

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

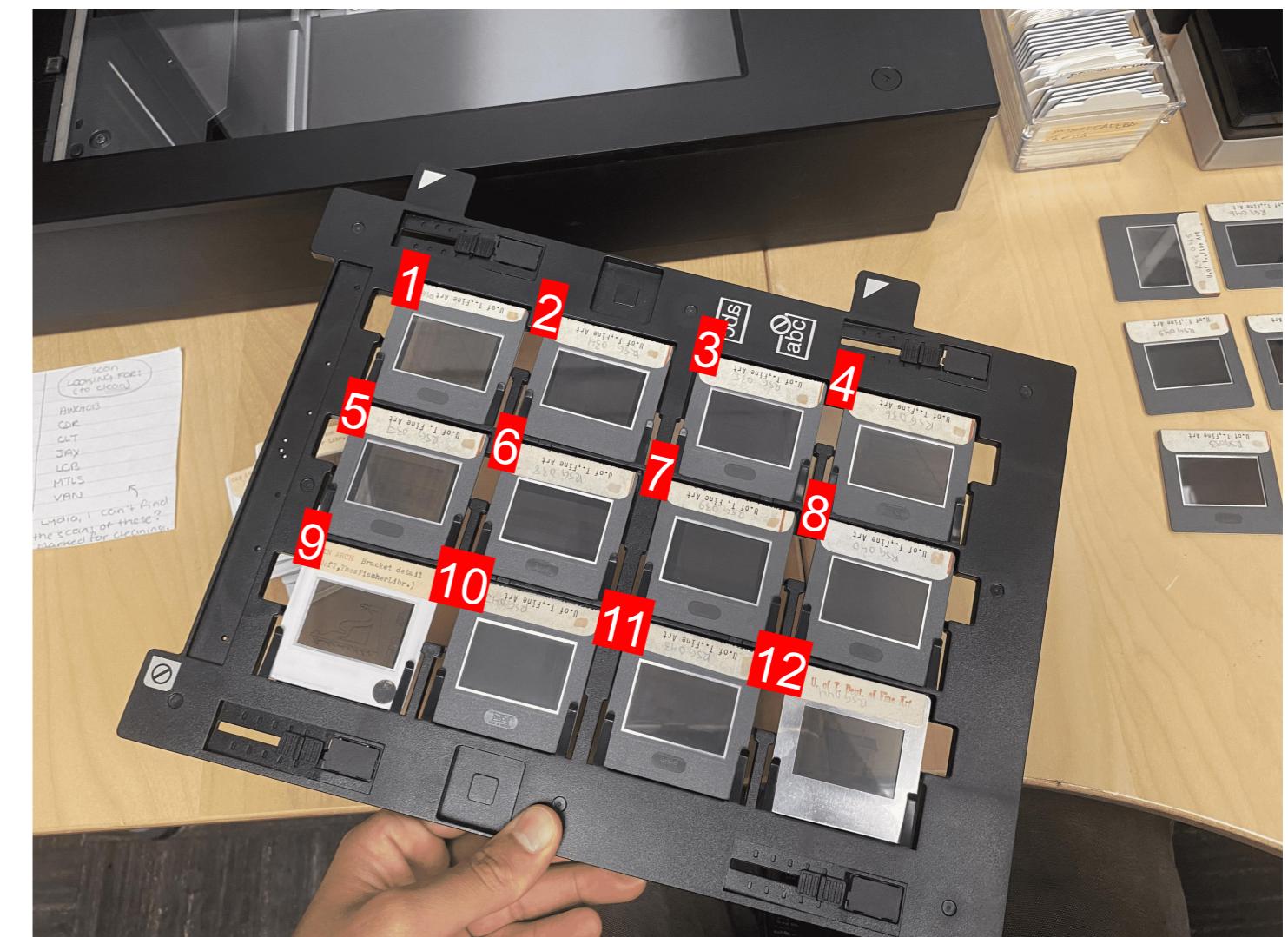


Figure 2: image of slide tray with 12 slides arranged in proper sequencing

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

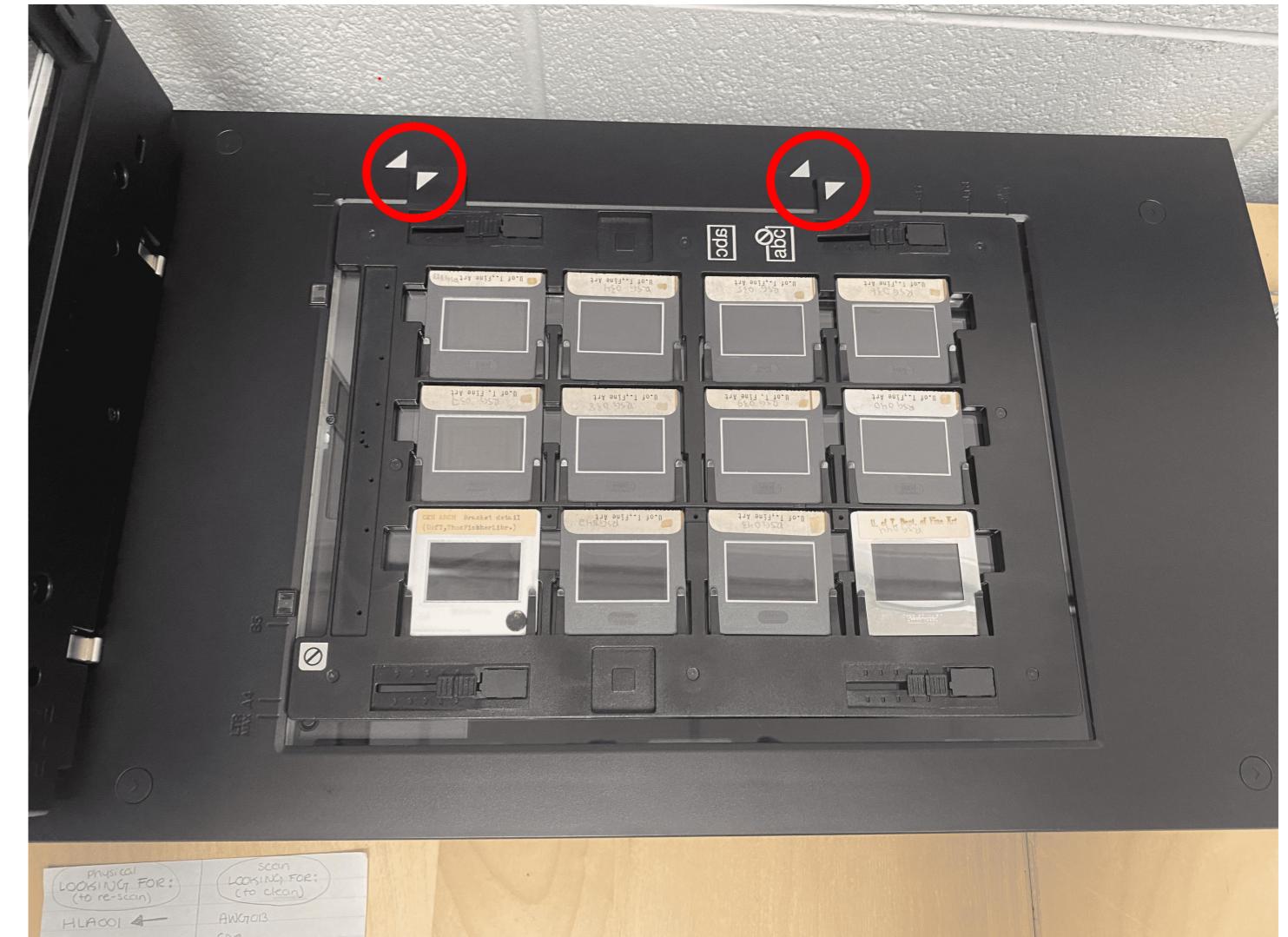


Figure 4: image of slide tray placed in the correct positioning on the scanner

EPSON V850

**Slide Scanning
Guide**

January 2024

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EPSON Software Overview

1. Document Type

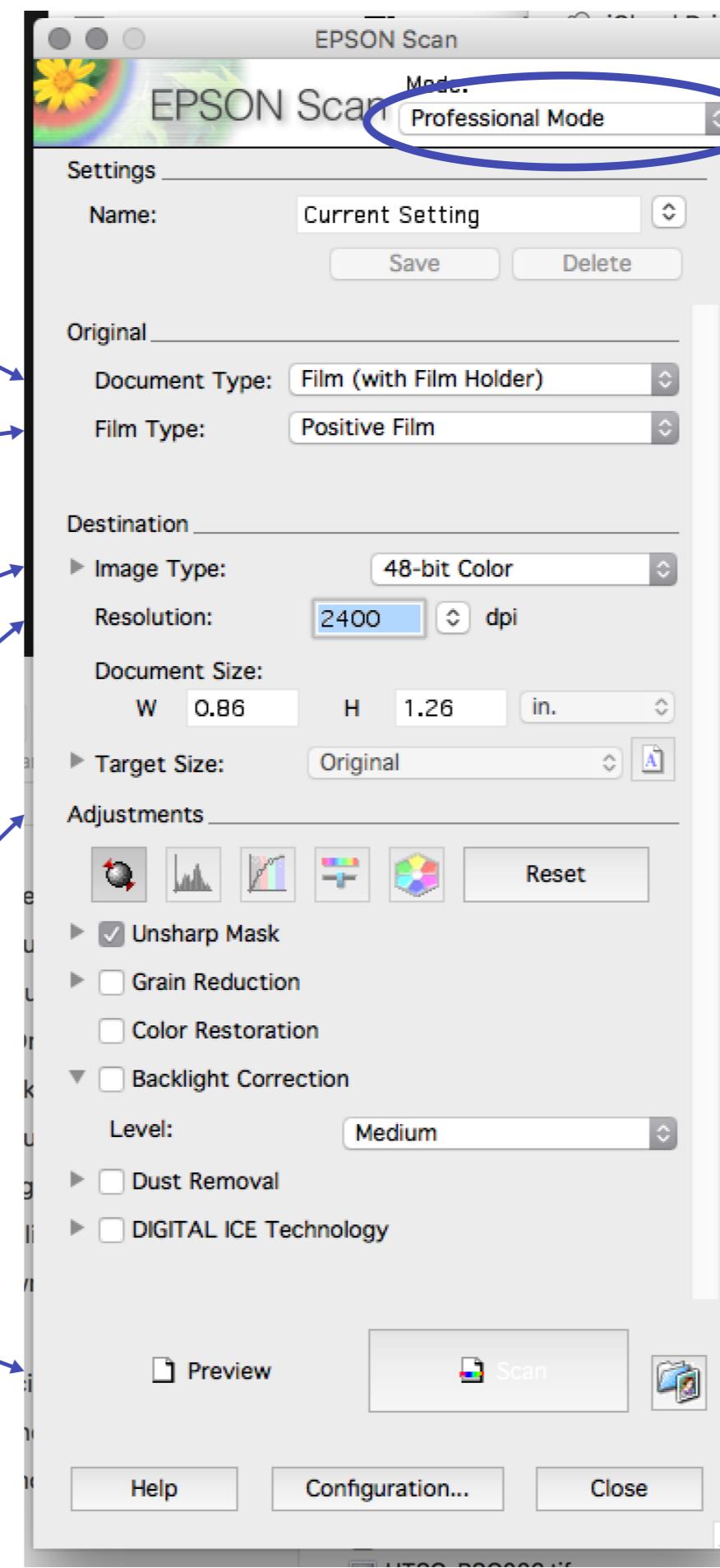
2. Film Type

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.

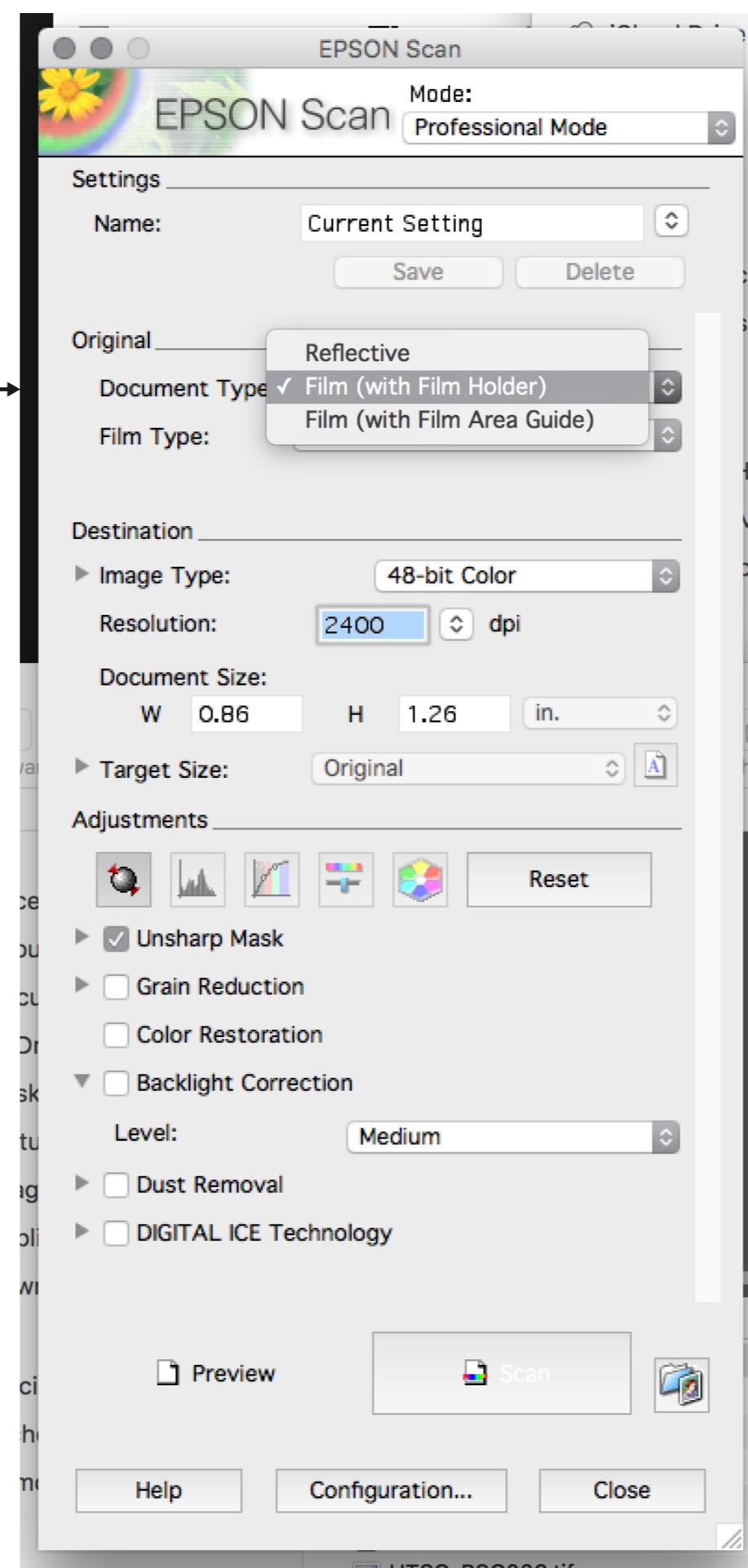
Adobe Photoshop

Commonly Used Tools Guide

January 2024

1. Document Type

Choose Film (with Film Holder) →



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

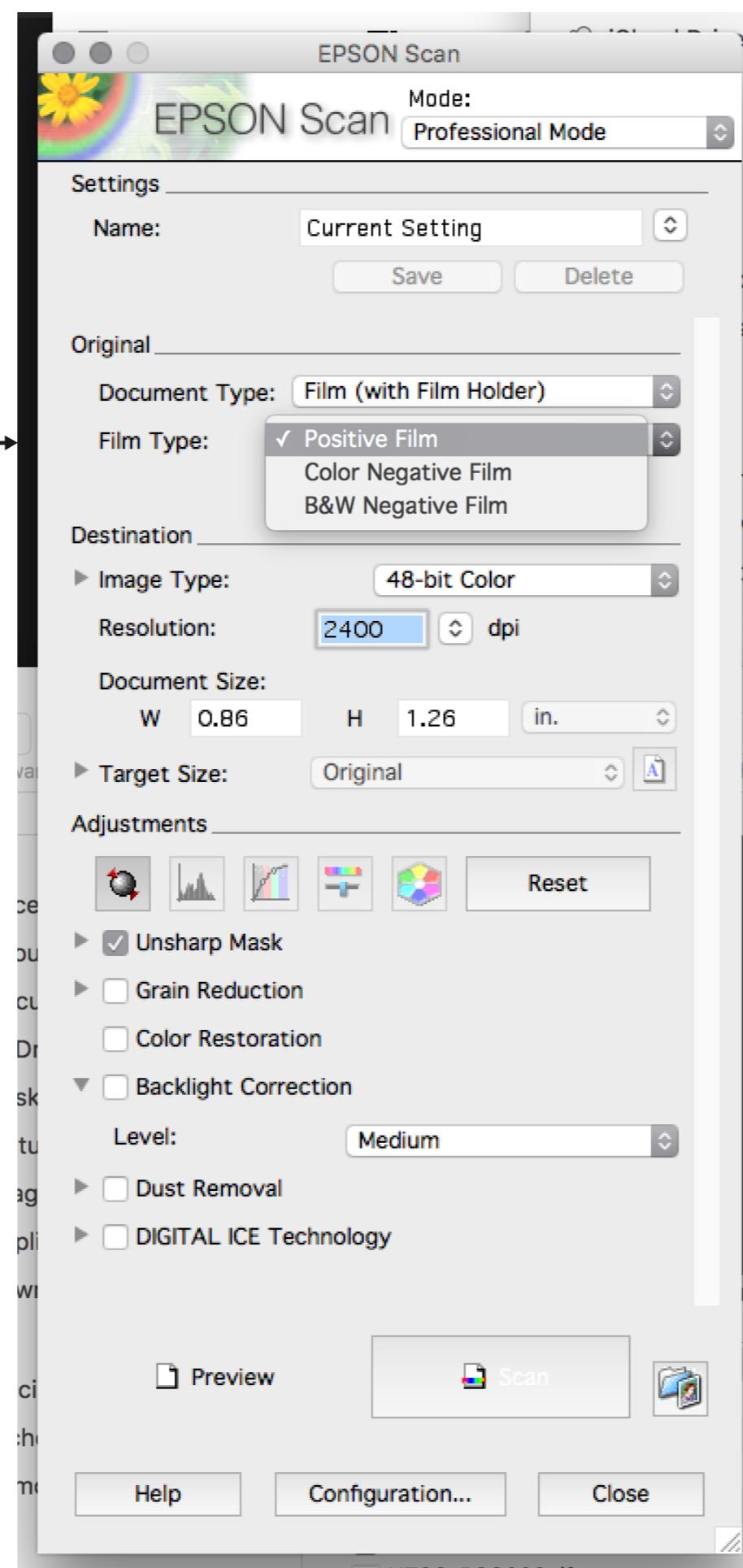
Film: A thin flexible strip of plastic or other material coated with light-sensitive emulsion for exposure in a camera, used to produce photographs or motion pictures.

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 →



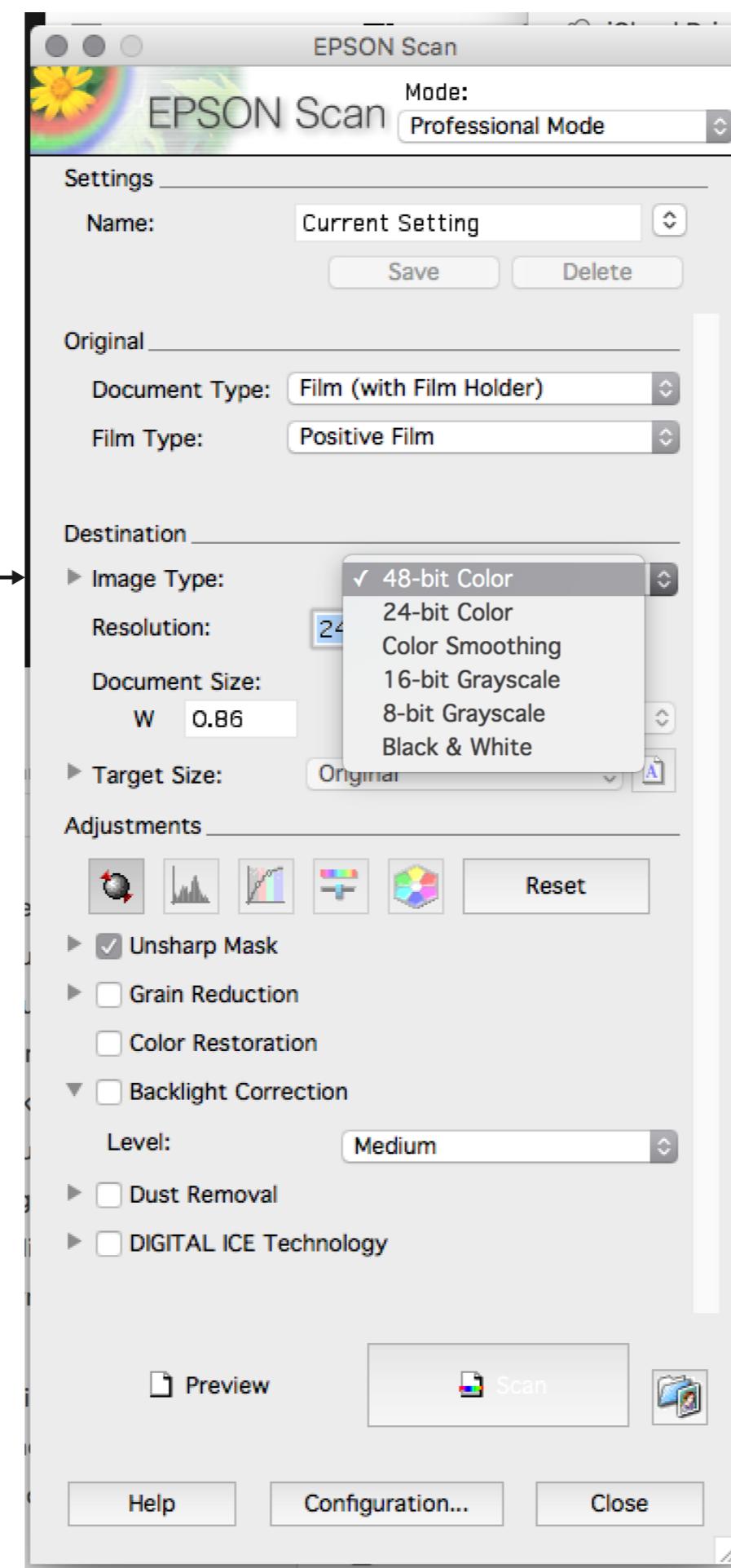
Positive Film: Image looks like the scene that was shot.

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

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

3. Image Type

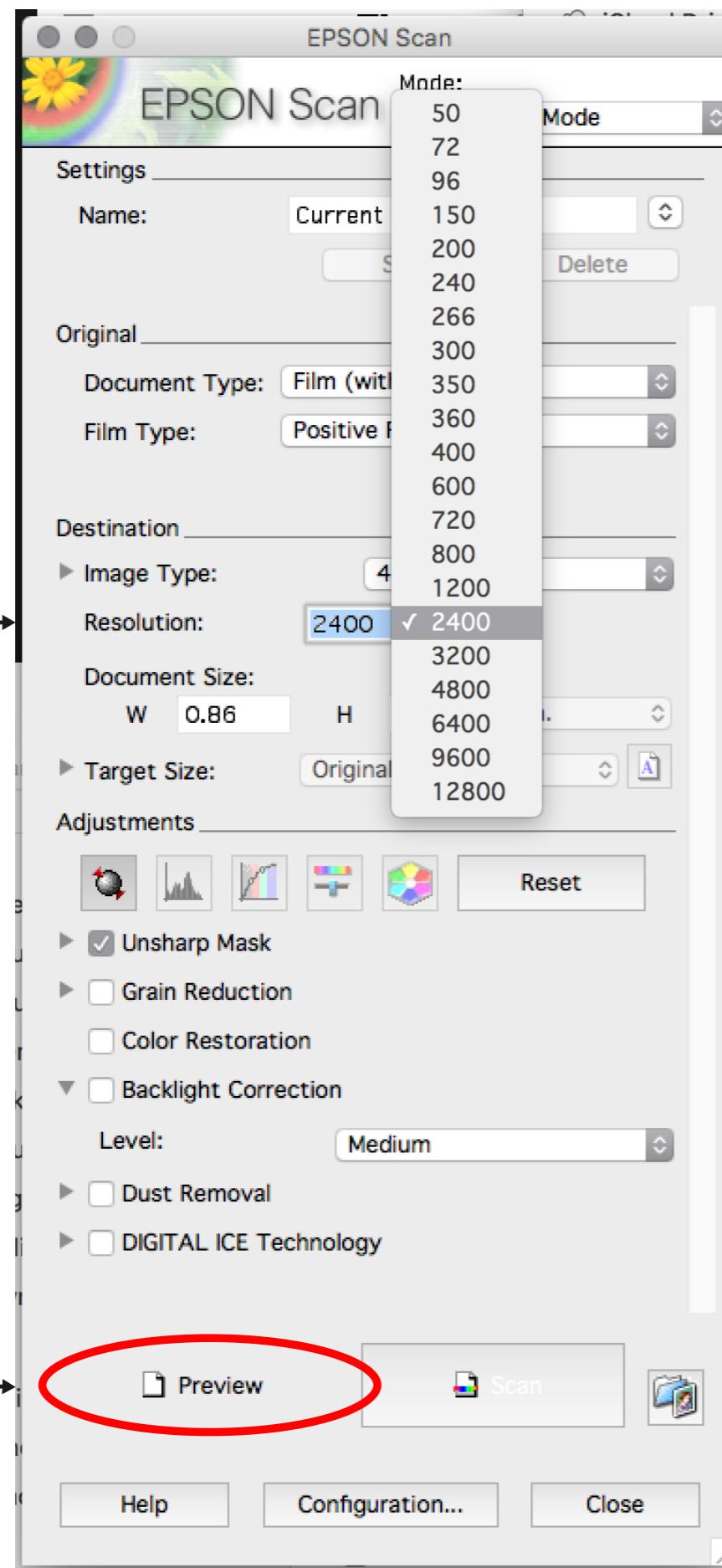
Choose 48-bit Color for colour slides
Choose 16-bit Grayscale for B&W slides



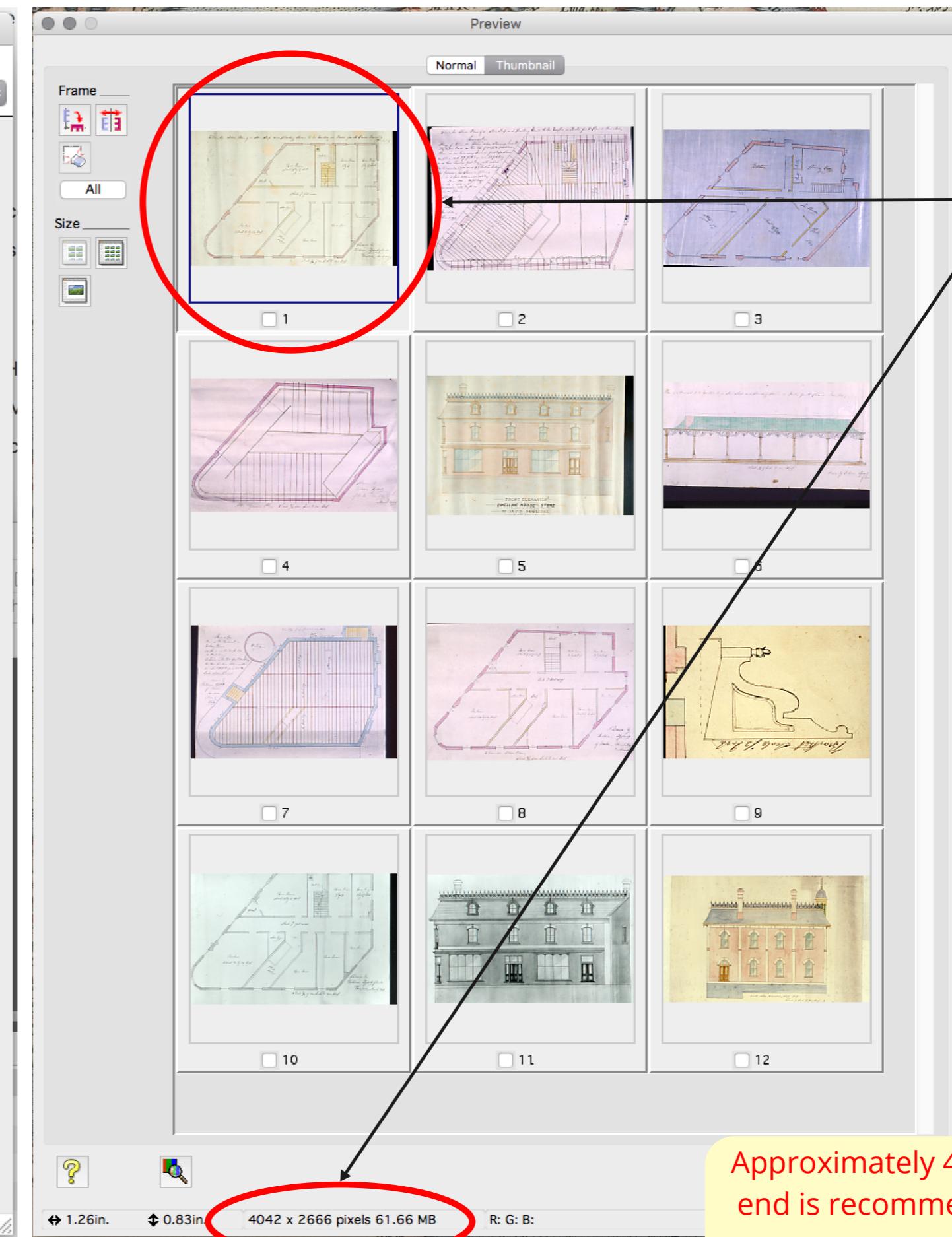
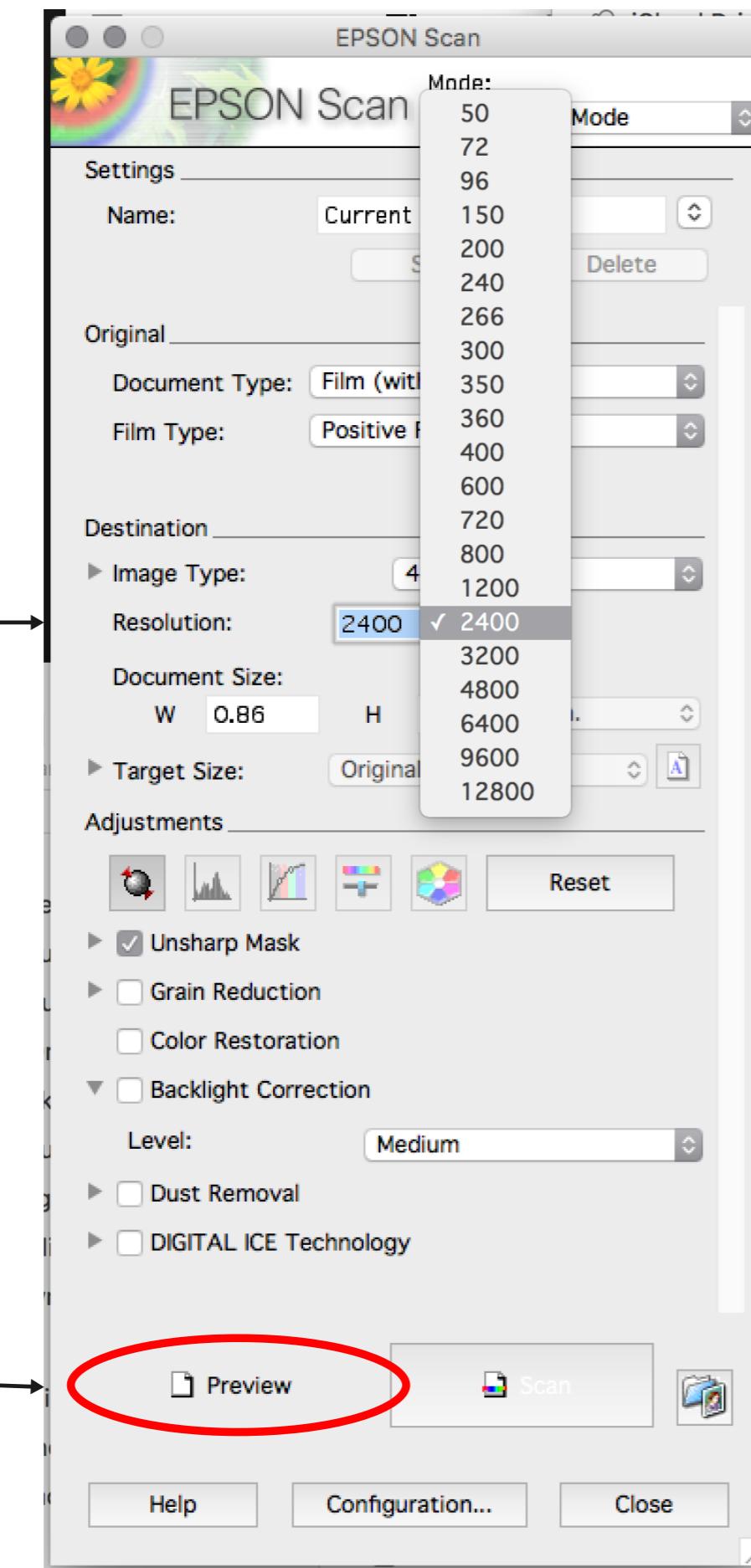
48-bit colour and 16-bit grayscale images are best for further editing in professional software like Photoshop and they can be saved in TIFF.

4. Resolution

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



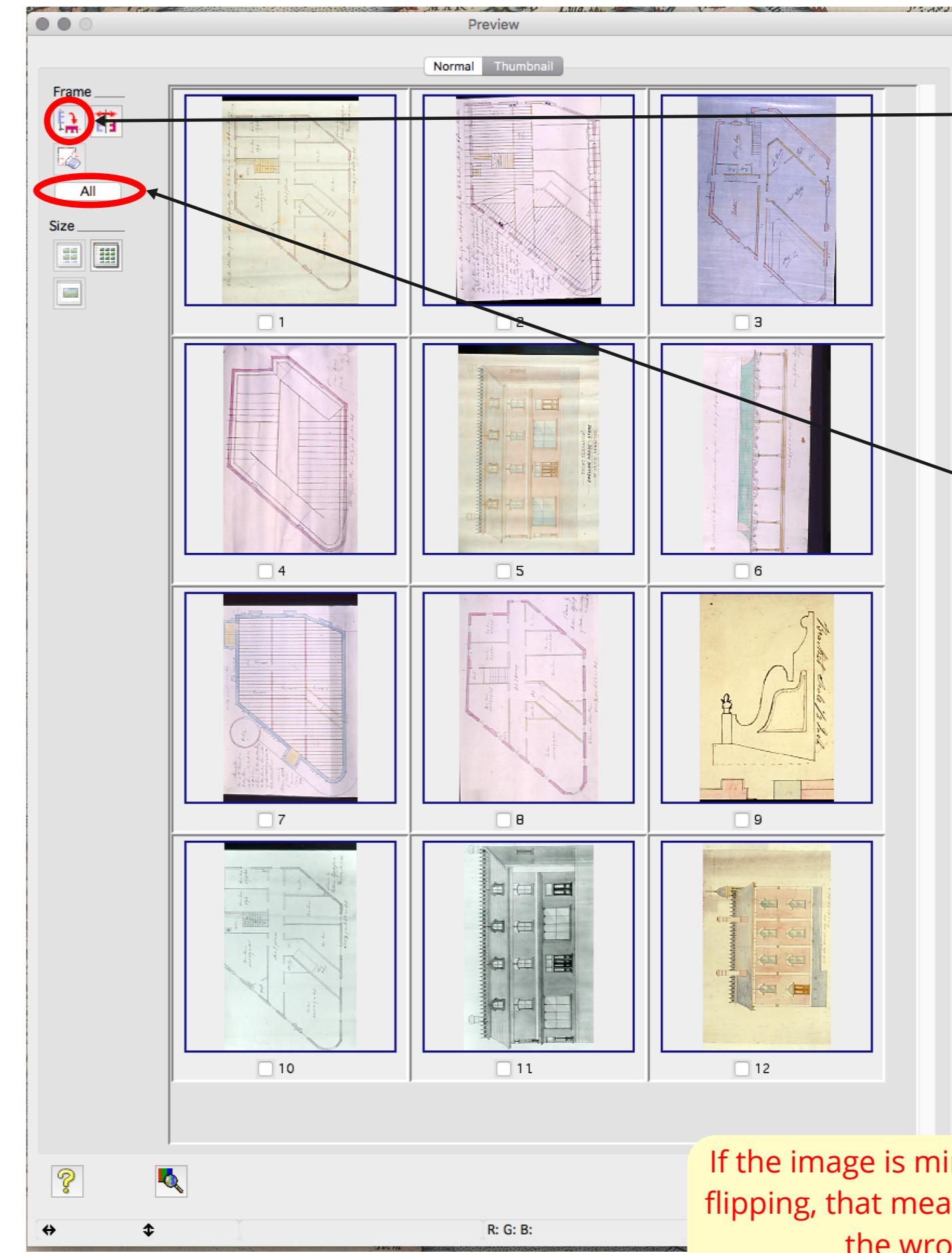
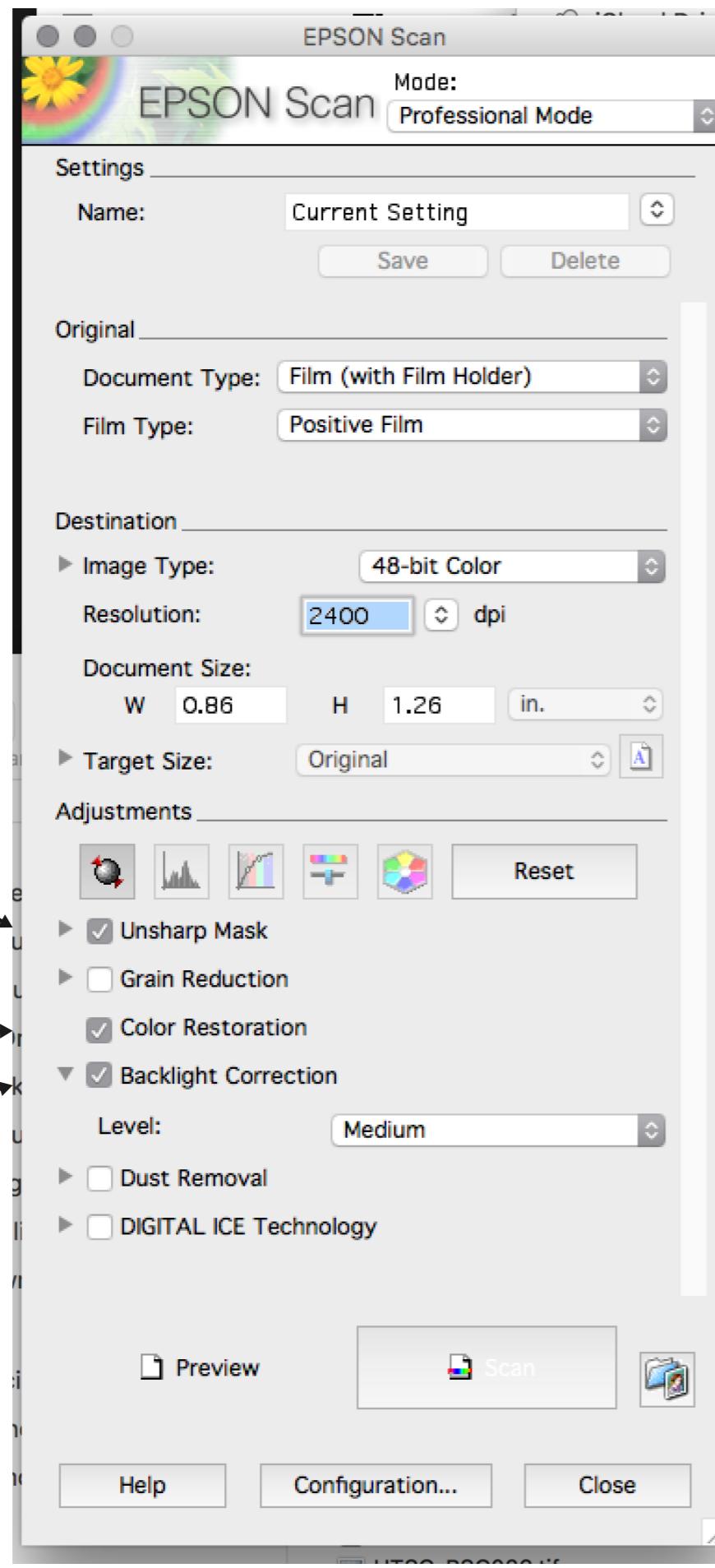
Click 'Preview'
to preview
image and file
size



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), image type (48-bit Color), 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 left is a 'Scan' button circled in red. On the right is a 'File Save Settings' dialog box. It includes fields for Location (set to 'Other: Nadia's Scans'), File Name (Prefix + 3-digit number) (set to 'UTSG-RSG'), Start Number (set to '033'), and Image Format (set to 'TIFF (*.tif)'). A checkbox for 'Overwrite any files with the same name' is unchecked. Other checked checkboxes include 'Show this dialog box before next scan', 'Open image folder after scanning', and 'Show Add Page dialog after scanning'. The background shows a progress bar for a scan of a historical map.

Choose folder

Choose prefix and starting number

Archival standard is to scan in TIFF format

Helpful to keep this checked so that this dialogue box will open each time to update the prefix names, numbers, and other settings

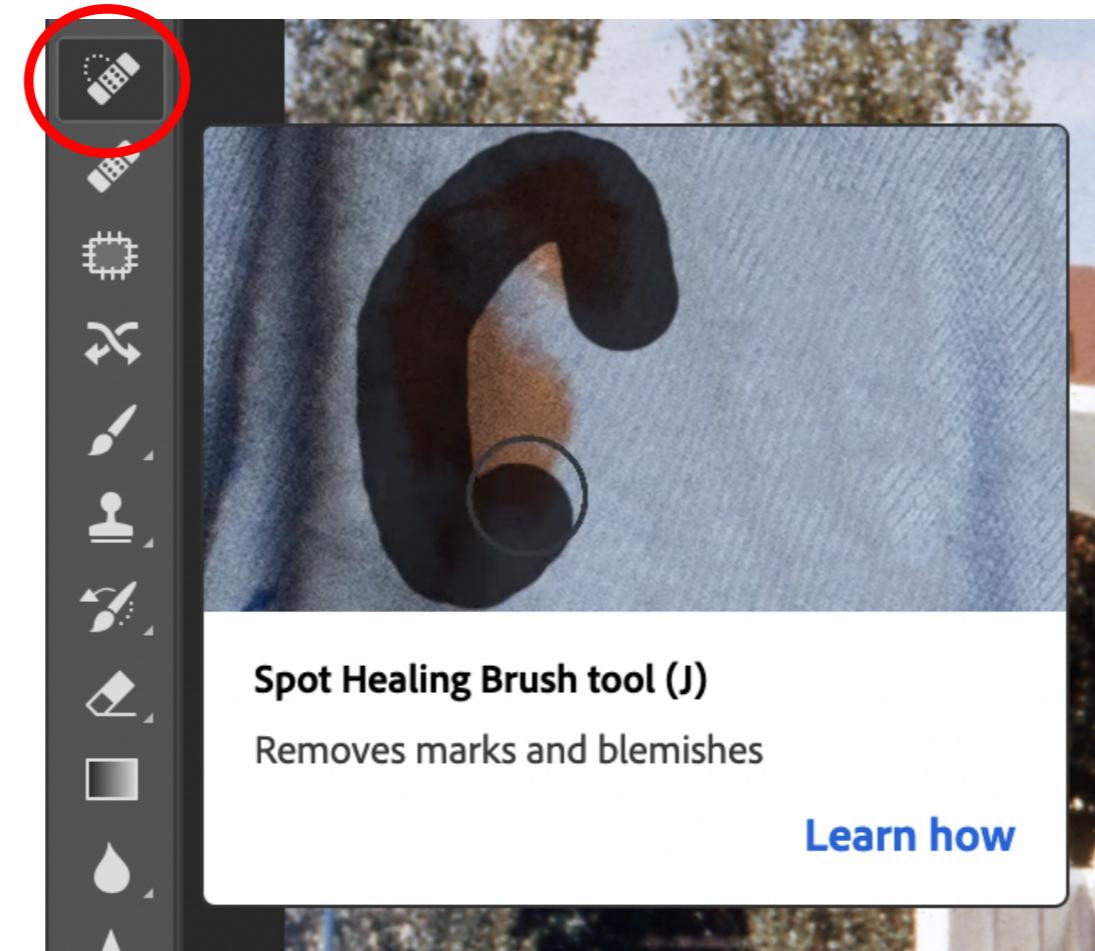
In order for the next scan to start in a sequence of scans, often the mouse must move or the dialogue box must be clicked.

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Cleaning

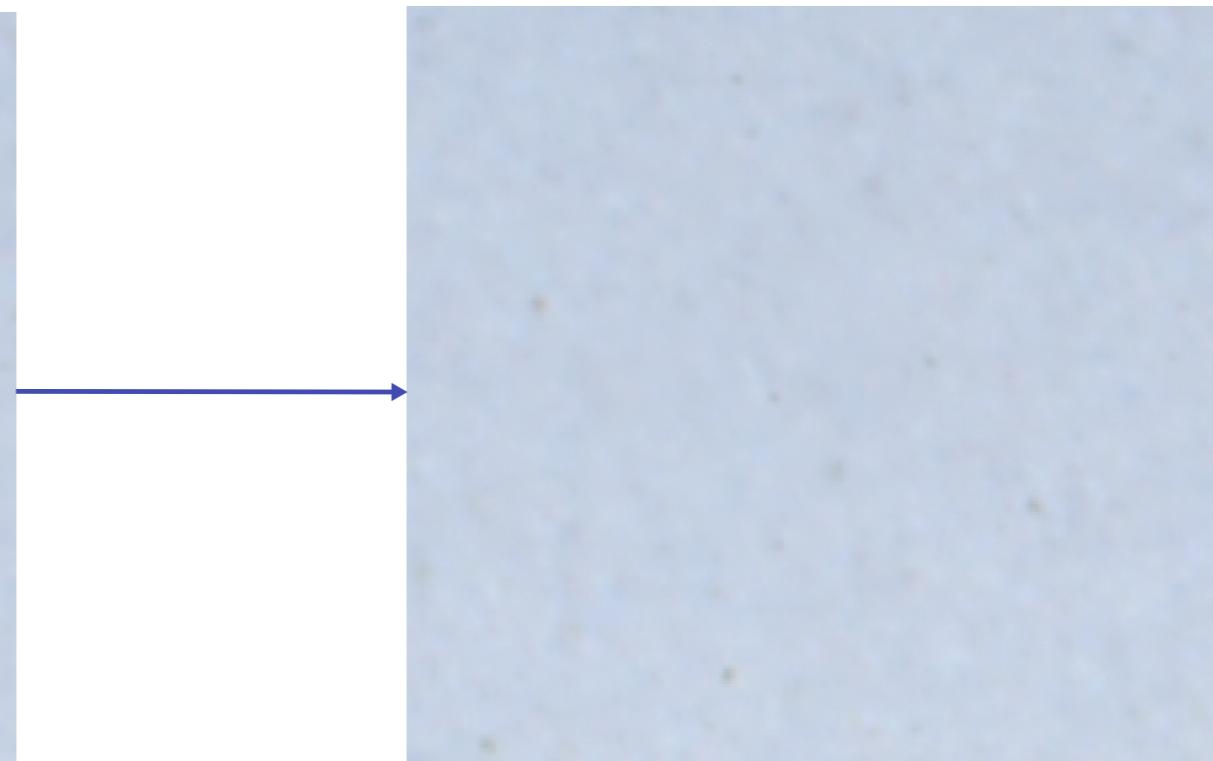
The **Spot Healing Brush Tool** removes unwanted spots, marks, or small objects in your image.



before



after



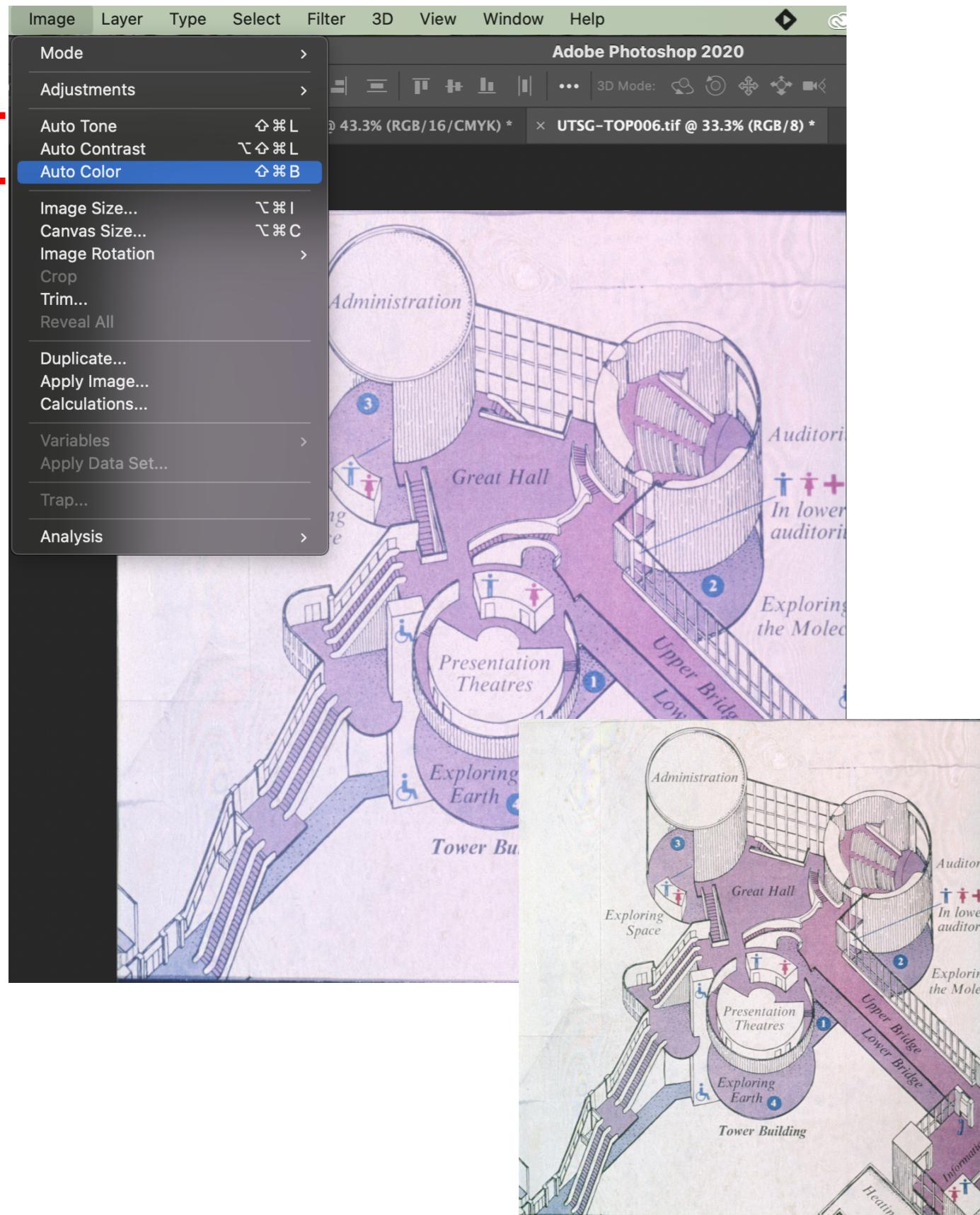
Hold the spacebar to activate the Hand tool. Let go and you are back to the last tool you were using.

Use the [and] keys on the keyboard to make brush size bigger or smaller.

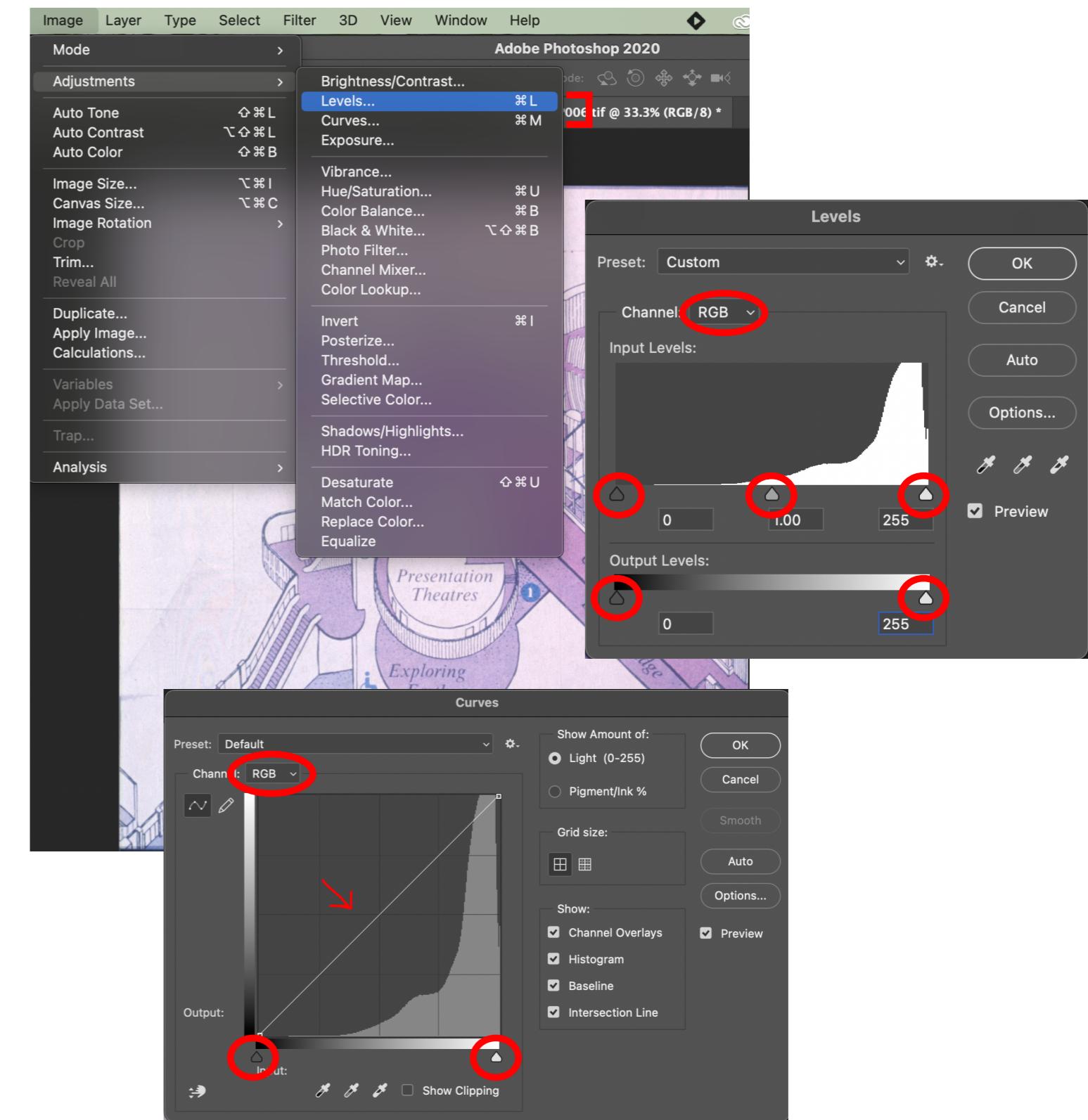
To undo an action, press Command + Z. To redo an undone action, press Shift + Command + Z.

Colour Correction

Quick correction*



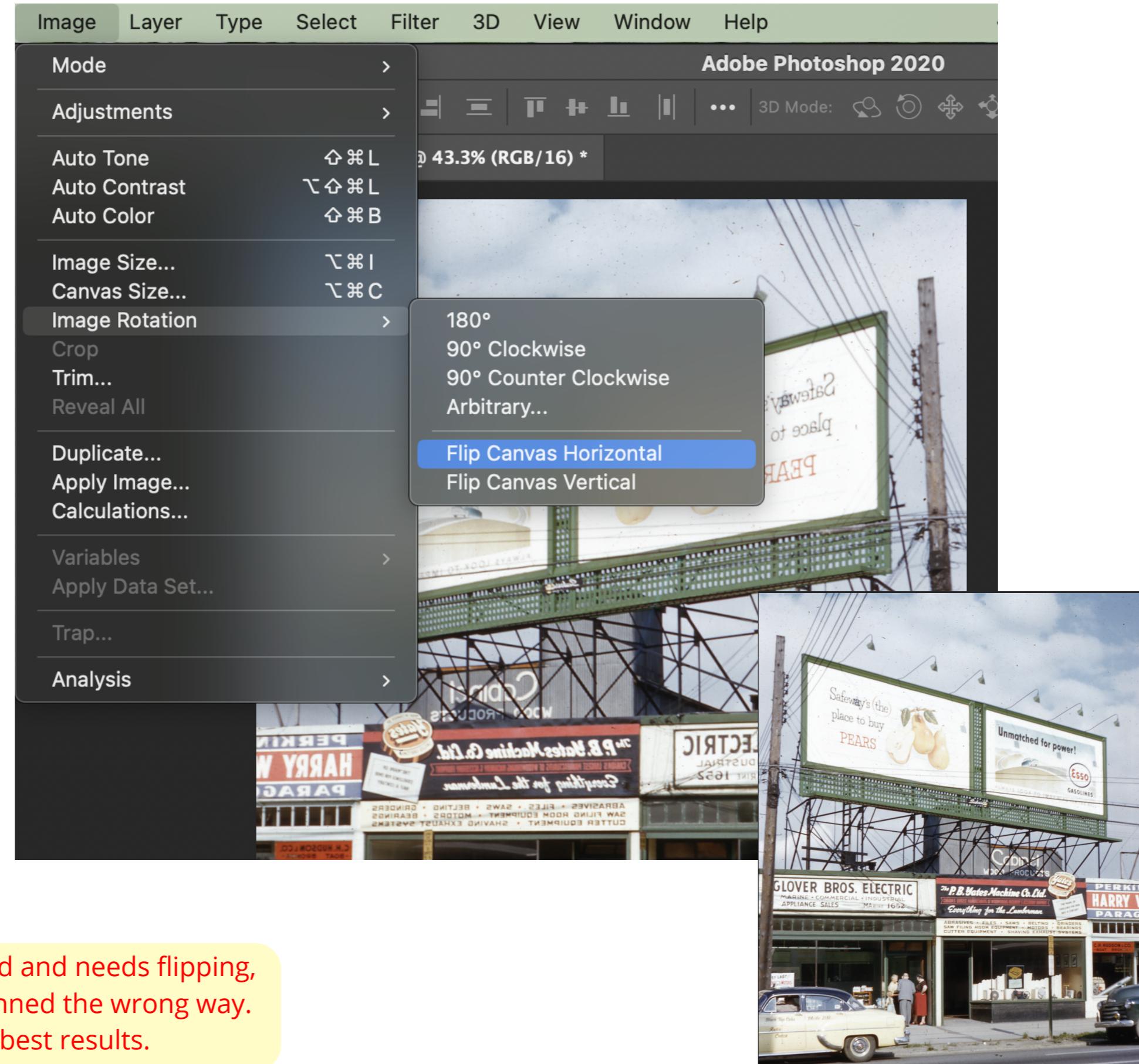
Detailed correction*



*recommended for archival processing

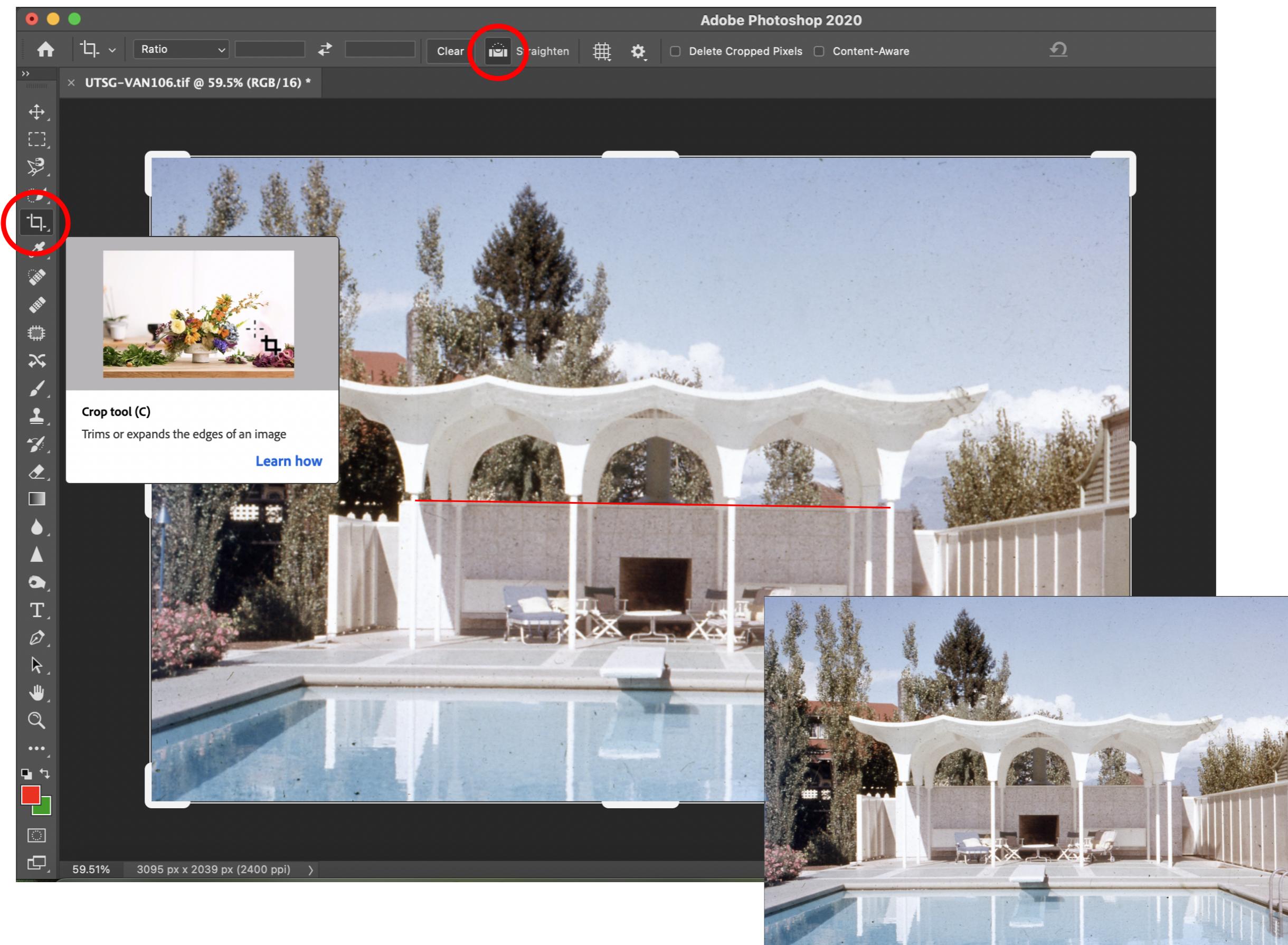
*recommended for individual client requests

Flip



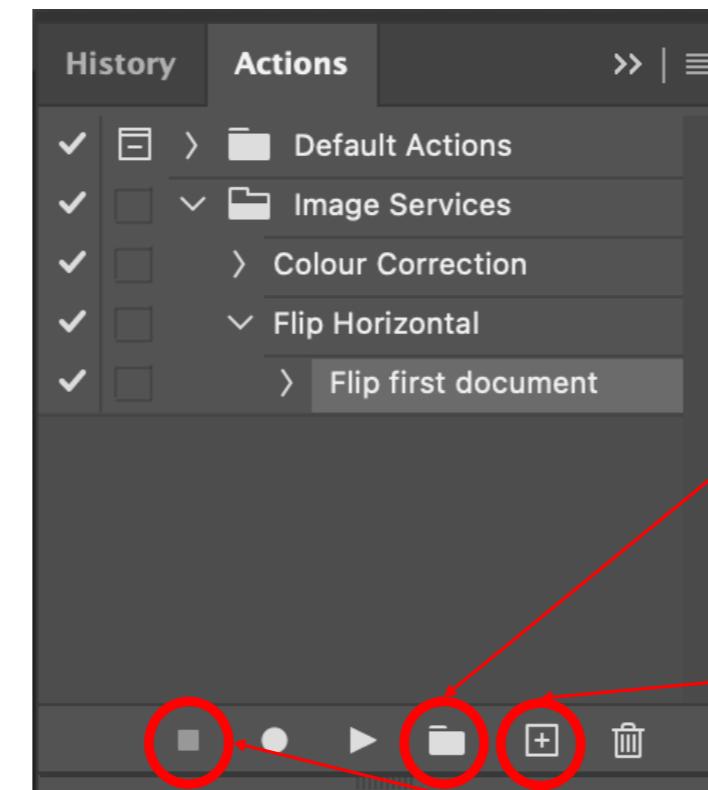
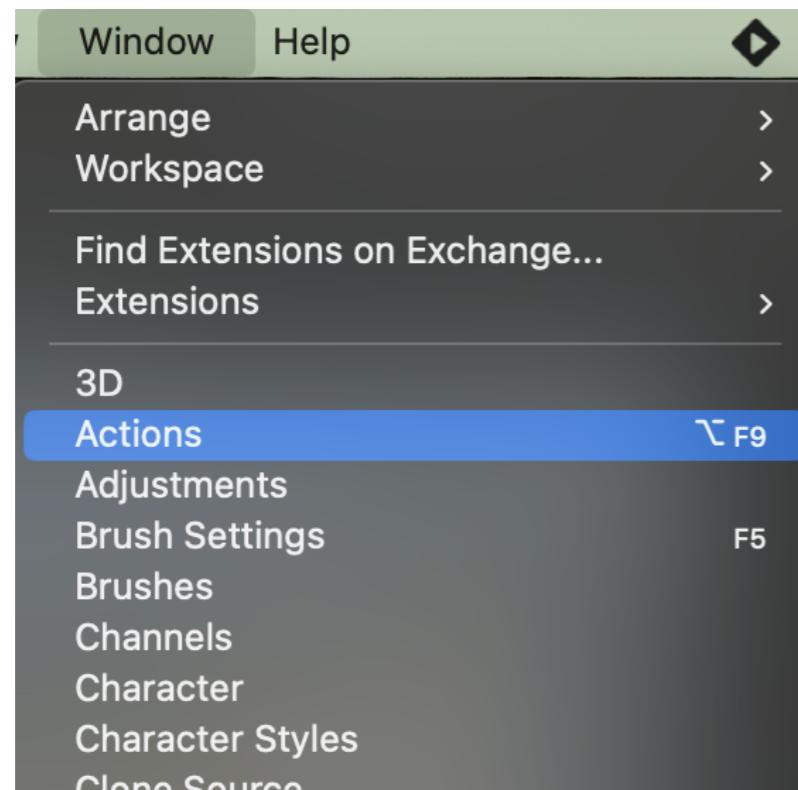
Crop & Straighten

After clicking the straightening tool, draw across a line that is supposed to be straight



Batch & Automate

Batch editing is useful for when multiple images need the same correction.
Example: all images need to be flipped, colour corrected, or turned into B&W.



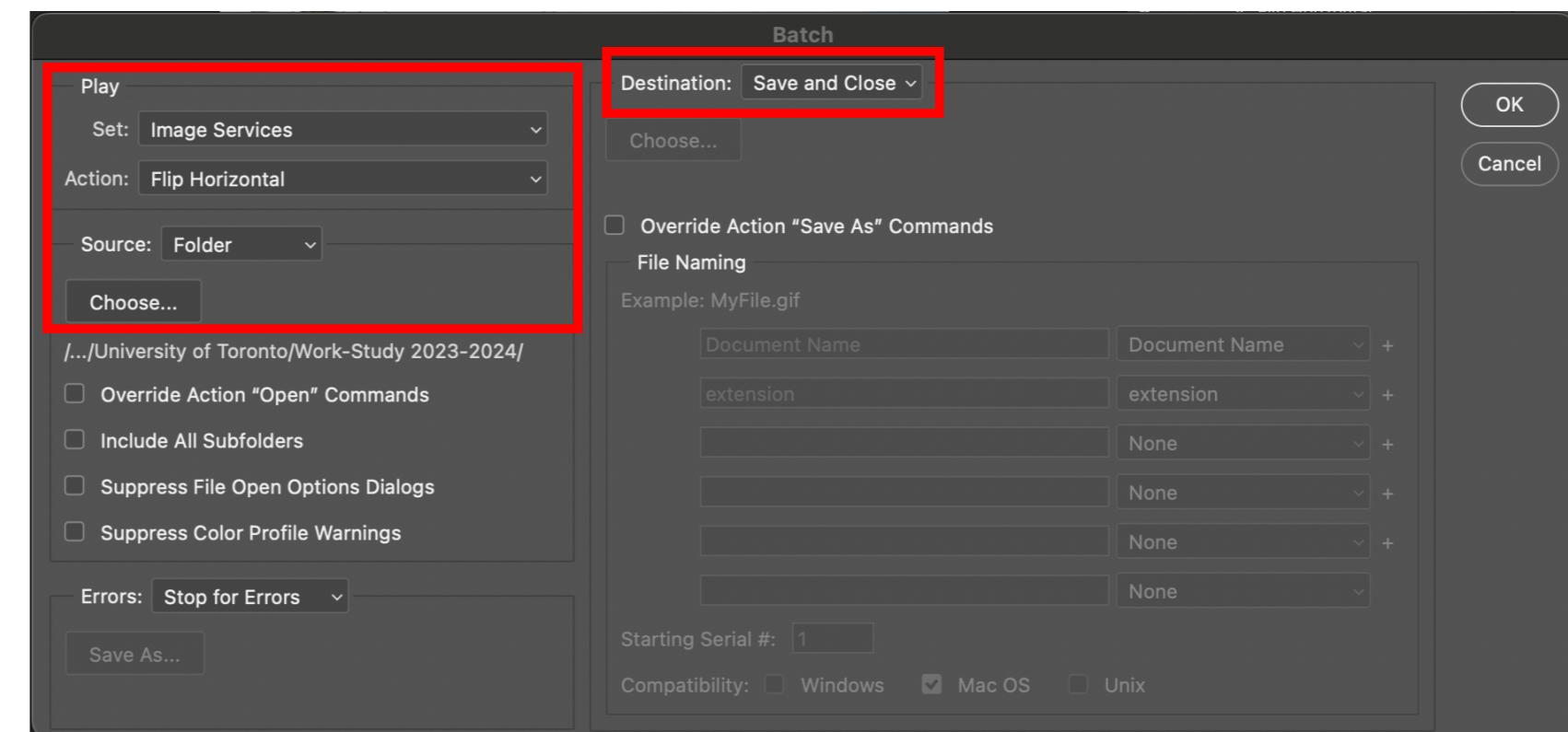
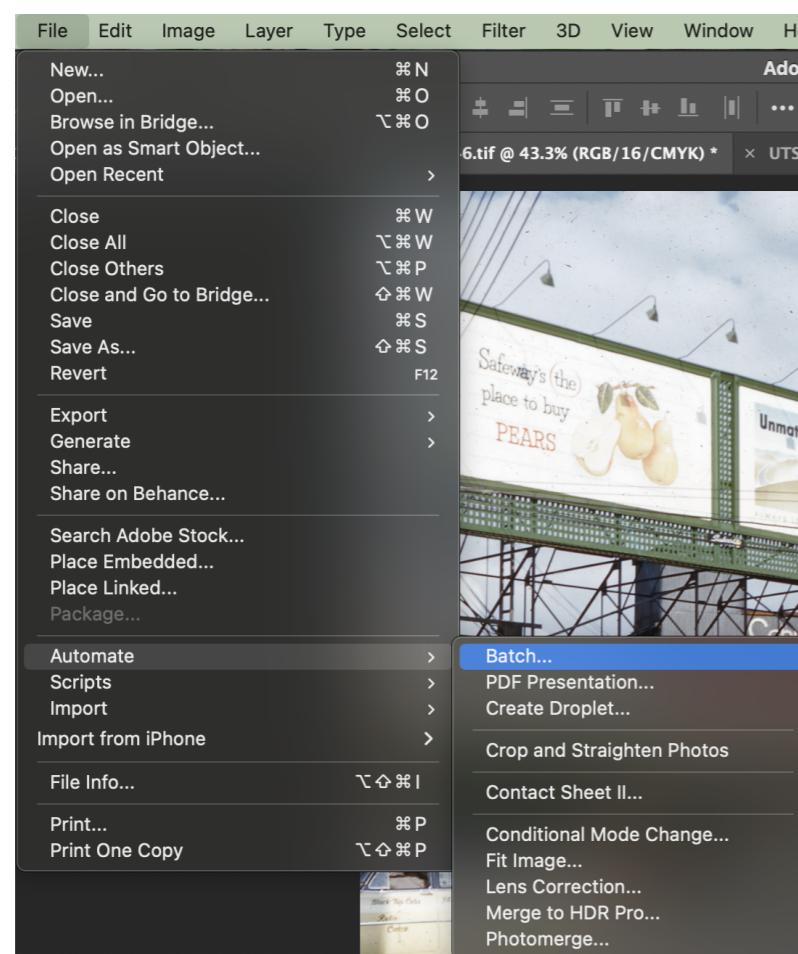
Open up the first image out of the batch of images you would like to edit.

1. Open the 'Actions' window

2. Create a folder (ex. 'Image Services')

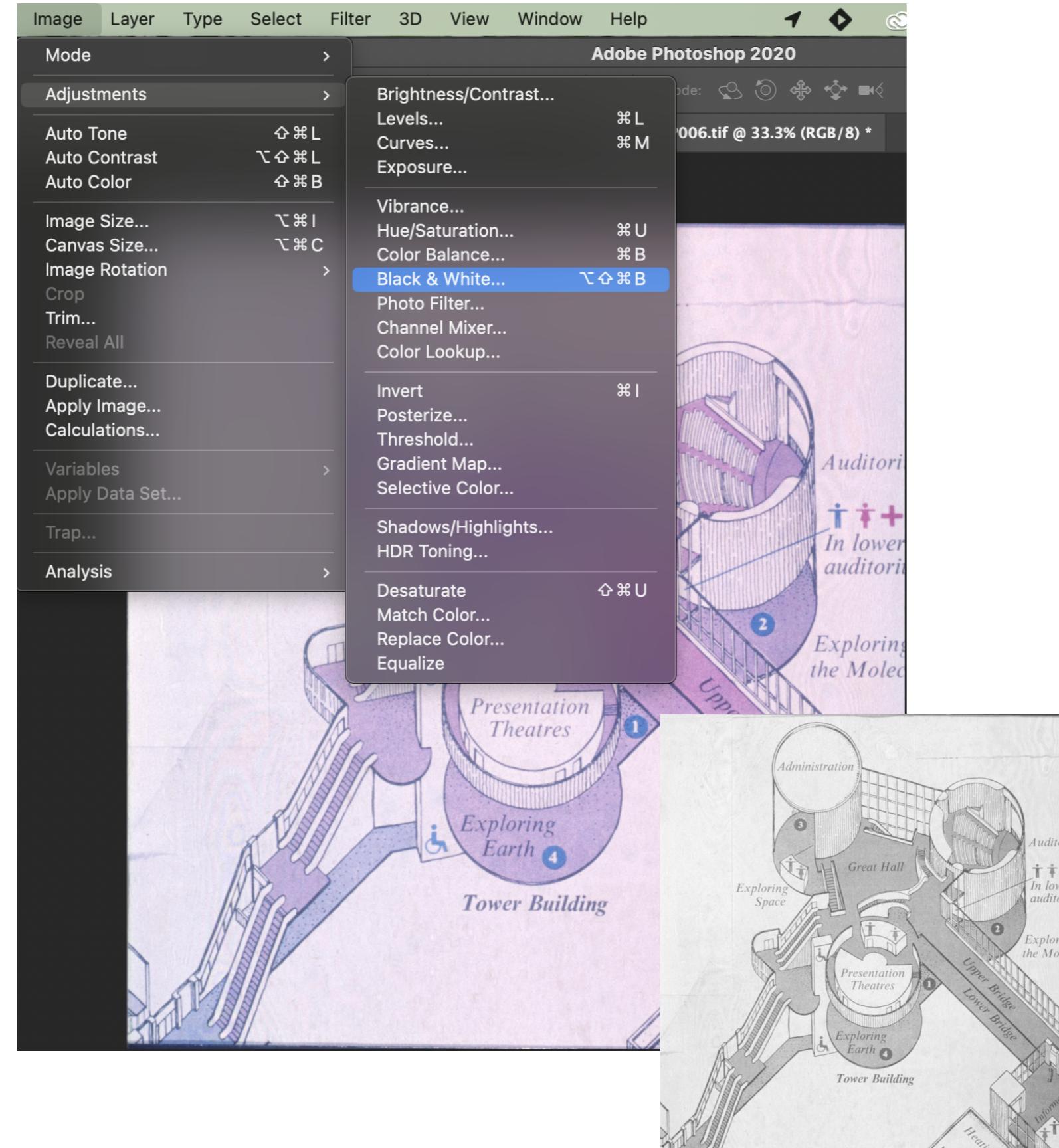
3. Select 'Create a new action' and perform the action (ex. flip the image horizontally)

4. Select the 'Stop' button



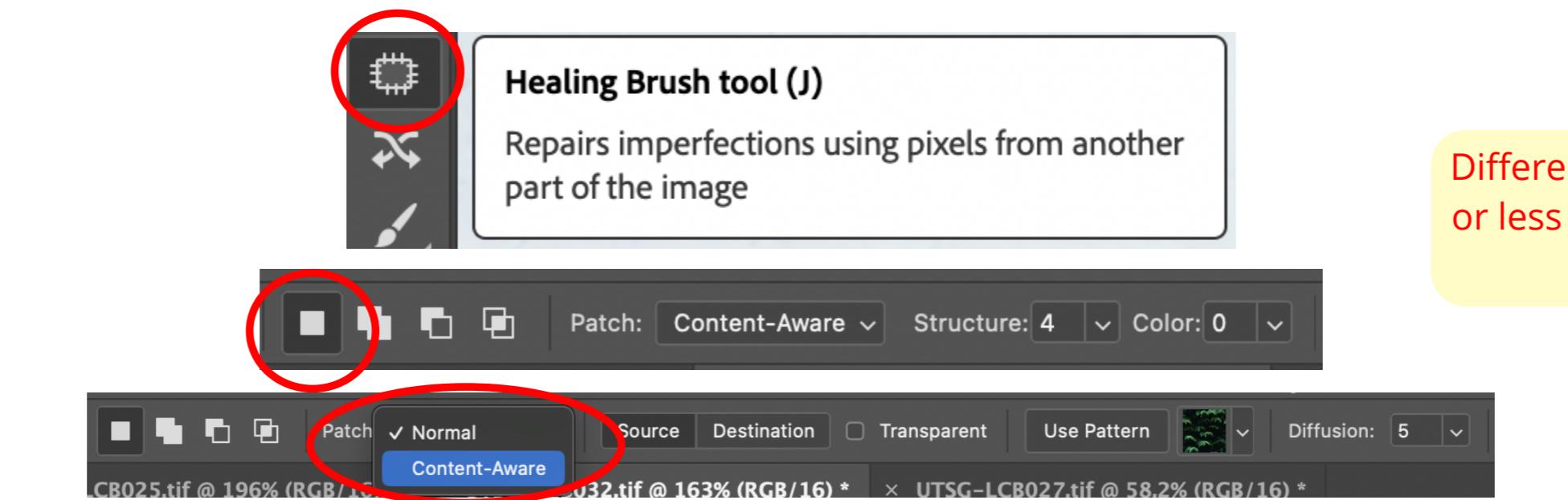
Grayscale

Occasionally, film has degraded too far to fix the colour imbalance. If this is the case, images can be turned into B&W images.



Cleaning

The **Patch Tool** replaces a selected area using pixels from another part of the image.



before



after

