

# Digitization 101 Scanning Handout

## Using the Scanner

1. To begin scanning, place your item face down in the scanner and make sure that it is aligned with the top right corner of the scanning surface (There will be a tiny arrow pointing this out). Then close the scanner.



2. Once the scanner is closed, press the scan button when you are ready to scan and your scan menu will open up.



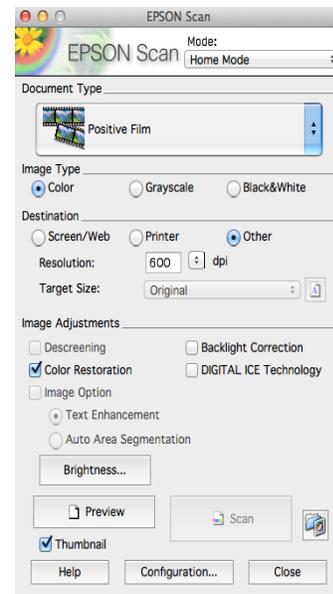
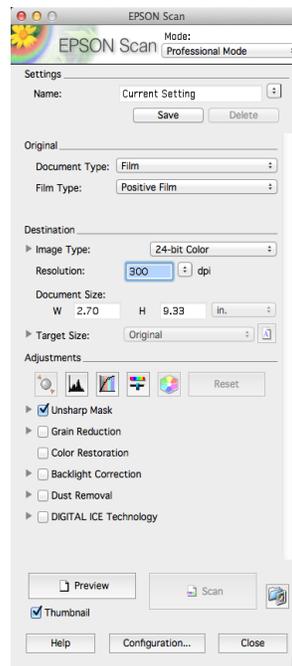
3. These are two options that the scan menu may appear as. Note you can always change this by clicking on **“Mode:”** and selecting a different option if the option you want is not the one that appears first.

### Pro Mode:

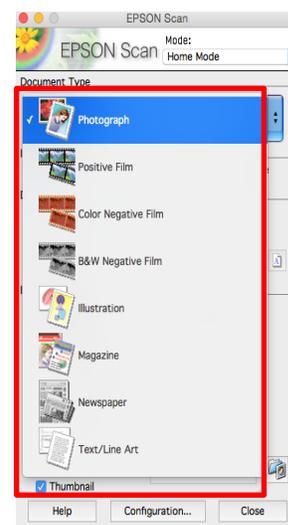
- More control
- More advanced settings
- Requires more knowledge

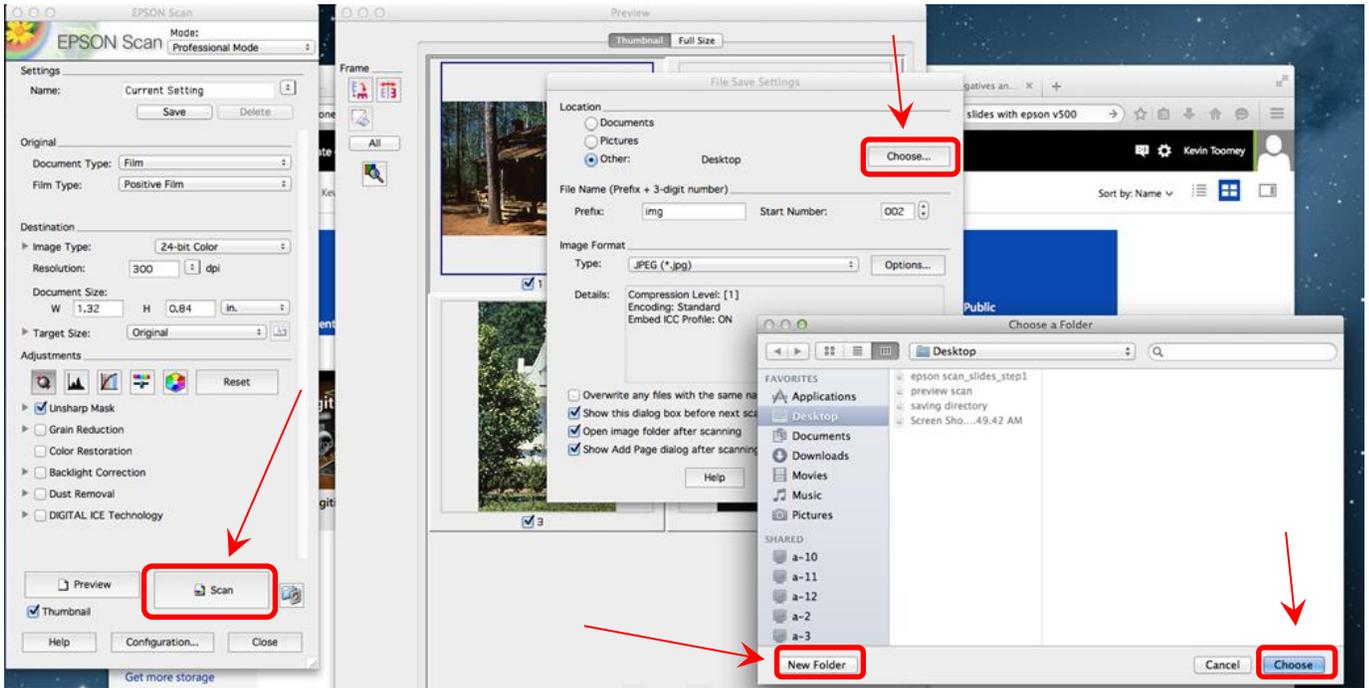
### Home Mode

- Less fine control
- Fewer settings
- Quicker to start
- This should be your preferred method



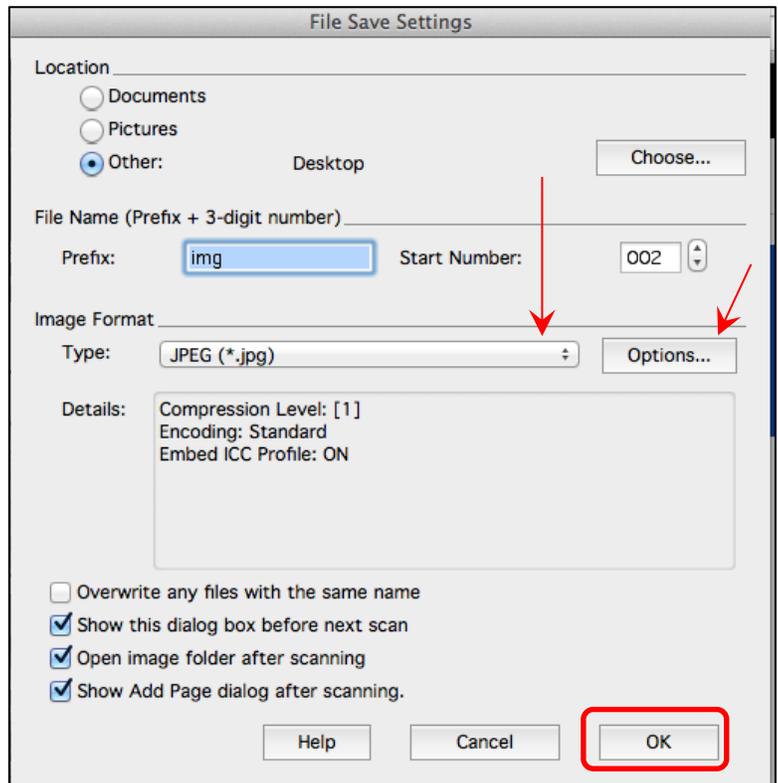
4. One additional bonus of **Home Mode** is that you can auto select the **document type** you have, as it will adjust the settings to best match the item being scanned. This is very useful for when you scan slides and negatives, which we will discuss later.





5. To save, you need to first hit **“Scan”**. This will open up your scan menu. You can then either pick to save it in **“Documents”**, **“Pictures”**, or you can pick **“Other”** and click **“Choose”** to select the folder you want. I recommend choosing a folder just so you can organize it better. You can even create a new folder. Select **“Choose”** in the new box when you are done.

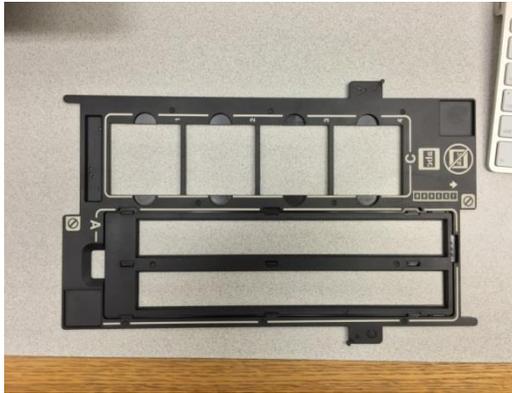
6. The arrows show where you can change your file setting such as the file type. You can also select **“Options”** for some additional settings, such as dpi (which controls the resolution of the image), and the size of the picture.



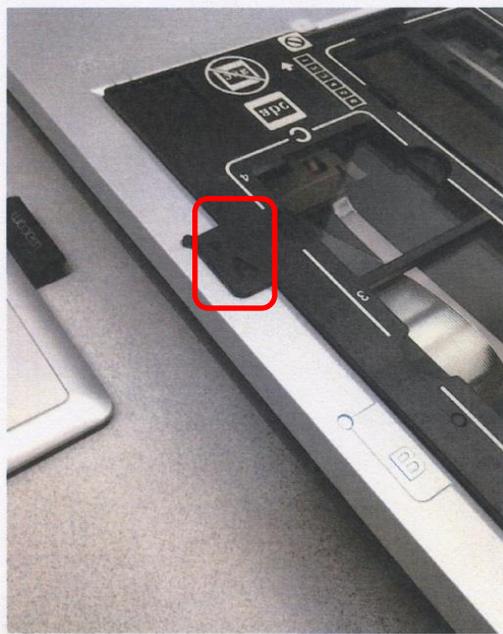
7. When you are finally ready, hit the **“OK”** button to scan your item into digital format.

## Negatives and Slides

Another key feature that our scanner has is the ability to scan slides and negatives. To begin, remove the insert from the back panel. It has a handle to make it easy. Once removed, the scanner will be able to detect your slides and negatives.



To add in your negatives, remove the top attachment from the scanner. It clips in place in several spots. Then insert your negatives into the attachment as shown, and then reattach the cover back onto the attachment.

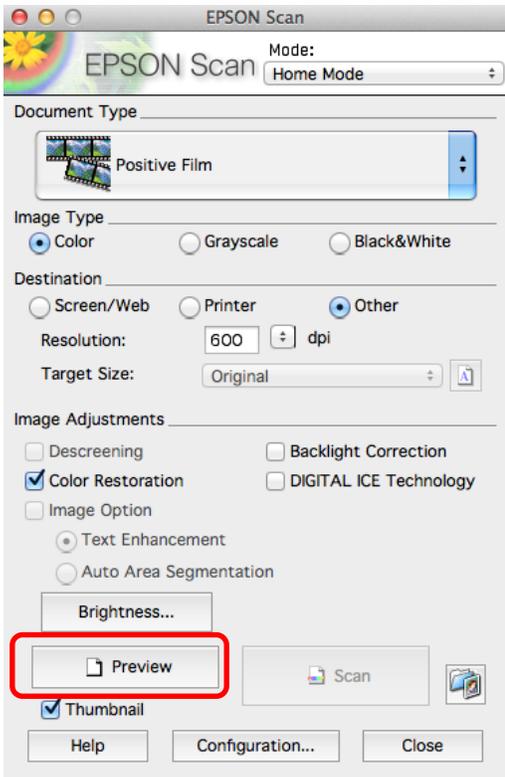


To scan either slides or negatives, you will insert them into this attachment (shown left).



You will then line up the letter **"A"** on the attachment with the **"A"** on the scanner. Make sure if you are using Home Mode (recommended) to switch the document type to negative film (or whatever film type you have). Then select where you'd like to save it and hit scan.

Scanning slides works mostly the same as negatives except you use a different part of the attachment. The only other difference is that for slides, the letter “C” on the attachment and the scanner have to match instead of “A”. You can then proceed to scan it.



It is highly recommended that for slides and negatives that you preview your scans. All you need to do is hit the “**Preview**” button.

You can then preview your scans (shown below). It will automatically format the different pictures on the negatives and slides so you do not have to. You can then check off the ones you want it to scan for you, just in case you only wanted one or two on the strip.

