EPSON V850

Slide Scanning Guide

January 2024

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1. Remove dirt from slides and scanner glass with a microfibre cloth *when needed**

- If using glass cleaner, do not spray directly onto the scanner glass or slide, spray onto the cloth first
- Remember to be gentle while wiping as dirt can scratch the slides

2. Mount slides in the slide tray, emulsion side facing up

- The emulsion side is the dull side, outlines of the image can be seen when viewing the slide at the right angle, and the image will look backwards
- If sequencing matters, mount the slides starting with the top left and across

*The rule of thumb when cleaning slides is to minimize contact to prevent damage

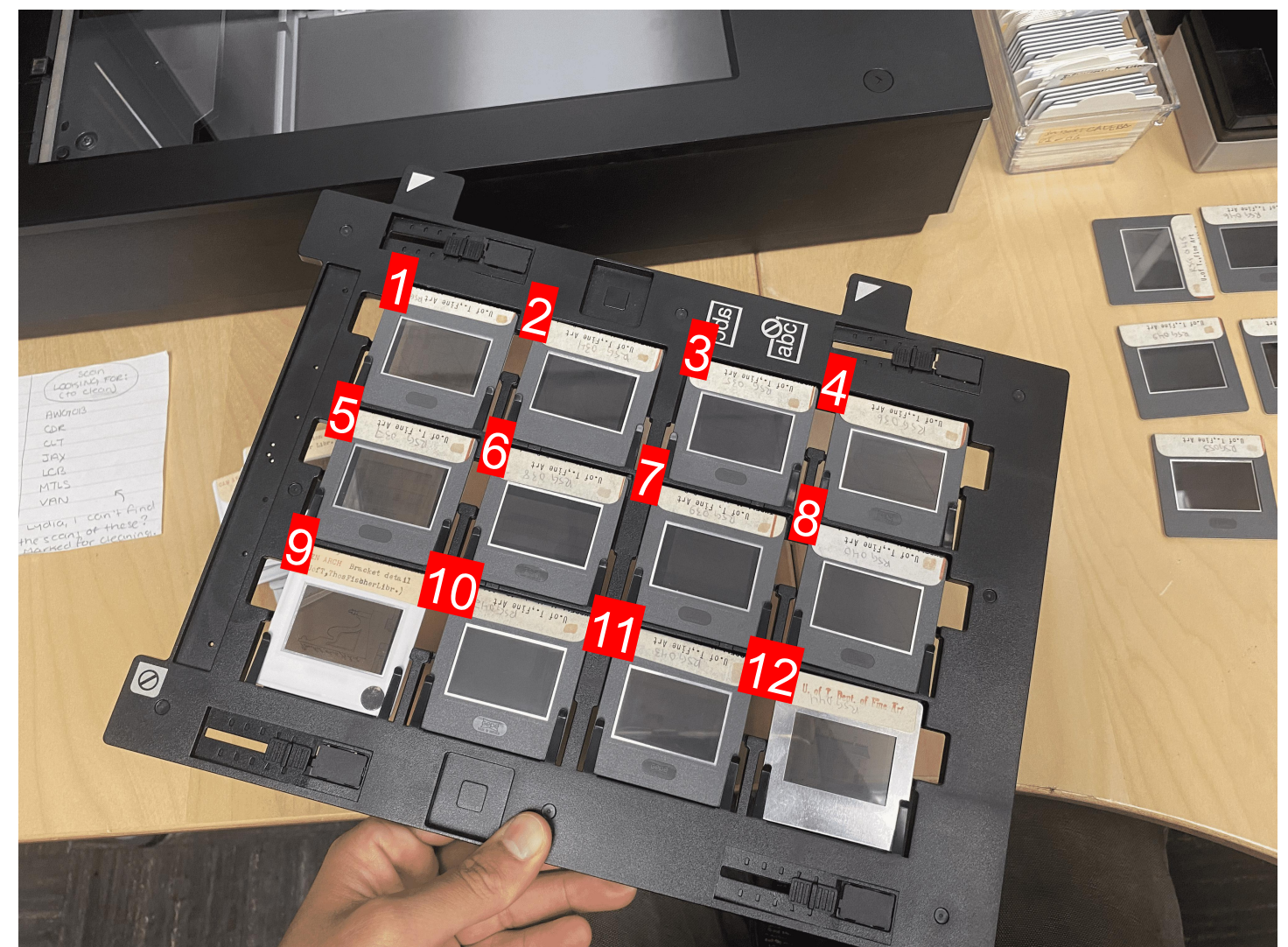Figure 1: image of hand holding slide with microfibre cloth and glass cleaning spray

Figure 2: image of slide tray with 12 slides arranged in proper sequencing

3. Use brush or air blower to remove dust

- Use an air blower to blow off dust *(recommended method).* Alternatively: lightly brush the slides

4. Place the slide tray on the scanner glass into the two sockets

- Close the lid and open up the EPSON Scan software on the computer (make sure the scanner is on!)

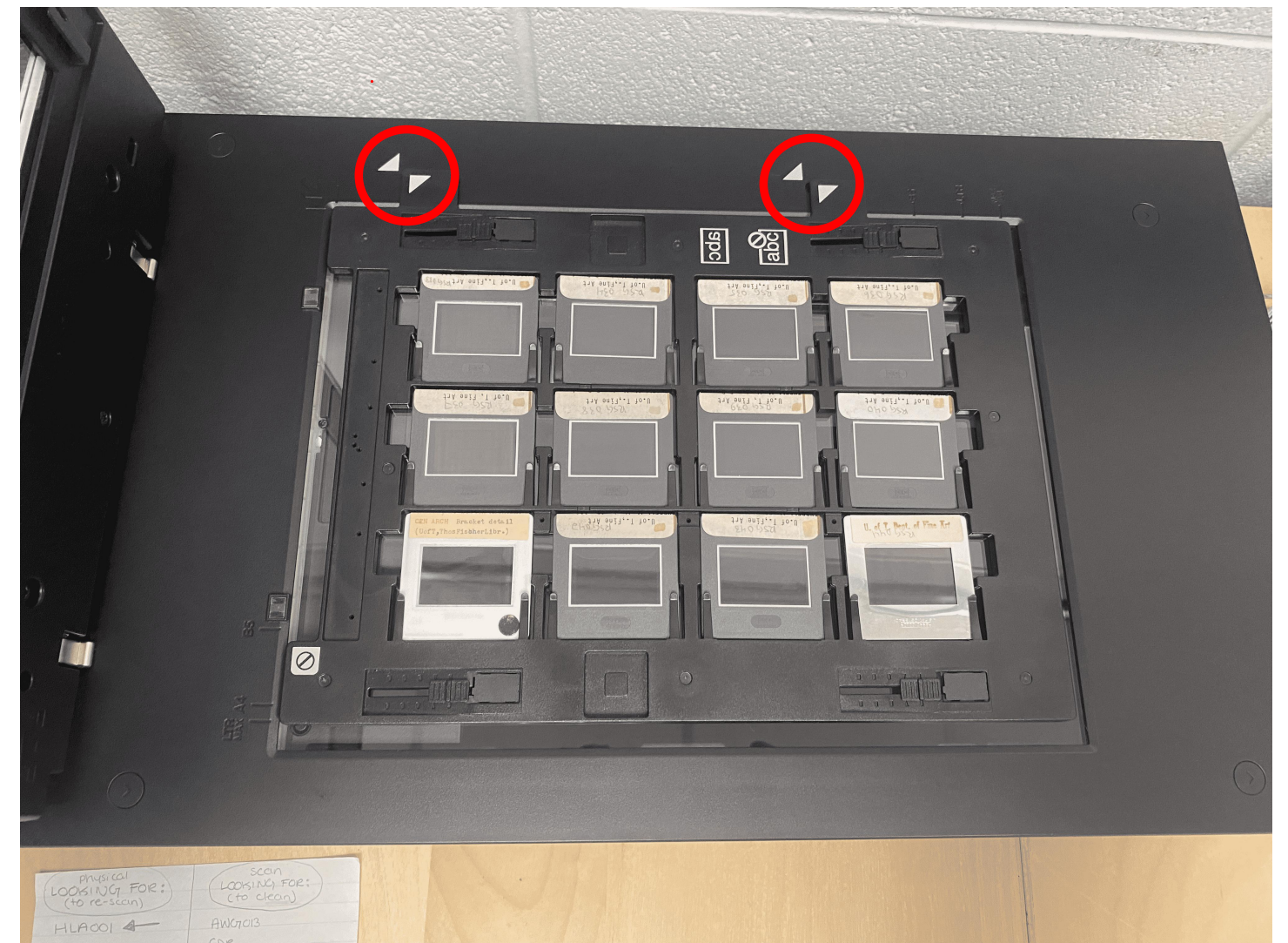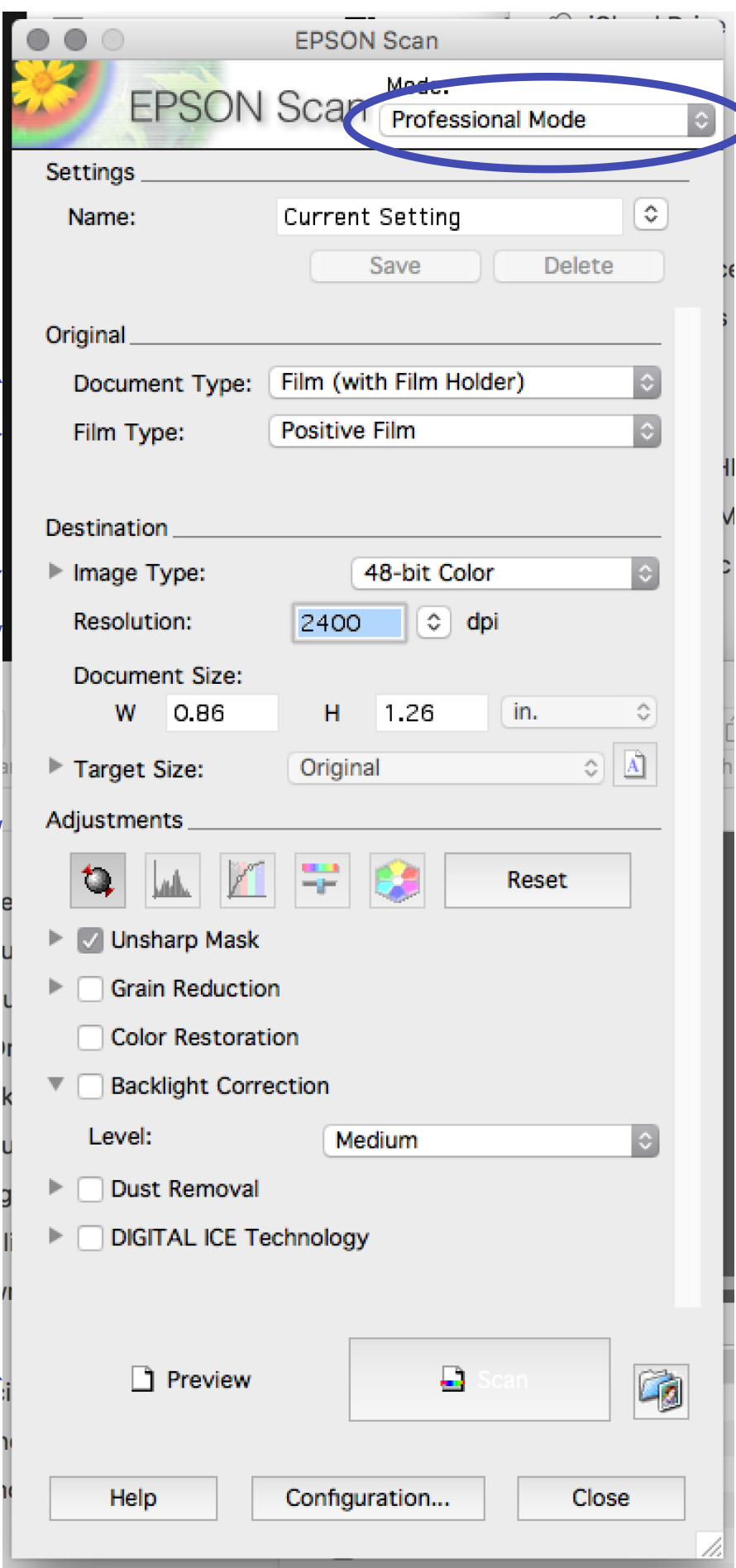*Figure 3: image of slide tray with 12 slides getting gently brushed*

Figure 4: image of slide tray placed in the correct positioning on the scanner

EPSON Software Overview

Choose Professional Mode

1. Document Type

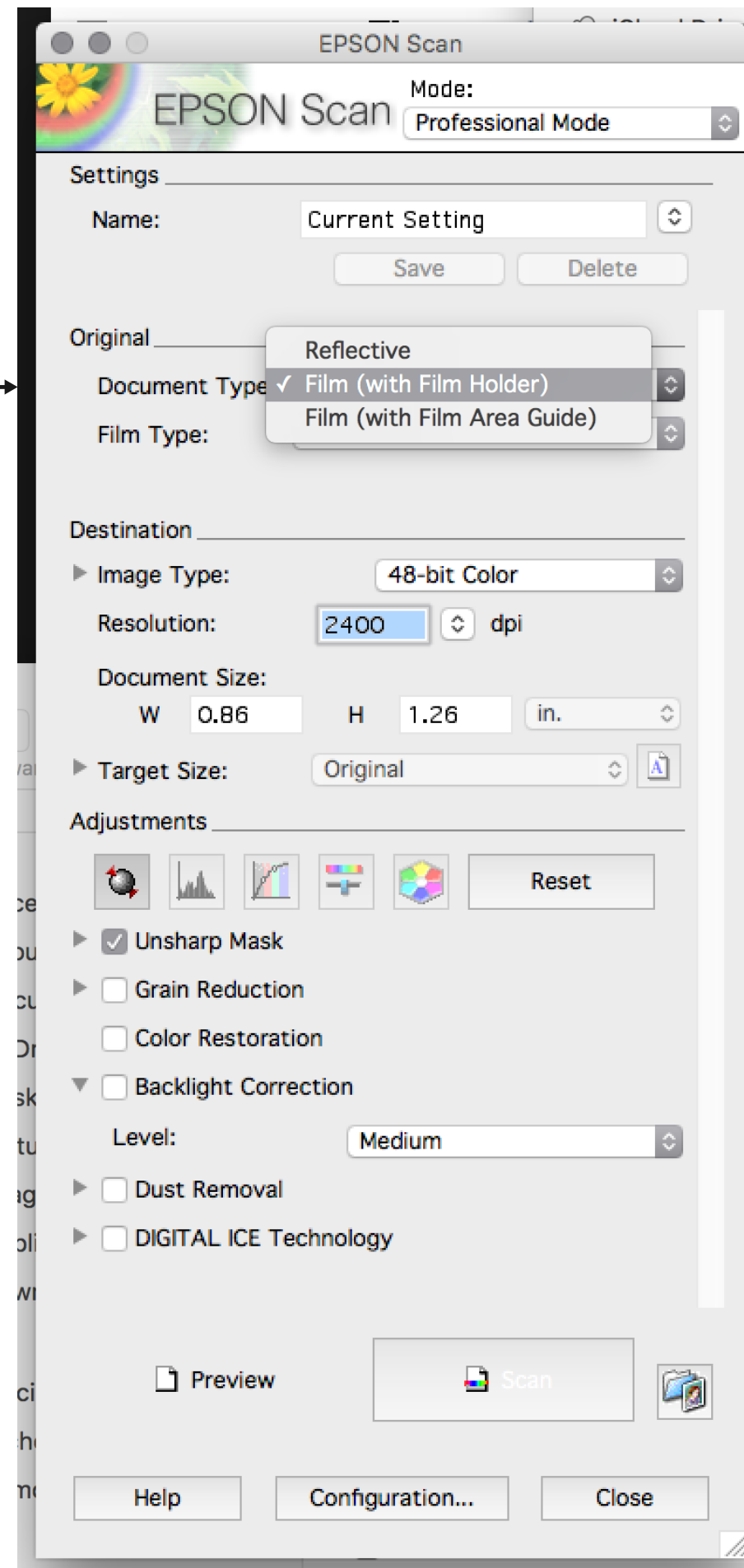2. Film Type

3. Image Type

4. Resolution

5. Adjustments

6. Preview & Scan

EPSON software will only open if the scanner is properly plugged in and turned on.

1. Document Type

Choose Film (with Film Holder)

Reflective: Providing a reflection, not a transparency. (Ex. paper, print).

Film: A thin flexible strip of plastic or other material coated with light-sensitive emulsion for exposure in a camera, used to produce photographs or motion pictures.
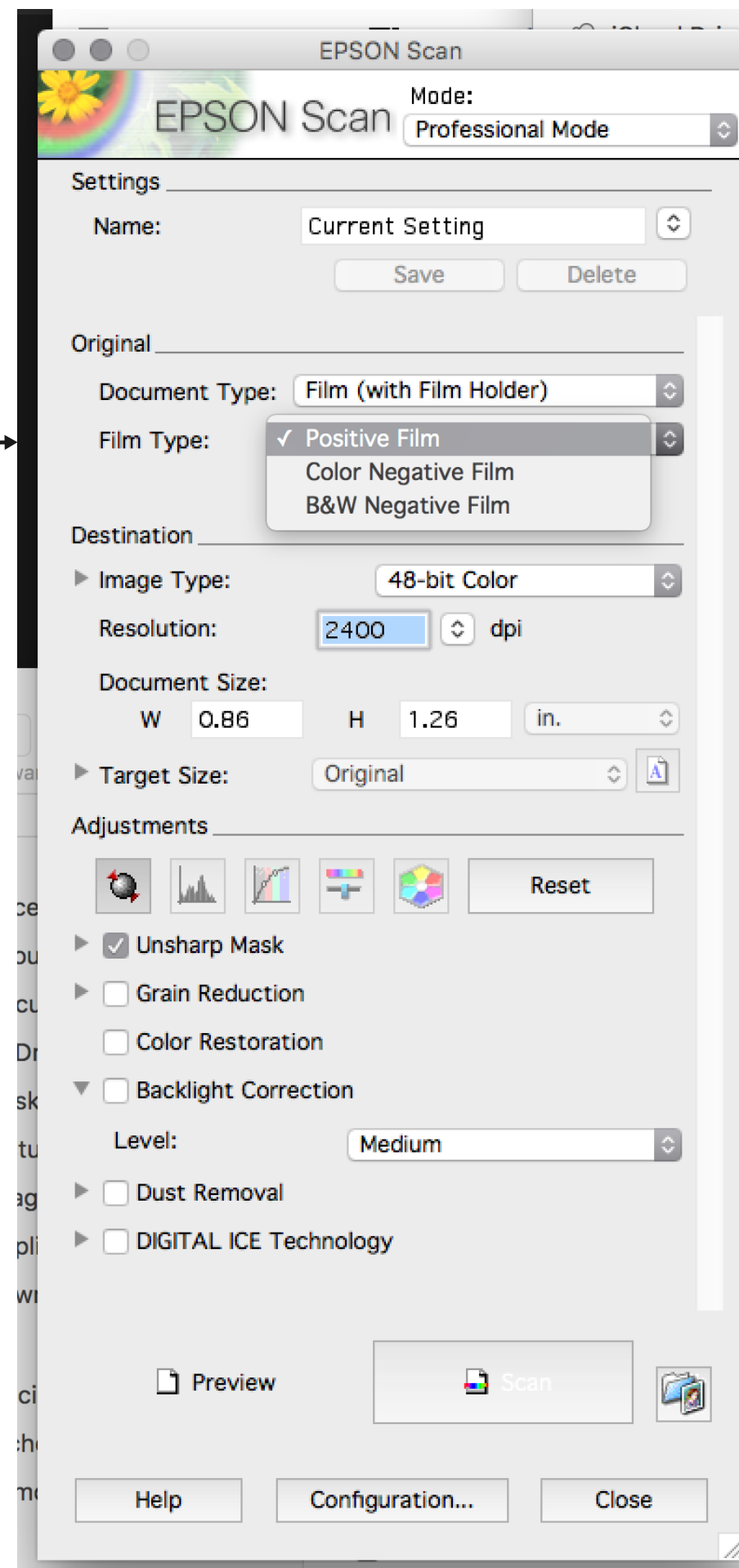
Film Holder: An accessory that holds one or more pieces of photographic film, for insertion into a camera or optical scanning device.

Film Area Guide: Used for scanning film without the use of a film holder.

2. Film Guide

Choose Positive Film →

Positive Film: Image looks like the scene that was shot.

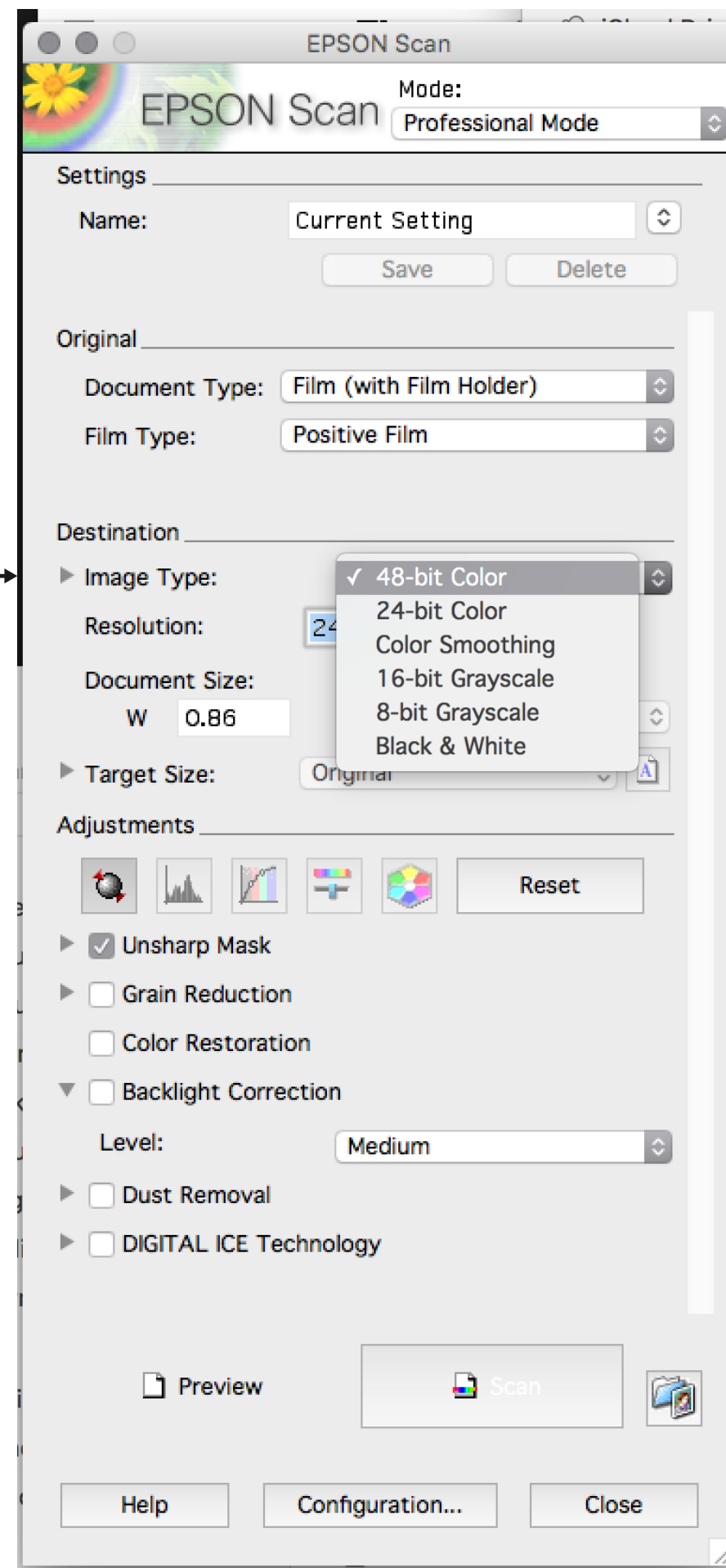**Colour Negative Film:** Image looks inverted and film is orange.

B&W Negative Film: Image looks inverted and film is grey.

3. Image Type

Choose 48-bit Color for colour slides
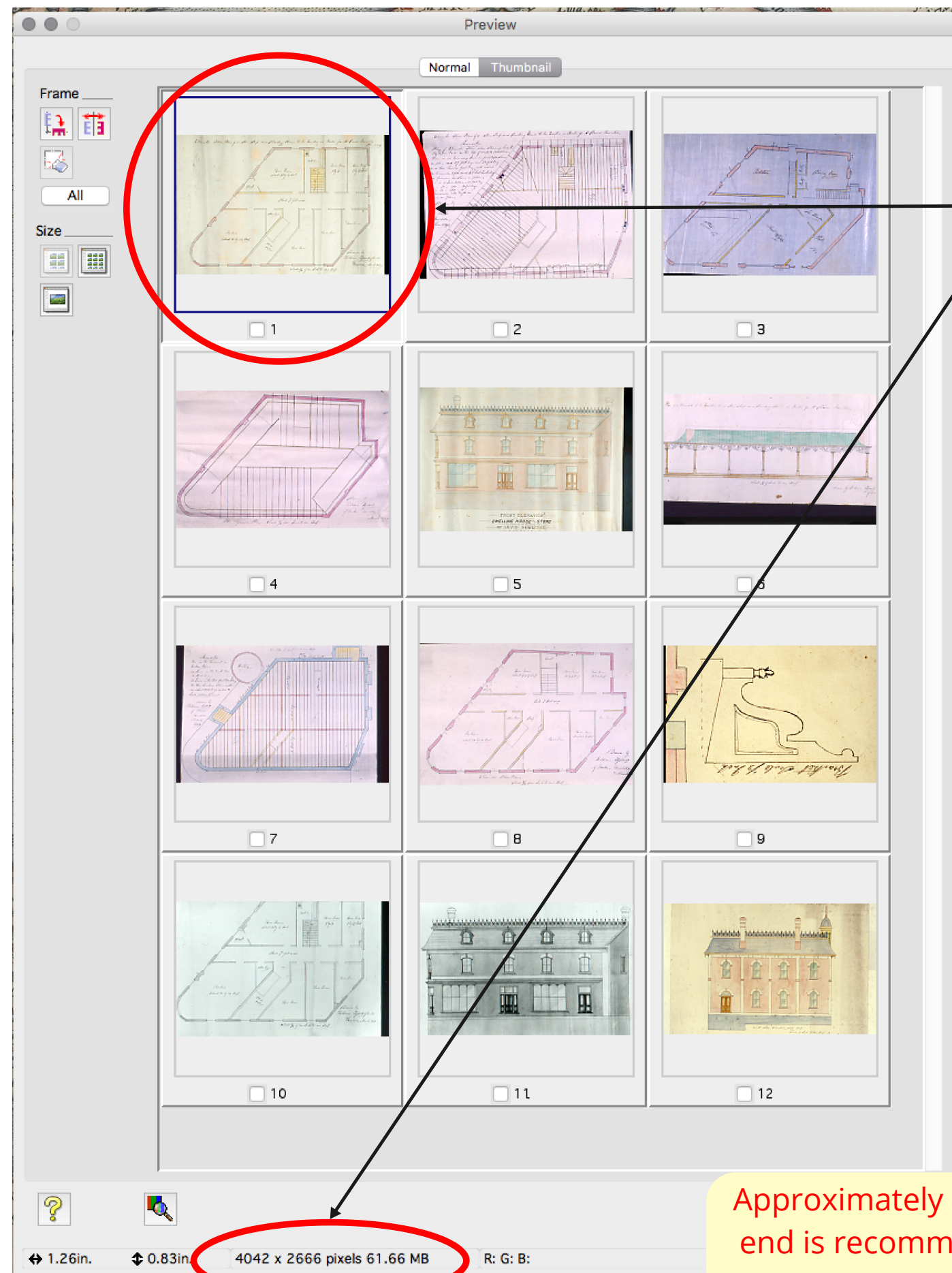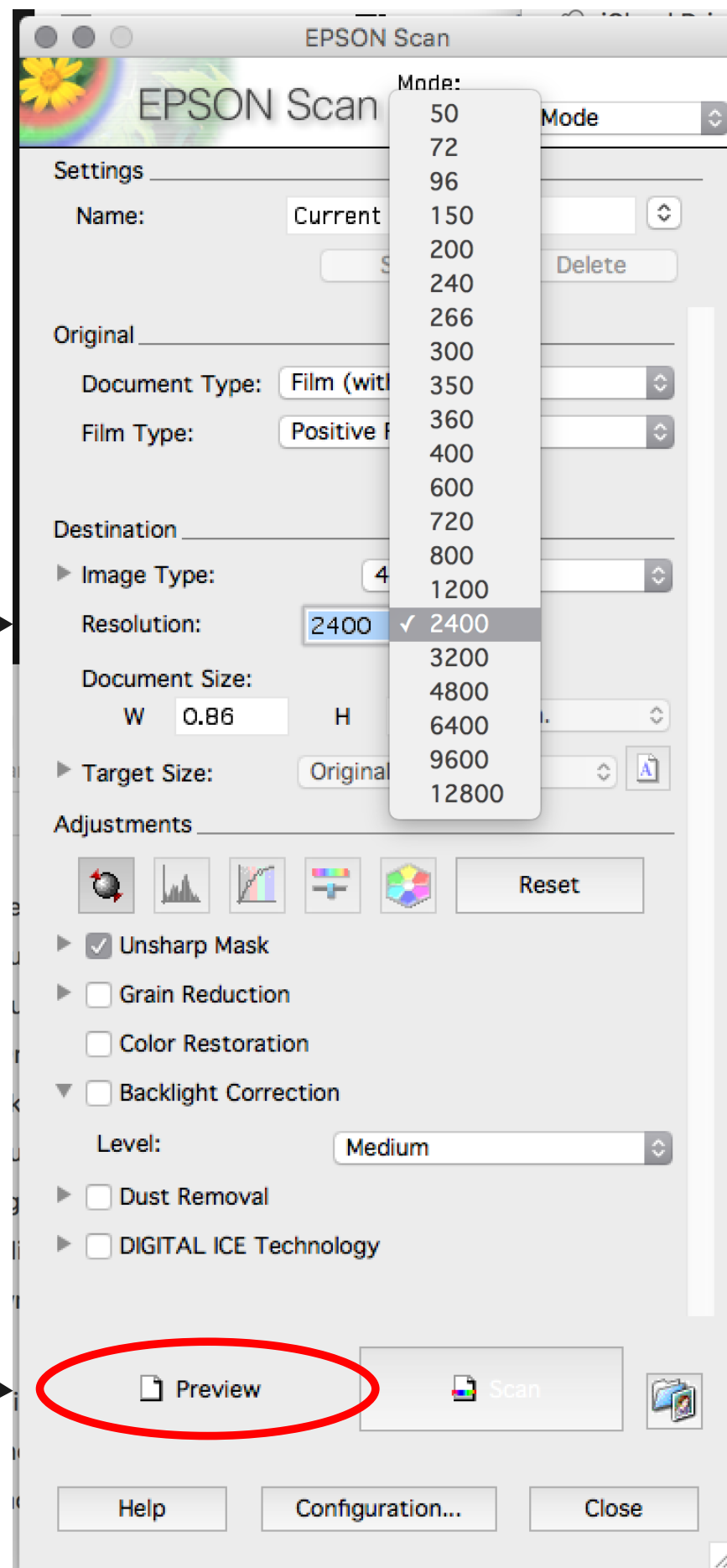
Choose 16-bit Grayscale for B&W slides

48-bit colour and 16-bit grayscale images are best for further editing in professional software like Photoshop and they can be saved in TIFF.

4. Resolution

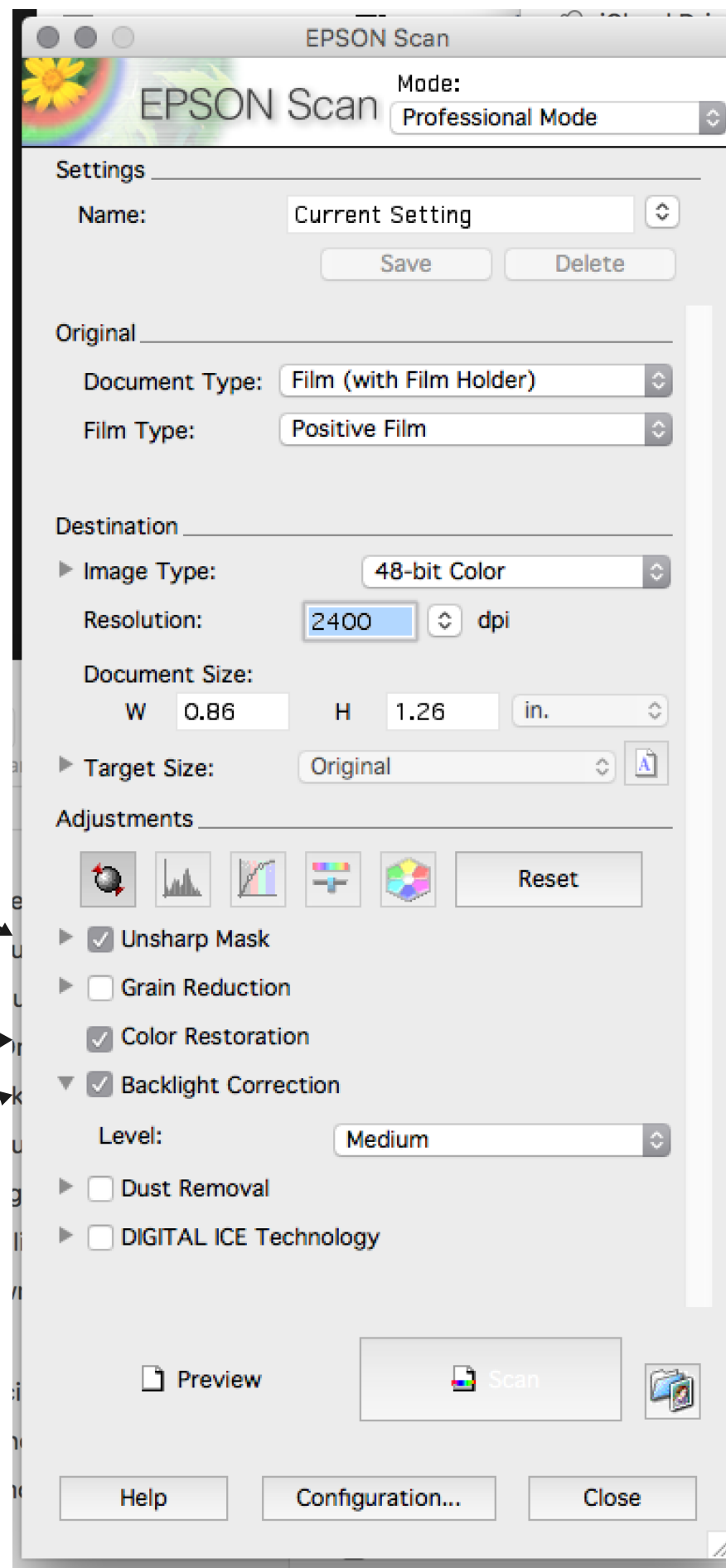**Choose between 2400-4800 dpi depending on desired file size and resolution**

Click 'Preview' to preview image and file size

Click on an image to see it's size

Approximately 4000 pixels on one end is recommended for archival scanning.
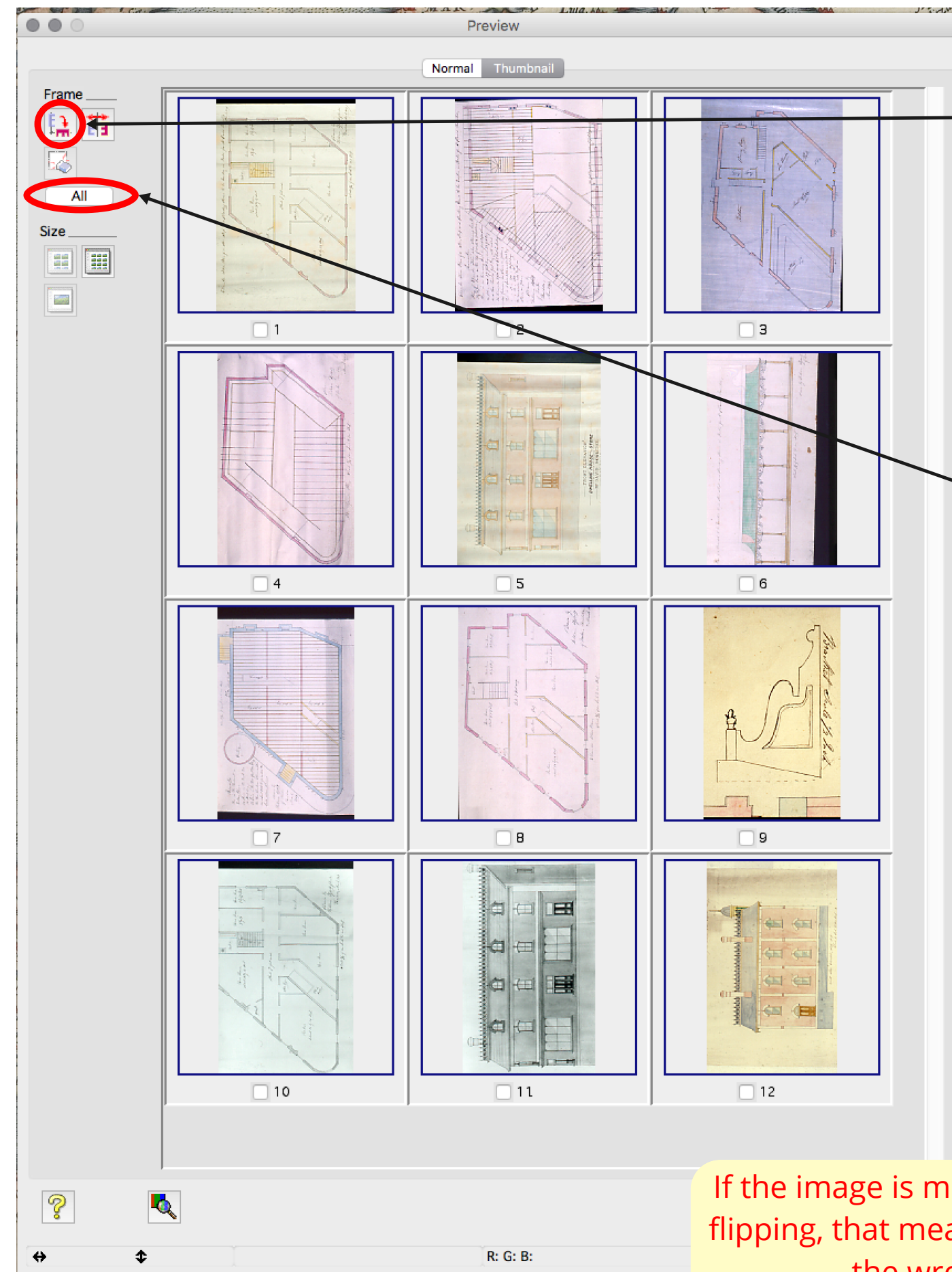
5. Adjustments

Rotate image

Select 'All' to make adjustments to all images (ex. to rotate or colour correct)

Always used:

Sharpens the image

Commonly used:

Restores colour

Brightens image

If the image is mirrored and needs flipping, that means it was scanned the wrong way.
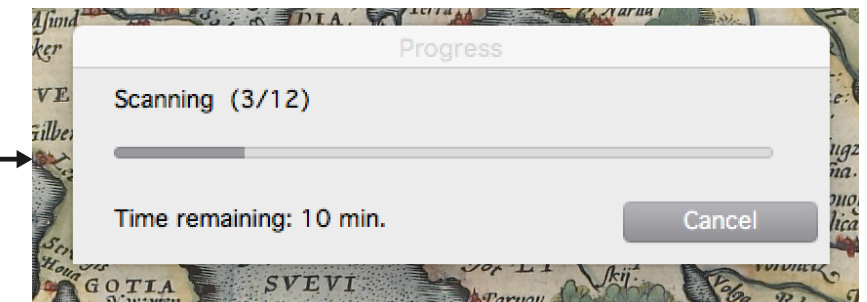
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6. Saving & Scanning
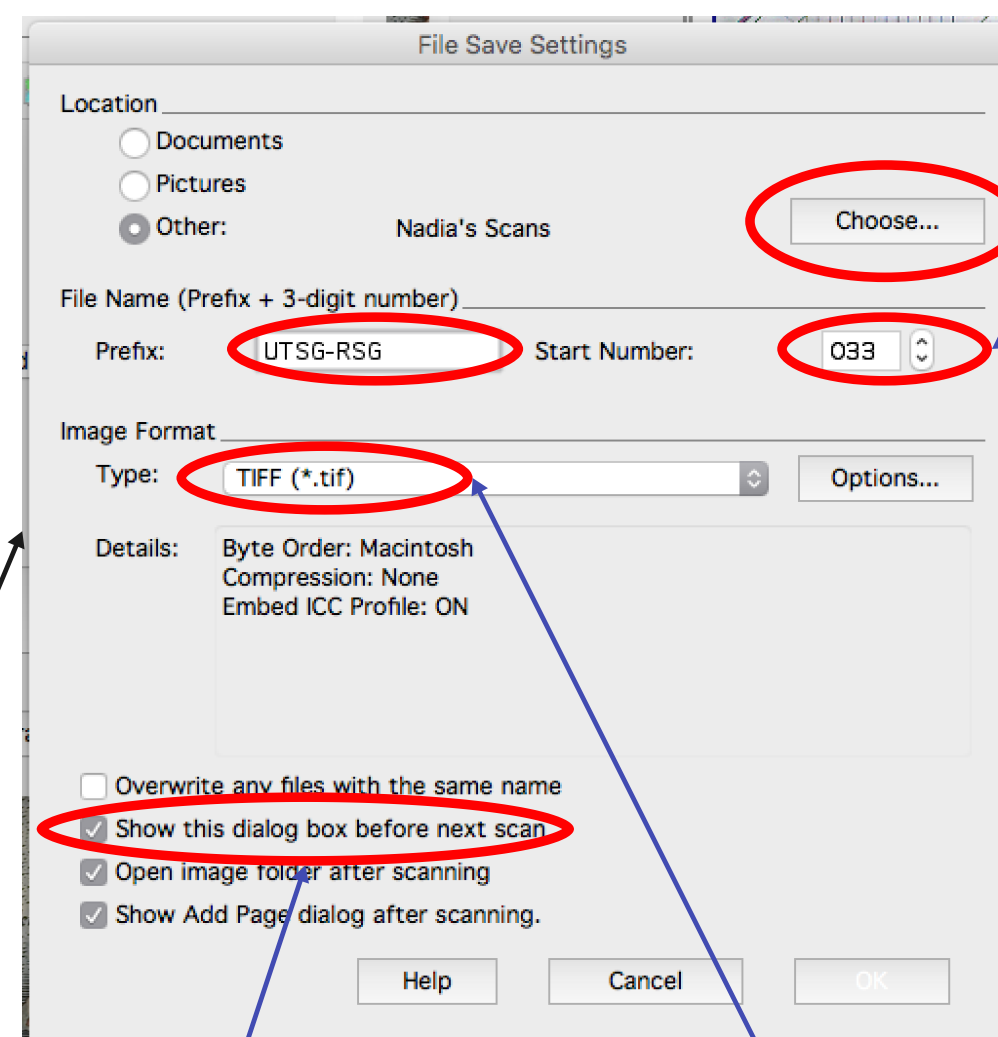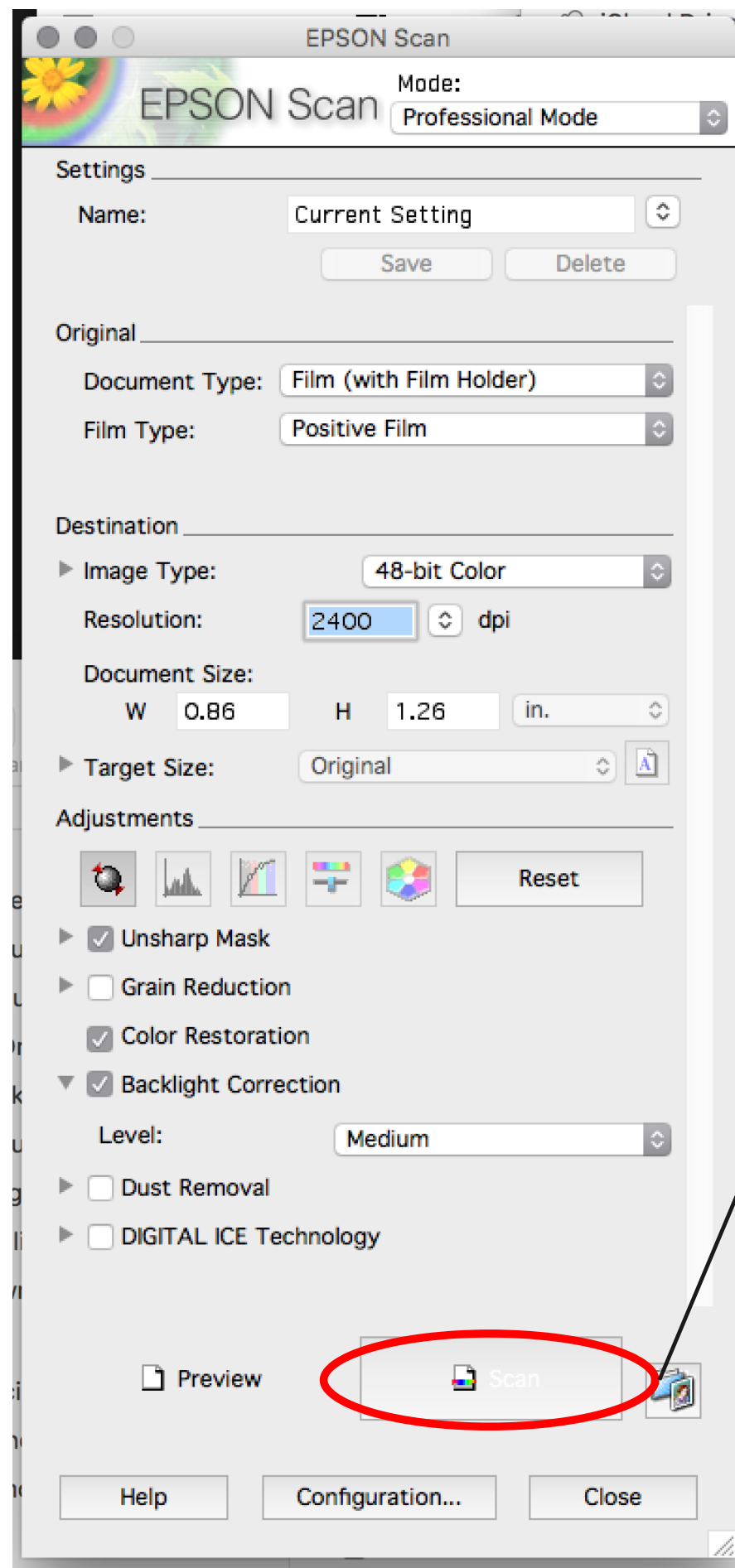
Choose folder

Choose prefix and starting number

Helpful to keep this checked so that this dialogue box will open each time to update the prefix names, numbers, and other settings

Archival standard is to scan in TIFF format

In order for the next scan to start in a sequence of scans, often the mouse must move or the dialogue box must be clicked.