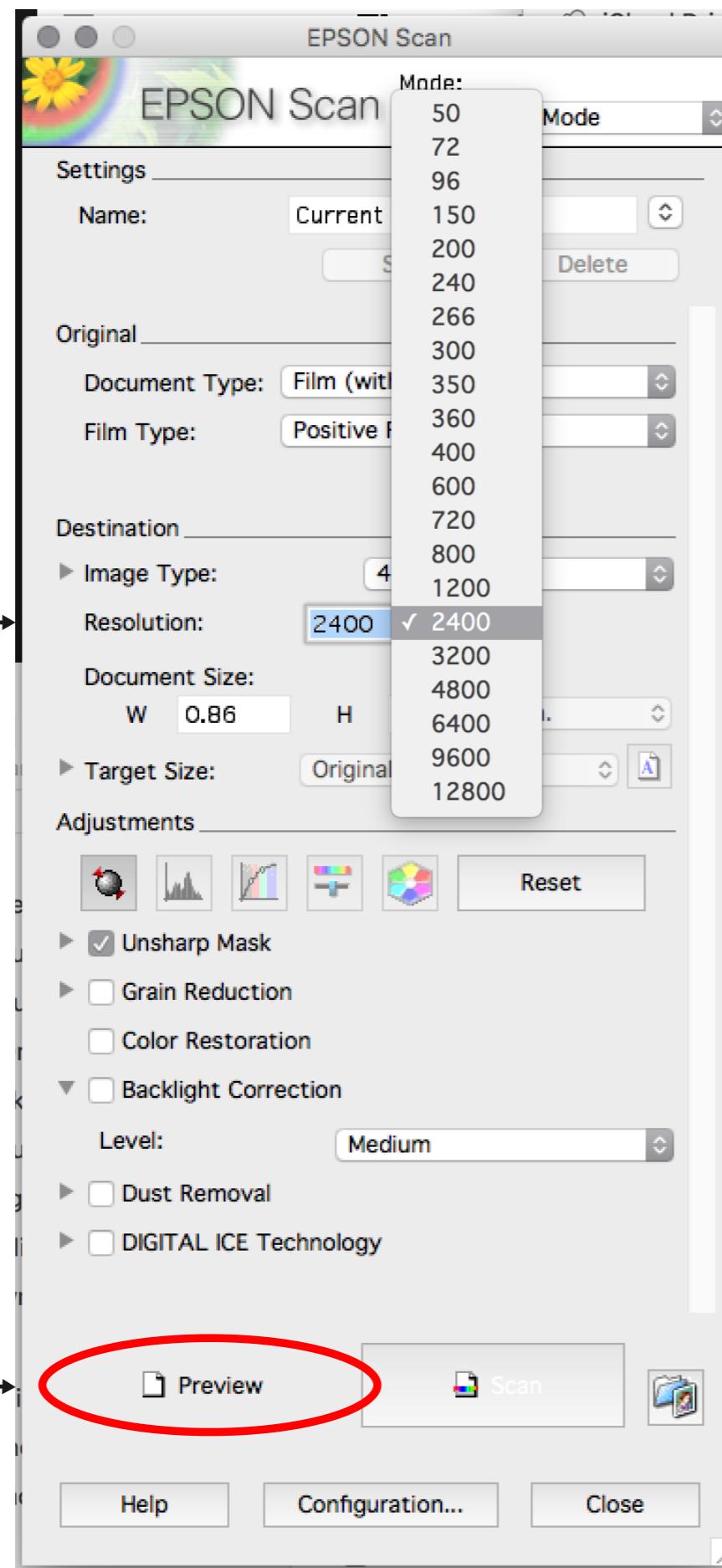
Choose 48-bit Color for colour slides
Choose 16-bit Grayscale for B&W slides



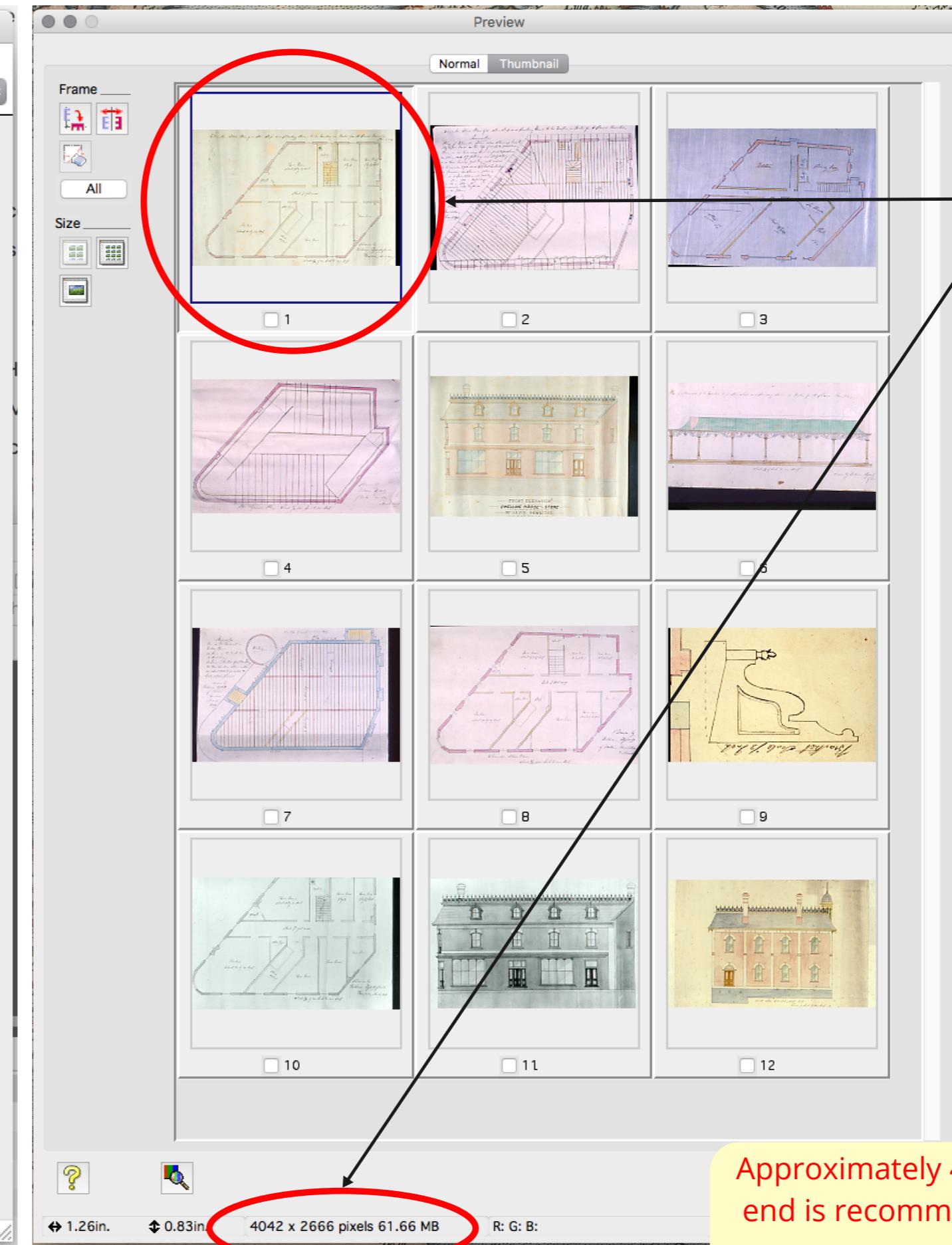
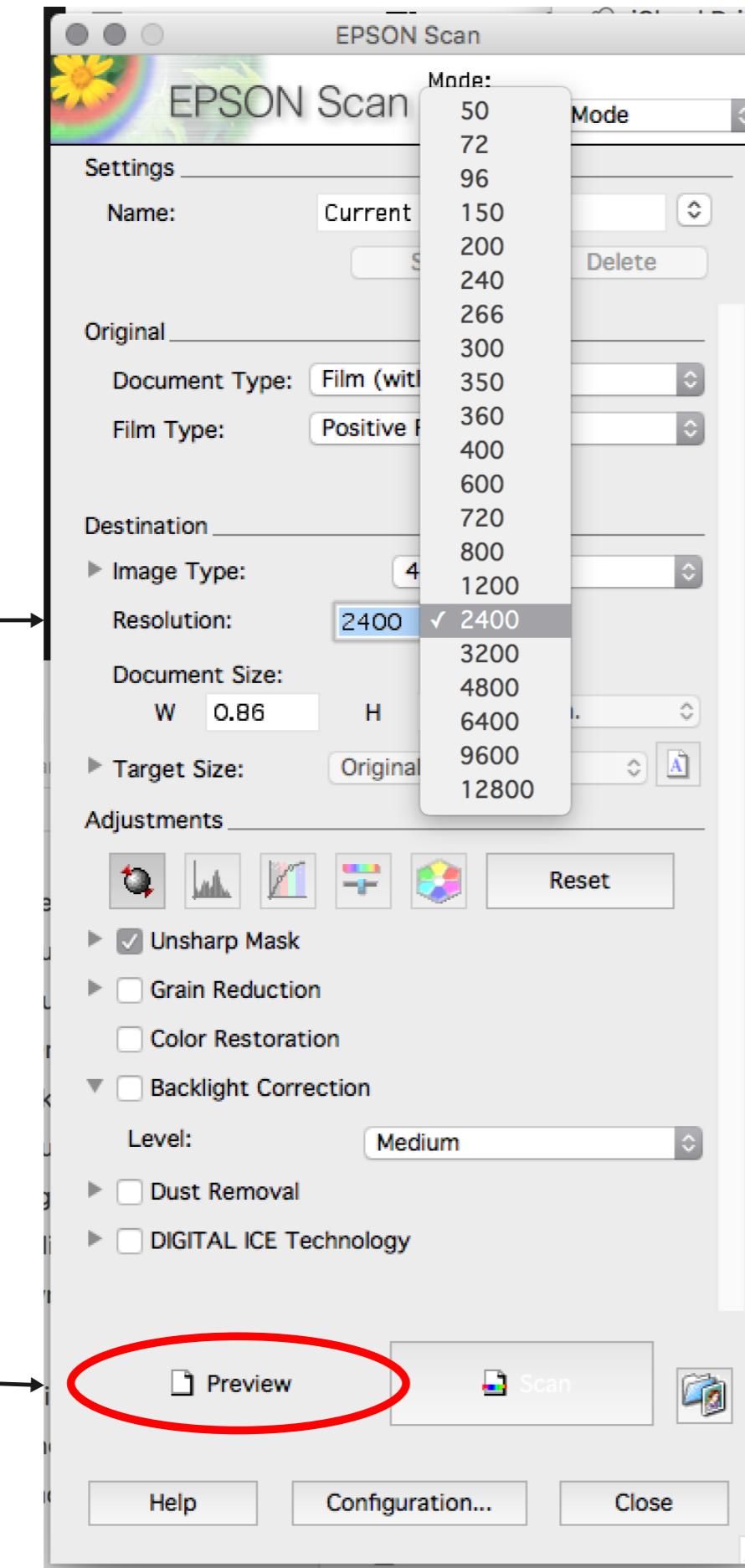
48-bit colour and 16-bit grayscale images are best for further editing in professional software like Photoshop and they can be saved in TIFF.

4. Resolution

Choose
between
2400-4800 dpi
depending on →
desired file
size and
resolution



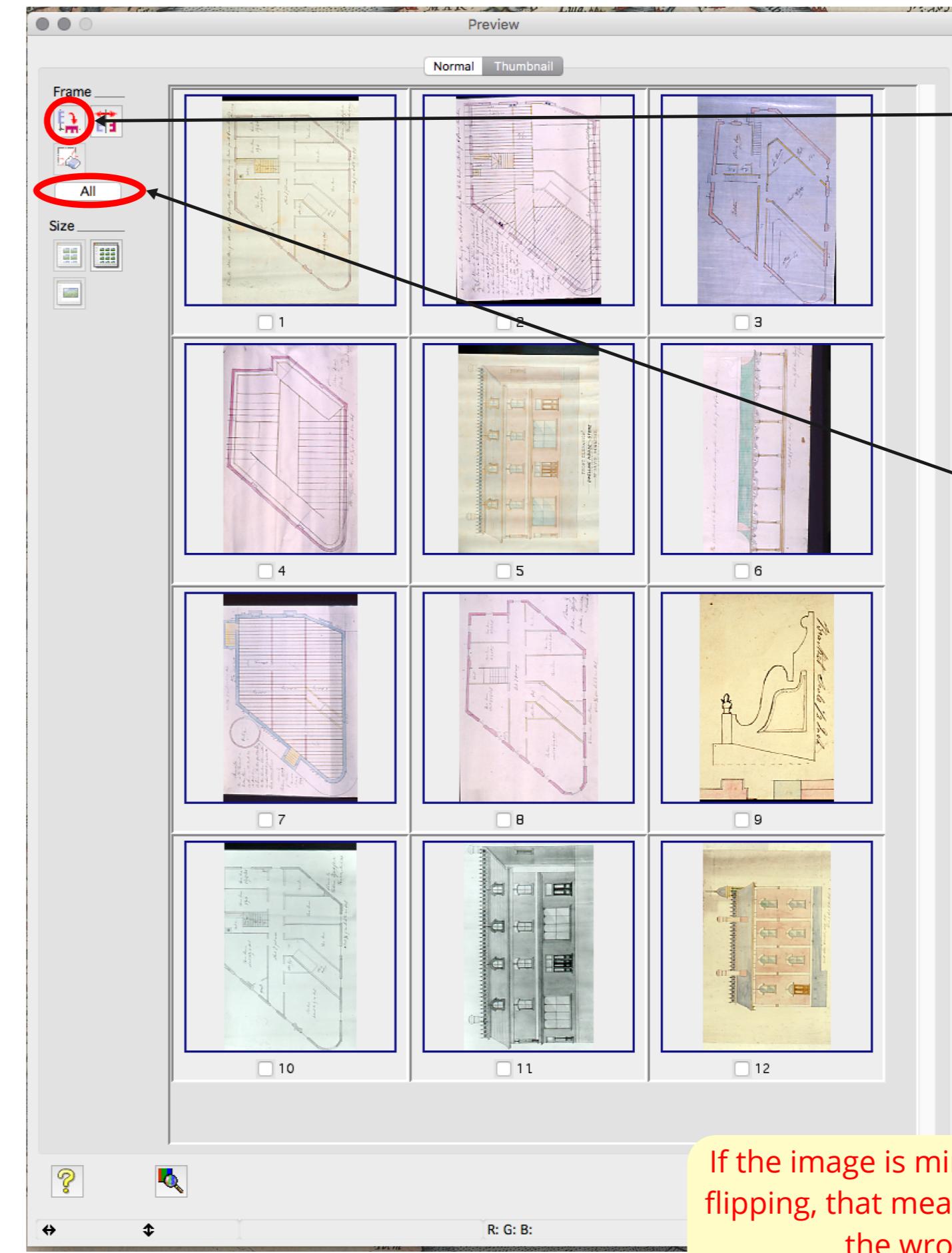
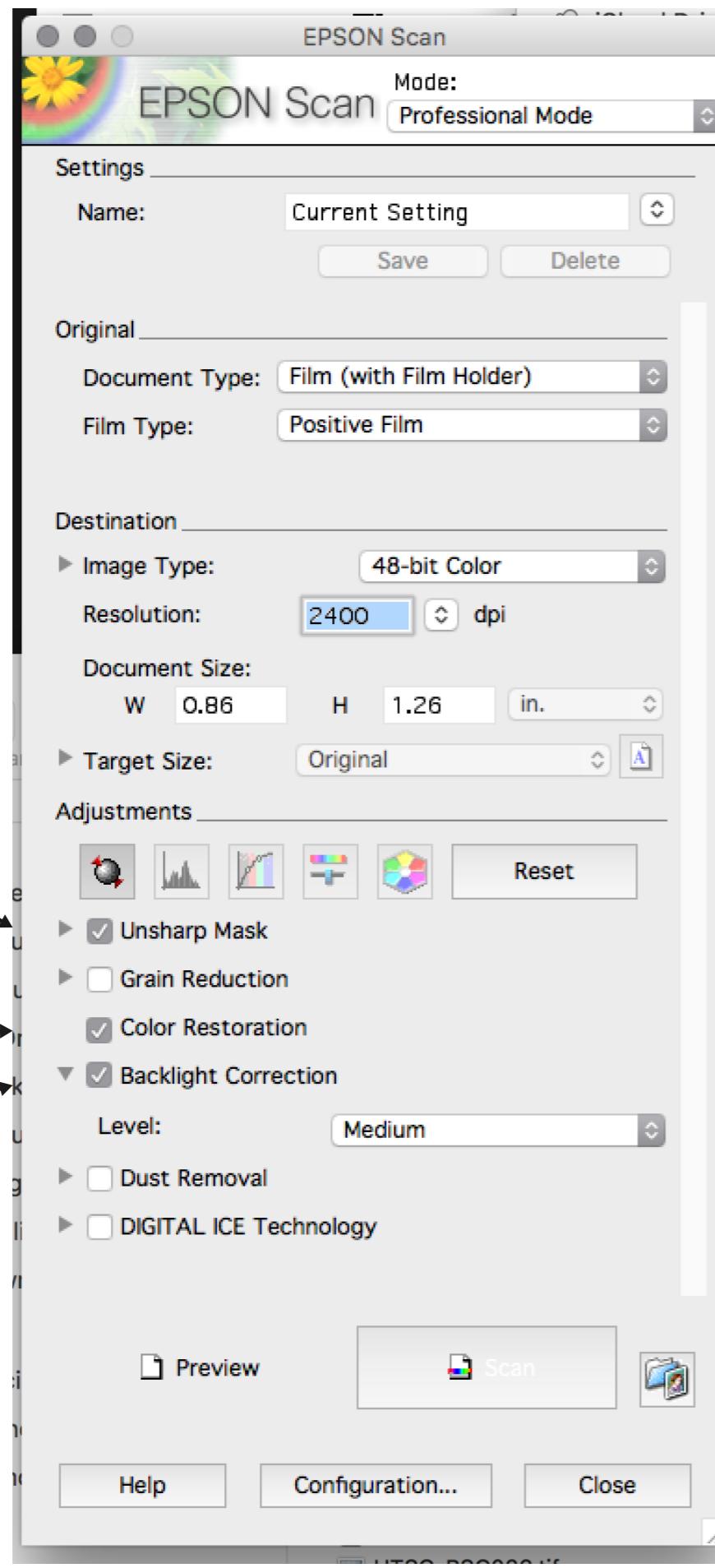
Click 'Preview'
to preview
image and file
size



Click on an
image to
see its size

Approximately 4000 pixels on one
end is recommended for archival
scanning.

5. Adjustments



If the image is mirrored and needs flipping, that means it was scanned the wrong way.

6. Saving & Scanning

The screenshot shows the EPSON Scan software interface. On the left is the main control panel with settings for Document Type (Film (with Film Holder)), Film Type (Positive Film), Resolution (2400 dpi), Document Size (W: 0.86, H: 1.26 in.), Target Size (Original), and various Adjustments like Unsharp Mask, Color Restoration, and Backlight Correction. At the bottom is a toolbar with 'Preview', 'Scan' (circled in red), and 'Close' buttons.

Main Interface Labels:

- Choose folder**: Points to the 'Choose...' button in the 'File Save Settings' dialog.
- Choose prefix and starting number**: Points to the 'Prefix:' field ('UTSG-RSG') and 'Start Number:' field ('033') in the 'File Save Settings' dialog.
- Archival standard is to scan in TIFF format**: Points to the 'Type:' dropdown set to 'TIFF (*.tif)' in the 'File Save Settings' dialog.
- Helpful to keep this checked so that this dialogue box will open each time to update the prefix names, numbers, and other settings**: Points to the 'Show this dialog box before next scan' checkbox in the 'File Save Settings' dialog.

File Save Settings Dialog Labels:

- Choose folder**: Points to the 'Choose...' button.
- Choose prefix and starting number**: Points to the 'Prefix:' field ('UTSG-RSG') and 'Start Number:' field ('033').
- Archival standard is to scan in TIFF format**: Points to the 'Type:' dropdown set to 'TIFF (*.tif)'.
- Helpful to keep this checked so that this dialogue box will open each time to update the prefix names, numbers, and other settings**: Points to the 'Show this dialog box before next scan' checkbox.

Progress Dialog Labels:

- In order for the next scan to start in a sequence of scans, often the mouse must move or the dialogue box must be clicked.**: A yellow callout box containing this text is located at the bottom right.