



# Scan Slides and Negatives

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- Users of stations 1350-9 please refer to **Section A**.
- Users of station **publab16**, refer to **Section B**.

## **A. Using Adobe Photoshop to scan a slide/negative on EPSON Perfection 3590 Photo**

### **HOW TO SCAN A 35mm NEGATIVE**

1. Remove the document mat from the scanner cover. This is the white screen that is on the inside of the scanner cover and can be removed by sliding out.
2. Close the scanner cover and open the Film loader by pressing on it.
3. Feed your strip of film through the loader until it starts to automatically go in. At this point do not try to manually feed. Let the machine do the job.
4. Open Adobe Photoshop. Then choose File/Import/Epson Perfection
5. Choose Film as the document type and specify the type of film.
6. Now click on the preview button to get a preview of what your images will look like.
7. You will now be presented with the available images. Now all you have to do is to choose which negatives you would like to scan. Once you have chosen, click the SCAN button.
8. When you are finished with the scanner press the eject button in the film loader to retrieve your film. REMEMBER to slide the document mat back on the scanner cover.
9. Refer to section C of this document for instructions on how to save your image.

### **HOW TO SCAN A SLIDE**

1. To scan slides using the Epson Perfection 3590 you will need a required attachment. This can be obtained from the front desk.
2. Remove the document mat from the scanner cover. This is the white screen that is on the inside of the scanner cover and can be removed by sliding out.
3. Now place the attachment on the scanner flatbed. There is only one specific place where this can go.

4. Place your slide in the appropriate spot on the attachment.
5. Close the scanner cover.
6. Open Adobe Photoshop. Then choose File/Import/Epson Perfection
7. Choose Film as the document type and specify the type of film as Slide.
8. Now click on the preview button to get a preview of what your images will look like.
9. You will now be presented with the available images. Now all you have to do is to choose which negatives you would like to scan. Once you have chosen, click the SCAN button.
10. REMEMBER to slide the document mat back on the scanner cover.
11. Refer to section C of this document for instructions on how to save your image.

## **B. Using Adobe Photoshop to scan a slide/negative on EPSON 3200s**

1. Open the Scanner cover.
2. On the inside cover, use the handle to slide the white back plate up and out. This exposes the unit's backlight. Set the back plate aside until you are finished.
3. Place your source in the appropriate template, and place it onto scanner bed flush with the top right-hand corner (Make sure to align the 2 large arrows).
4. Open Adobe Photoshop and Select: File -> Import -> EPSON Perfection 3200  
(This will open the Epson Twain Plug-in)
5. Select *Transparency* as Document Type.
6. Select the appropriate Film Type:
  - Positive Film (Slides)
  - Color Negative Film
  - B&W Negative Film
7. Click Preview to preview your image.  
(You will have to do this in order to scan)
8. If you are satisfied with your image and settings, click SCAN.  
(This will scan your source and take you back into Photoshop)
9. When you are finished remove your source materials and slide the back plate back into its normal place.
10. Refer to section C of this document for instructions on how to save your image.

## C. Saving your document

When the new file opens in Photoshop, it is an *unsaved* state.

You are now ready to choose a name and a file format for the document. The file format you choose will depend on how you intend to use the data in the end.

### Examples

1. You want to send your friend a cute picture of you & your cat as an email attachment. File size is an issue.

**Solution:** Save the file in a web compatible format like JPEG or GIF.

2. You wish to be able to use the data in a publication that requires a high degree of resolution. File size is not an issue.

**Solution:** Save the file in a professional format like TIFF or the Photoshop native PSD.

Select File -> Save As

In the top field labeled "**Save As**", enter a name for the document.

In the drop down menu below labeled "**Format**", select a format appropriate to your needs.

In the drop down menu below this labeled "**Where**", select the Desktop, or you can select another folder.

Click the "Save" button.

At this point, you may be asked to specify some further options for the file. If you are uncertain what to choose, consult the Help Desk – otherwise, you are finished.

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