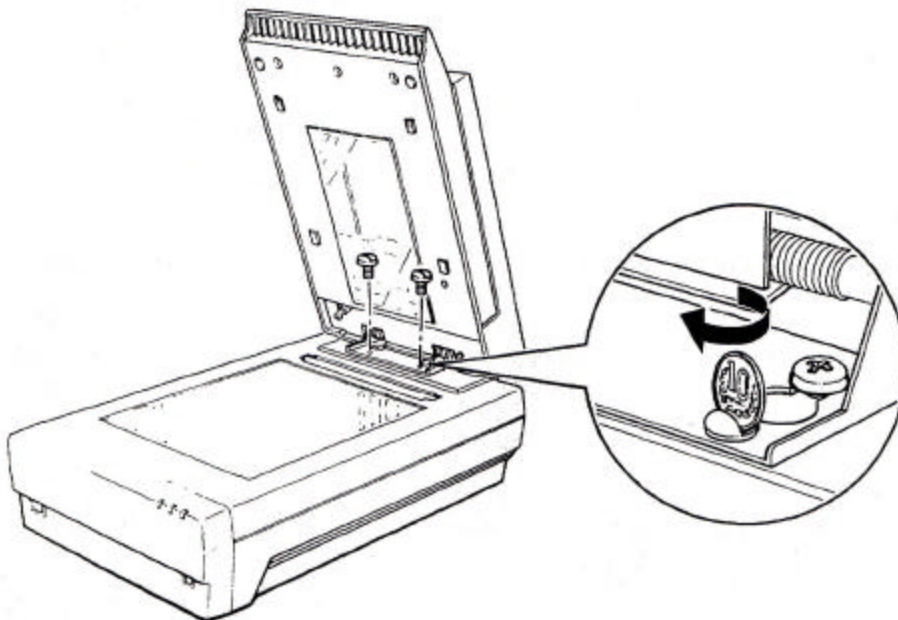


I. Preparing The Scanner and The Transparency Unit

1. To turn a scanner into a slide scanner, you remove the sheet feeder (the top part of the scanner) and replace it with a transparency unit.
2. Currently the transparency unit is located in a white box with blue writing "Epson Transparency Unit B813182." This box is usually stored underneath the Media Station.
3. How to remove the sheet feeder from the scanner
 - a. Turn off the scanner
 - b. Unplug the parallel port connector/plug at the back of the scanner.
 - c. Unscrew the two installations screws towards the back of the sheet feeder. Don't loose these screws!
 - d. Push the sheet feeder back a bit and then lift it up to remove the unit.
4. How to install the transparency unit
 - a. Take the unit out of the box
 - b. Lign up the unit's mounting slot onto the mounting screws on the scanner and slide the unit forward.
 - c. Get the two installation screws from step #3 and use them to secure the unit onto the scanner. (see the illustration below)



- d. Close the transparency unit
- e. Plug in the transparency unit connector to the scanner.
- f. Turn on the scanner.

The scanner is ready.

Further questions? E-mail: raeitc@humnet.ucla.edu

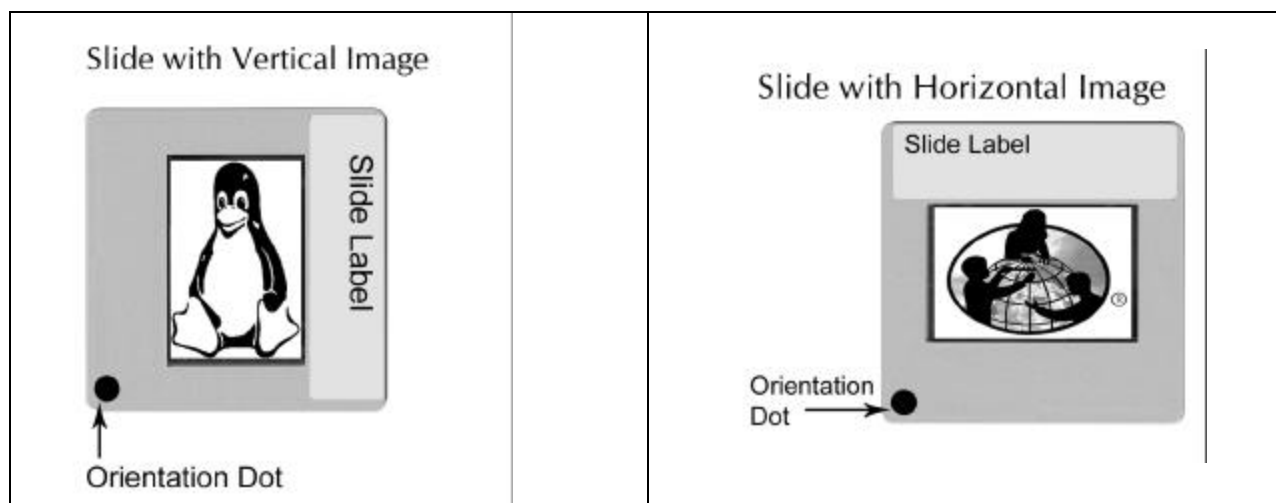
II. Preparing The Slides

- Some slides are mounted on glassless mounts, if this is the case, please do NOT touch the slides. (Cleaning can be done with a small air blower - VRC has one.)
- Some slides are mounted on a glass mounts, if the glass is dirty, please wipe it with a soft cloth (tissue paper will do but blow the glass after wiping to remove some lints) before you scan the slides.

Slide Orientation.

- A slide that is properly processed has labels and orientation markers on its mount.
- The side with the labels and the orientation markers is the RIGHT side.
- The orientation marker comes in the form of a dot around. 5mm in diameter (see illustration below). The function of the orientation dot is to let you know which is the bottom of the image and which is the top of the image.
- When you are looking at the image in the right orientation, the orientation dot can be found **in the bottom left corner of the slide mount.**

For example:



A. If you only have one slide to scan:

Put the slide FACE DOWN on the scanner and make sure you can see the orientation dot is at the bottom left corner of the slide mount. Continue to the next section on "Importing Image from Photoshop."

B. If you have more than one slide, I suggest you use the slide holder. The slide holder holds up to 12 slides; it keeps the slides tidy in a grid position and it saves you time. The slide holder is kept together with the transparency unit in the white box.

Putting the slide into the slide holder:

1. Slide in the slides **RIGHT SIDE UP** into each compartment. Make sure you can see the orientation dot is at the bottom left corner of each slide mount, this ensures that the images are in the right position. (see illustration below)



Slides in the slide holder

2. Place the slide holder on the scanner **FACE DOWN**.

The slides are ready.

Continue to the next page

Slide Scanning

4

III. A. Importing Image from Photoshop

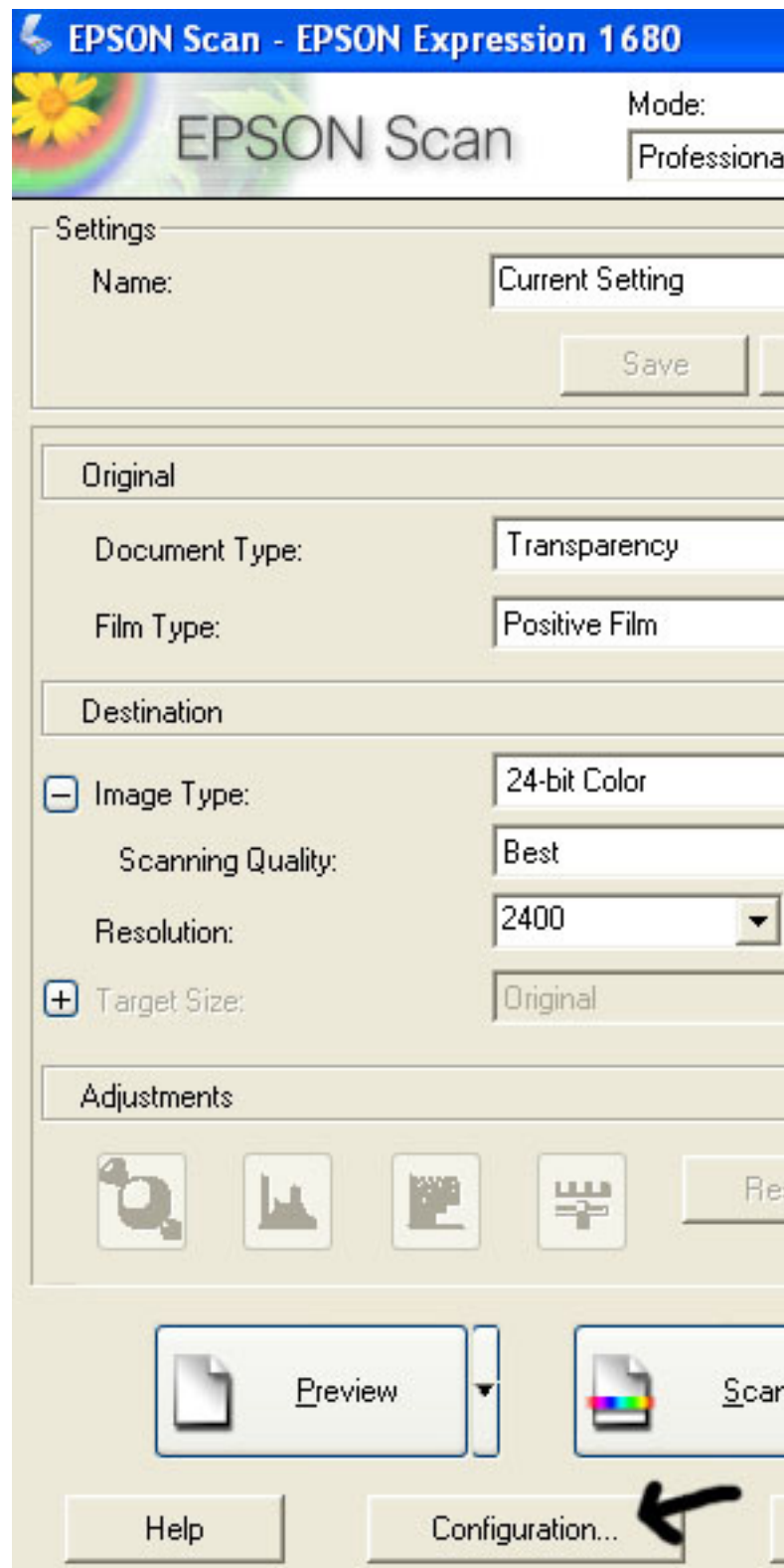
On the PC:

If you use MAC, go on to the next page.

- Open the Photoshop Application
- Click **File** → **Import** → **EPSON Expression 1680**
- Check the settings and change them if you have to:
 1. Document Type: **Transparency**
Film Type: Positive Film
 2. Image Type : **24-bit Color (Std)**
 3. Quality : **Best**
 4. Resolution : **2400** *
* Scan initially at 2400 and save.
For the Internet 300 dpi is sufficient.
For printing or Powerpoint presentation the resolution can be 600 dpi. Feel free to experiment, but keep saved copies of original 2400 dpi scans for archival purposes as well as for potential use on Artstor.
- Click **Preview**
- Highlight or create a marquee around the image(s) you want to scan, then set: "**No Color Correction**" in Configuration

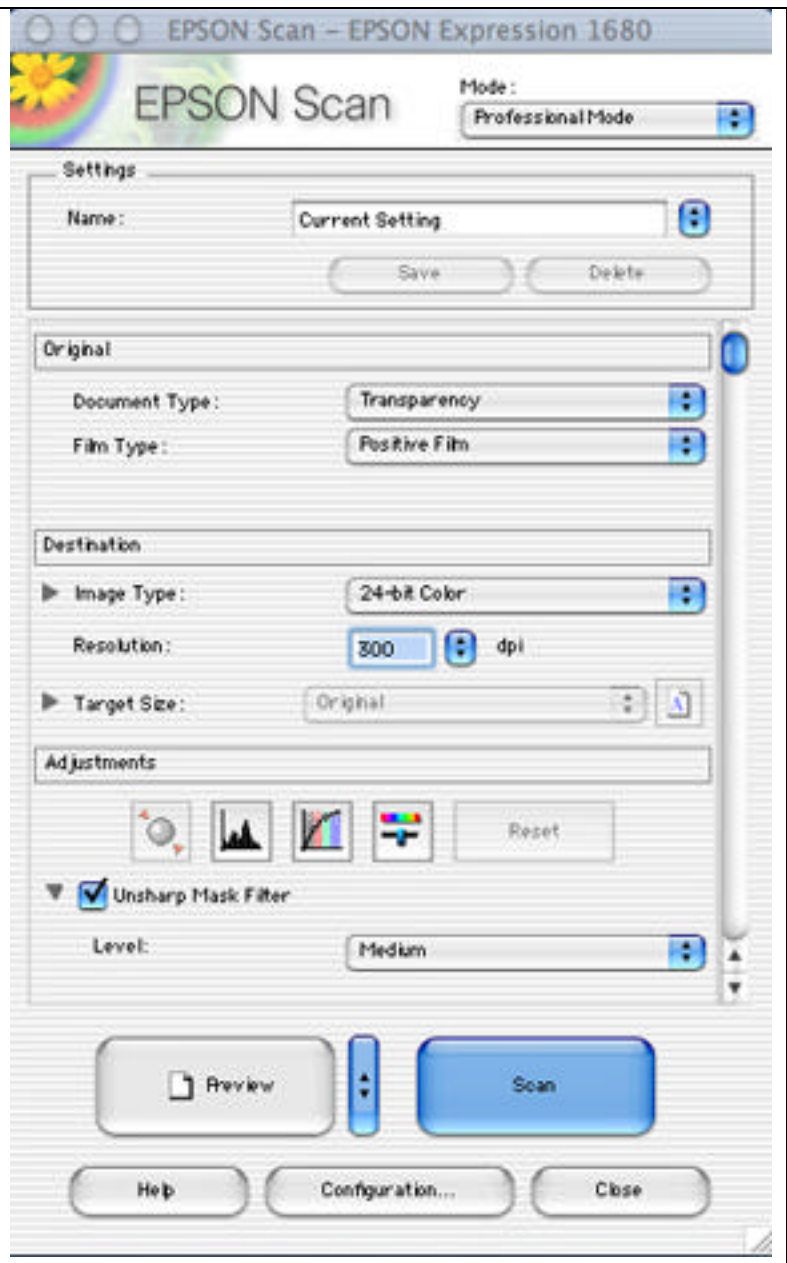
Now click the SCAN button.

Continue to the next page



III.B. Scanning Slides On MAC OSX:

- Open the Photoshop Application
- Click **File** → **Import** → **EPSON Scanner Expression 1680**
- Check the settings and change them if you have to:
 1. Document Type: **Transparency**
 2. Film Type : **Positive Film**
 3. Image Type : **24-bit Color (Std)**
 4. Resolution : **300 or 600 ***
* If the slides are scanned to be posted on the Internet 300 dpi is sufficient. If it is going to be used for printing or Powerpoint presentation, set the resolution at 600 dpi. These are guidelines only, feel free to play around to find a resolution that suits your specific project.
- Click **Preview**
- Highlight or create a marquee around the image you want to scan, then Click **Scan**.



Continue to the next page

IV. Basic Image Manipulation

- Once the scanner finishes scanning, the image will automatically open in Photoshop.
- If the image is free of problems then skip ahead to the section below entitled "Processing the Scanned Image for On-line Posting"
- However it is not unusual to have an image that is slightly askew or too dark or too light or needing cropping. If this is the case, do all the image manipulation first before you go on to the next step.

1. If the image is askew:

Go to **Image → Rotate Canvas →** Choose the appropriate commands i.e. turn 90 degrees clockwise or counter clockwise or arbitrary. **Arbitrary ...** means that you can set the angle of rotation yourself. Experiment with the adjustment to get used to this tool.


2. Run the standard color correction filter: Under Image, go to Adjustments and Auto Color

3. If the image is too dark or too light or if it lacks contrast:

Go to **Image → Adjust → Brightness/Contrast**. Slide the calibrator to the right or to the left and see how the image changes. Again, experiment with this to get a feel for it.



4. If the image needs cropping:

- Go to the toolbar and choose the Crop Tool. It looks like this:  .
- Click on the Crop Tool, then drag a marquee around the image you want to crop.
- The area that got darkened will be crop out. Once you are happy with your selection, click **Enter** on your keyboard and image will be cropped.

Processing Scanned Images for On-line Posting

If your image is free of problems then all you need to do is to reduce its memory size so that it will not be too memory intensive.

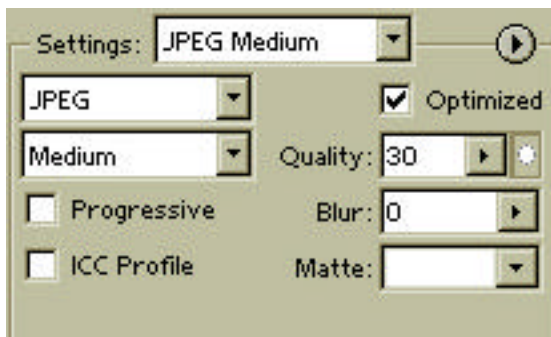
Remember that so far we've been working with image with 300 dot per inch (dpi). However since the typical monitor resolution is only 72 dpi, posting a 300 dpi image is a waste of space in the server. So we need to reduce the dot per inch in the image (i.e. take out all the unnecessary information) in order to get an image that is "lighter" and therefore will load faster on a 56K or even a 28.8 K ! modem.

The later versions of Photoshop (Photoshop 6 and 7) have a built-in tool for this.

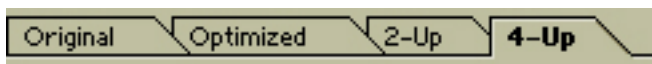
- 1) Go to **File → Save for Web** and Photoshop will automatically reduce the resolution to 72 dpi for you.
- 2) In this dialog window, you can further specify the quality of the 72 dpi image (Low, Medium or High). The lower the quality, the smaller the memory size.

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- 3) The setting is on the right hand side, near the top and it looks like this:



- 4) Choose either JPEG Medium (Quality 30) or JPEG High (Quality 60). In my experience that JPEG Low (Quality 15) severely compromises the look of the image. I suggest you play around with the settings and get the feeling for what looks good enough.
- 5) You can compare how the image looks like under different JPEG quality by clicking **4-up** tab near the top of the dialog box.



- 6) Once you are happy with the quality of the image, simply click **OK**.
- 7) Name the image and click **Save**.

YOU ARE DONE.