



## PC station (Media 2)—slide/film scanner

How to scan a transparency (slide or negative) and save it as a digital image

1. log in
2. feed slide into scanner, left side in first to see it oriented correctly.
3. open Photoshop (start—Programs—Adobe Photoshop—close Welcome screen, say OK to any warning messages about temp files)
4. File—Import—Nikon
5. Hit Scan.
6. Close the scanning window (the window called Nikon Super Coolscan 5000: you can't do anything to the image, including saving it, until you get rid of this); name the image and save it to the desktop as a Photoshop file.
7. You will want to do something about the size of your image. You have an extremely high-resolution tiny image because of the nature of the slide itself.

a. If you want a large image, for printing:

Pull down the Image menu, click on Image size. You now have a window that controls the size and resolution of your image. You can change to inches from cm, deselect Resample Image, and change to Resolution to 300, a good print resolution. You'll still have a big image, so say you want to print it on an 8.5 x 11 sheet of paper: reselect Resample Image and change the height to 8 inches.

b. If you are going to e-mail it, you need to reduce the file size further:

Pull down Image—Image size—reduce to 72, that's web resolution. You could make the image smaller if you want. File-Save as—(Name it)--change Photoshop to JPEG.

Usually midrange (6 or 7) is fine for e-mailing. If you are going to open it and print it from a computer that doesn't have Photoshop, you'll still want to save it as a JPEG but leave the file as large as possible: (12).

For film strips, you will need to check out an UNCAT EQUIP SLIDESCAN ATTACHMENT from the circulation desk.

This also works on the Mac station (MEDIA 4) that has a single-slide transparency scanner.

When you have what you want as a file on the desktop, you can

1. e-mail it to yourself
2. put it on your webspace
3. drag it onto a flashdrive or
4. burn it onto a CD.