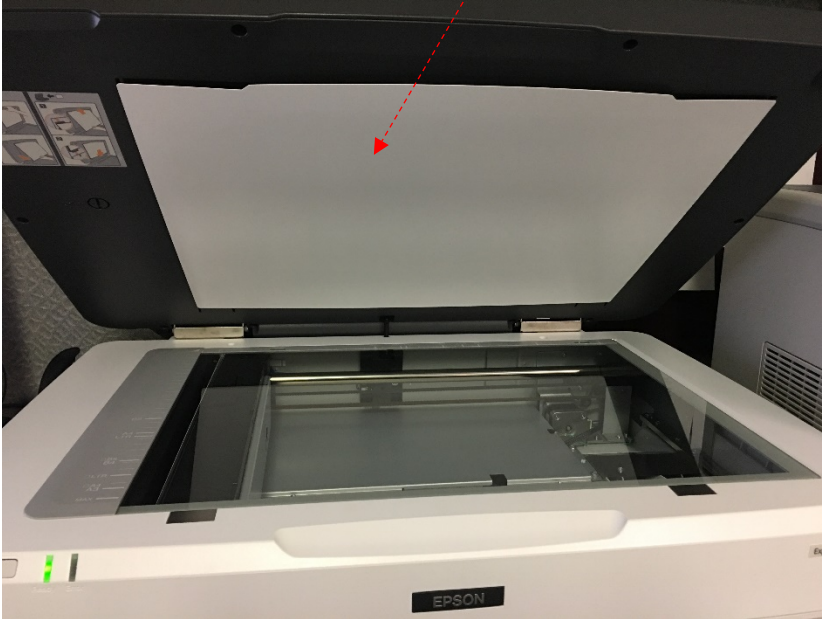
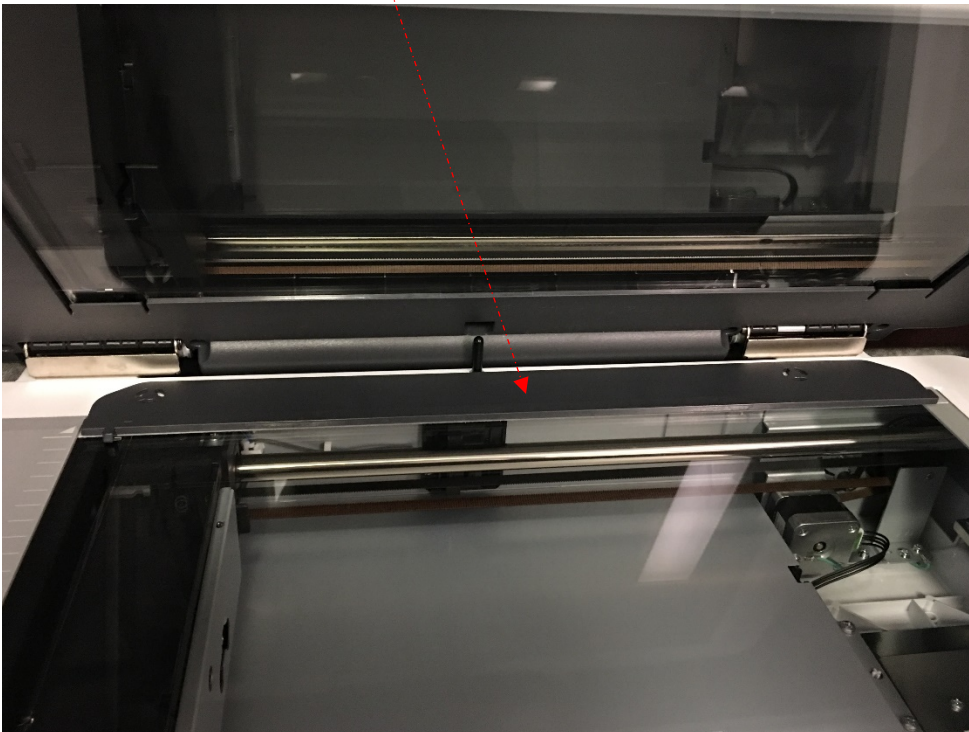


This document serves as guidance on how to scan **slides** with **Epson 12000XL** scanner using Silverfast imaging software and Adobe Photoshop.

- Open the Epson 12000XL scanner.
- Remove the white reflective document mat and make sure the glass on both the document table and the transparency unit is clean.
- Place the mat in the storage pocket located on the top of the scanner.



- Place the transparency guide at the back edge of the document glass, so that its alignment pins fit into the holes as shown



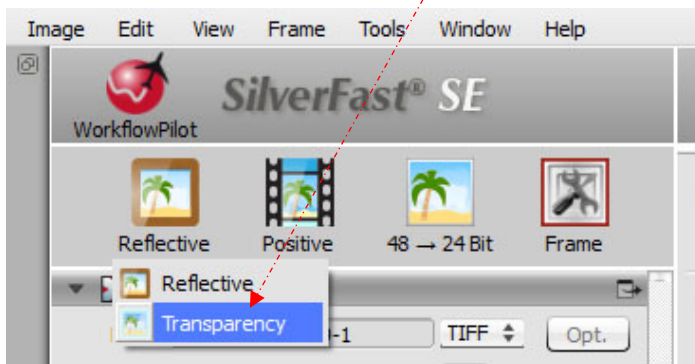
### Placing standard Film Sizes on the scanner

- Place the slide in the film holder. Place the shiny side face-down.
- Make sure the transparency guide is in place and at the back edge of the document glass. Then place the film holder on the document glass, aligning the arrow marks as shown.

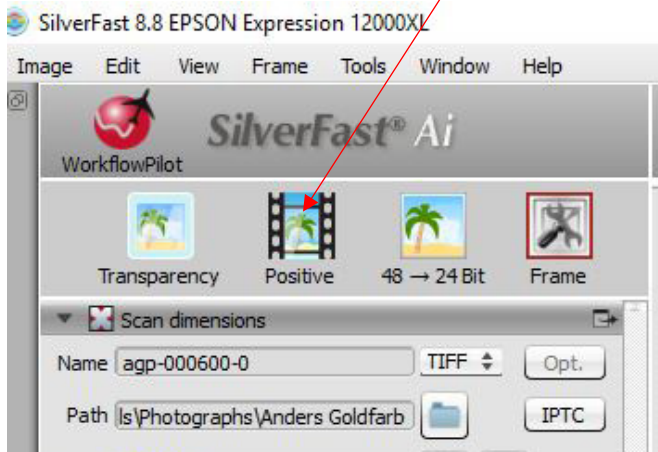


### Silverfast Software

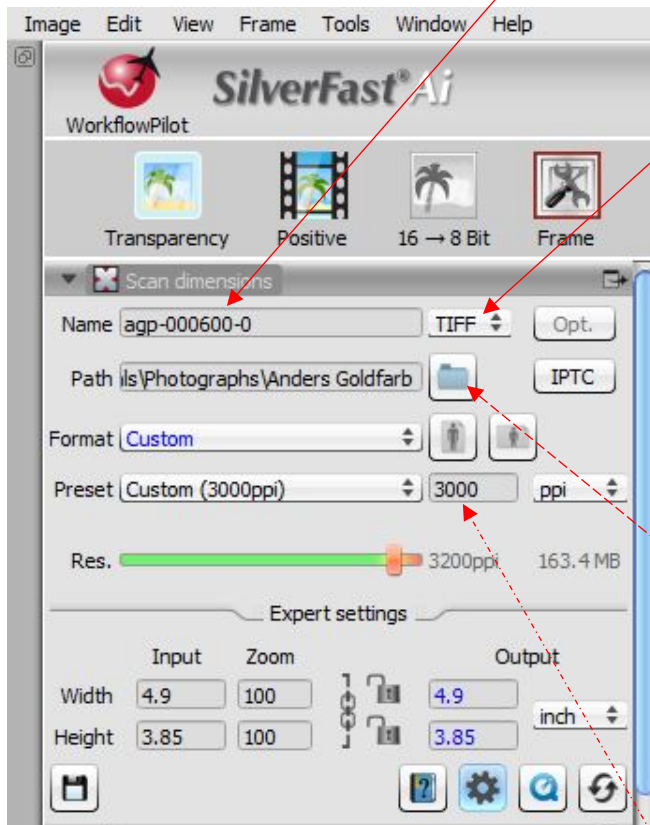
- Open Silverfast software
- Change “Reflective” to “Transparency” by clicking the “Reflective button” and a pop-up menu will appear. Select “Transparency”



- Select “Positive” as Image Type



- Set the naming convention for **file name** and select the **file extension** for images.

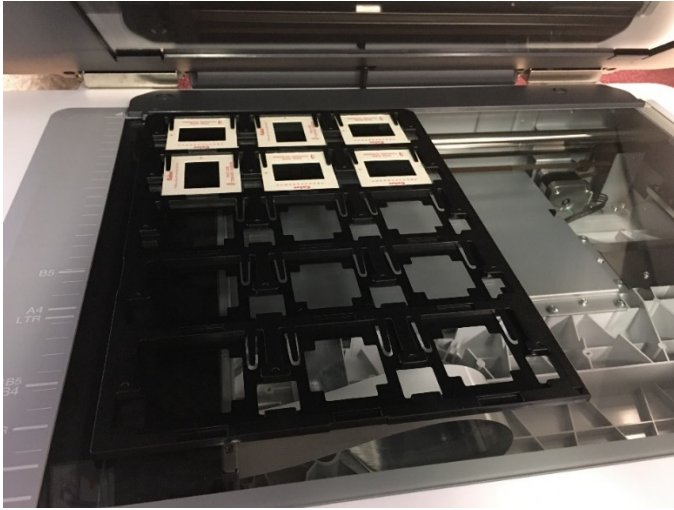


- Select the destination folder where the images will be saved – for example – Catalog Shared drive -

CAT > Team Works > DAMS Digitized Materials > Photographs > Anders Goldfarb

- Select the resolution the images will be scanned at (3000 dpi). You can select Custom and then type 3000 on the blank field.

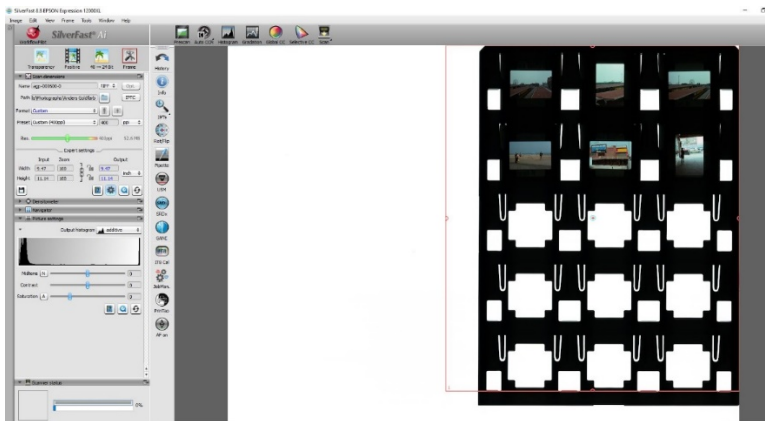
- Place the film holder with the slides in the scanner.



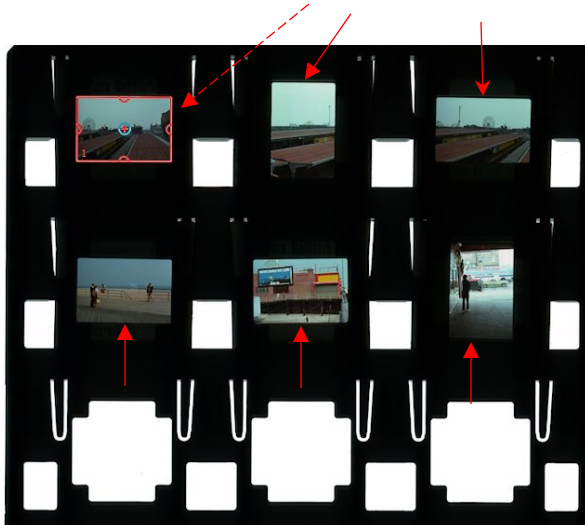
- Click "Prescan"

\*You will prescan multiple slides, but you will need to scan each slide individually.

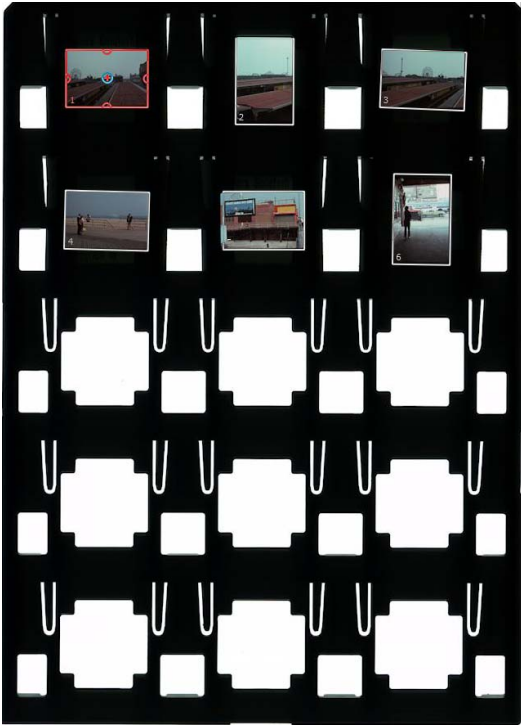
- This is how the prescan looks



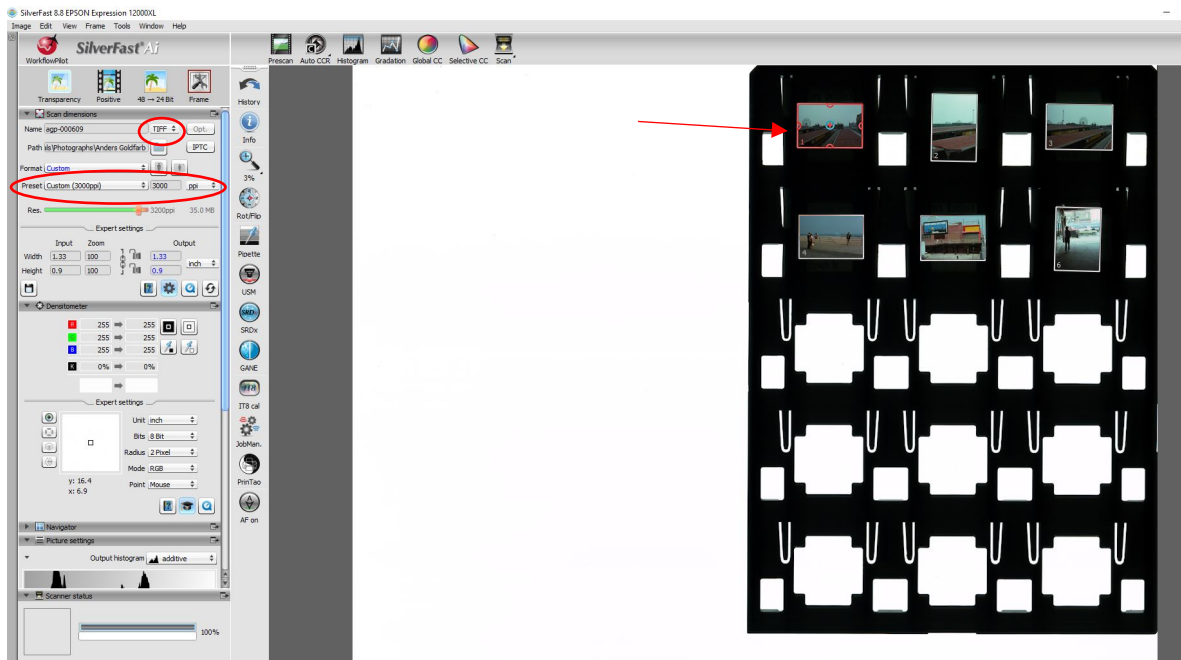
- You need to create a frame set for each slide.



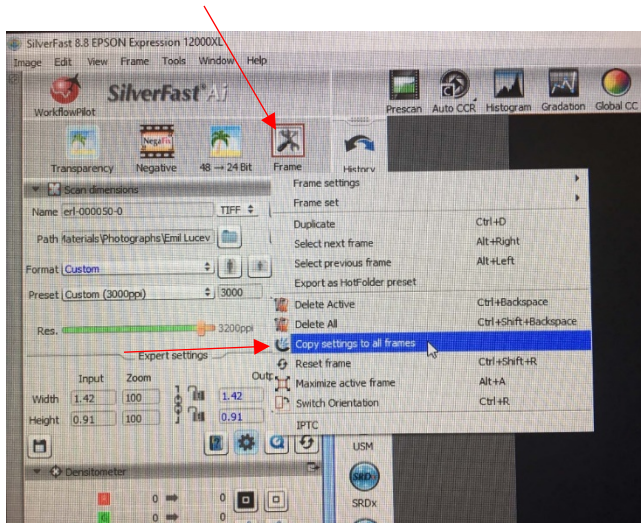
- **To create the frames manually:** Draw frame – To do this, click with mouse in an area of the preview without a frame, draw a new frame while keeping the mouse button pressed. Release the mouse button to create a new frame.




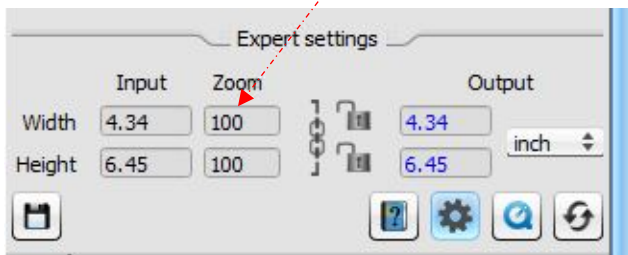
- With all slides framed, the next step is to select a single frame, adjust the settings (make sure the active frame is set to 3000ppi and the file extension is tiff) and then “copy these settings to all frames”.



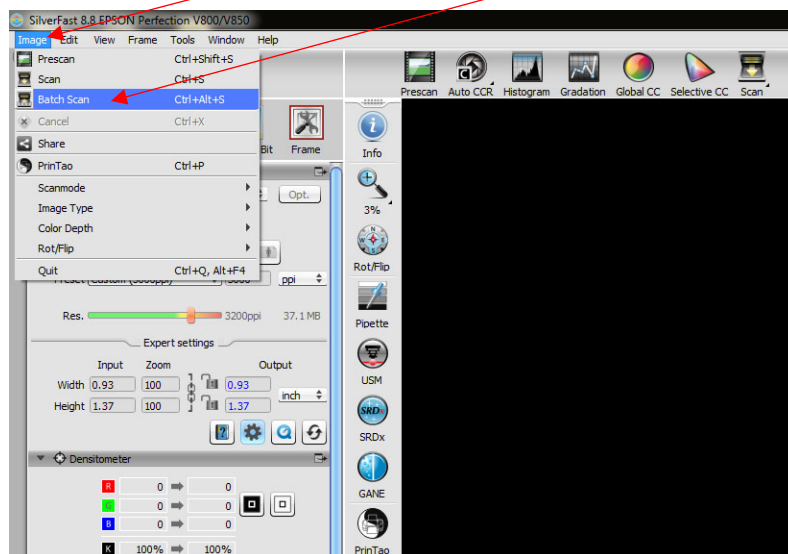
- Click “Frame” then select “Copy Settings to all frames”



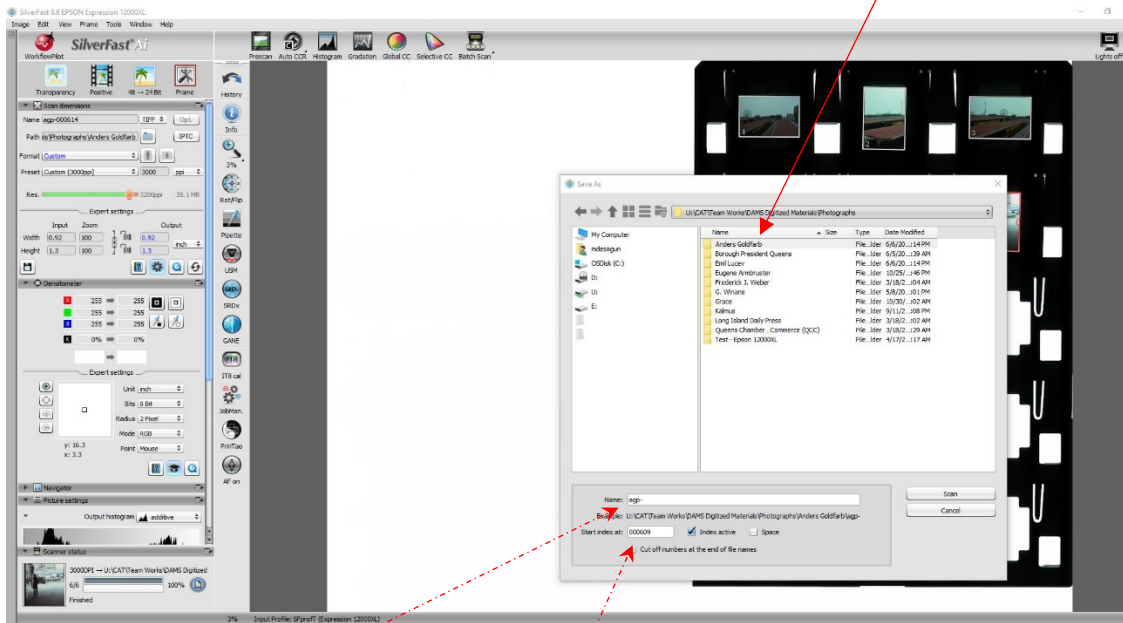
- All frames should now be set to **3000ppi** & the file extension is **tiff**
- On the left menu, open dimension setting by clicking this icon  Check & make sure you are scanning at 100%.



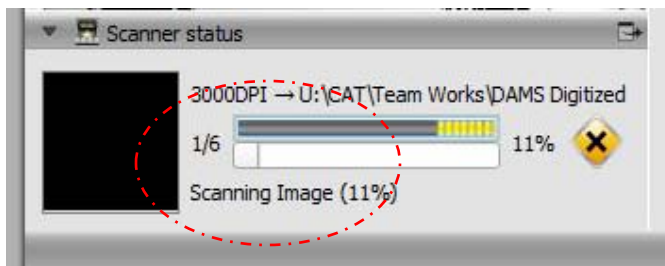
- Once everything is set, you are ready to scan the items.
- At the top menu, click “Image” and then select “Batch scan”.



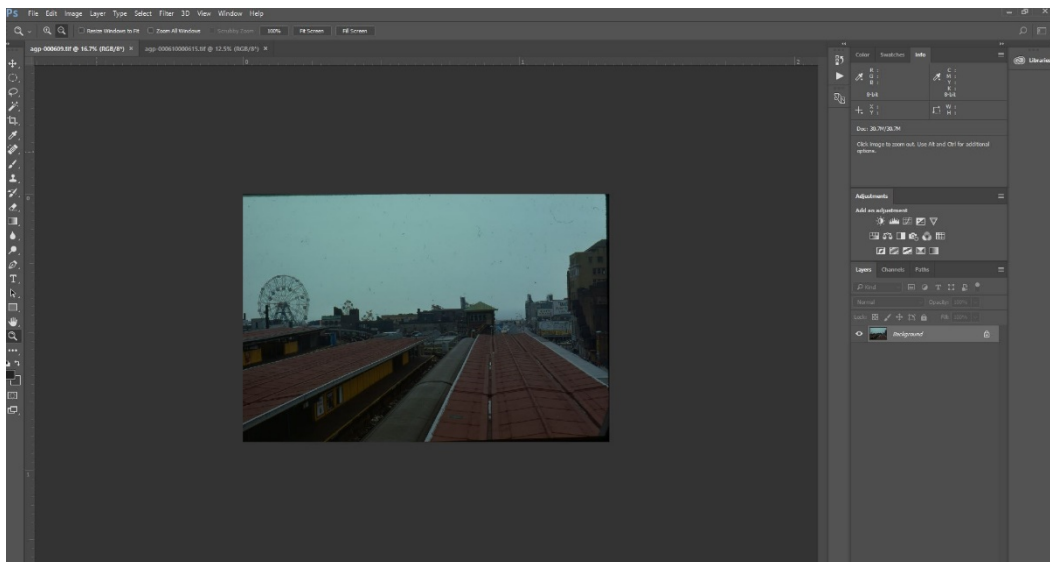
- A pop-up will appear: Select the destination folder where the images will be saved. Eg. *CAT\Team Works\DAMS Digitized Materials \Photographs\ Anders Goldfarb*



- On the “Name field” – type the file name: **agp-**
- “Start index at field” – type the number of the images you scanning. For example, you are scanning image – agp-00609
- On the **start index field**, type in - **000609**
- Press “Scan”
- In the bottom, you can see the scanner status – You will see **1/6 image is scanning**



- Scan will open in Photoshop where you can assess the quality and make changes as necessary- such as rotating & cropping the image.



- Crop out any of the black area that appears on the photograph and save the image.
- Open the destination folder where the images are saved and for each digitized image, add dash zero -0

