

Scanning Single and Multiple Slides

To scan slides, use the computer station that is attached to the Nikon Scan 3.1 scanner.

Single Slides

Before you scan...

- 1) Go to **SAC 284 (ITD office)** to get the **Nikon MA-20** slide mount adapter.
- 2) Bring your slides and your diskette, zip or CD to the Faculty Lab.
- 3) Turn on the **Nikon Super CoolScan 4000** by pushing the silver button on the bottom left of the machine. A thin green light indicates the scanner is on.
- 4) Slide down the black door of the scanner.
- 5) Tightly insert the slide adapter into the opening.
- 6) Insert your slide in the landscape position.
- 7) To remove your slide, press the ejector (circular button) on the adapter.

Begin Scanning...

- 1) On the desktop, go to **Start → Programs → Adobe Photoshop 7.1**.
- 2) In Photoshop, go to **File → Import → Nikon Scan 3.1**.
- 3) A **Nikon Super CoolScan 4000 1.06 IEEE1394** dialogue box will appear.
- 4) Go to **Settings → Reset to Factory Defaults**. This action deletes a previous user's specialized settings.
- 5) Specialize the appearance of your image in **Positive** and **Calibrated RGB** buttons.
- 6) Click **Tools → Tool Palette 1** (Figure 1).

Resolution for image use (pixels/inch)

Web: 75
Regular: 300
High print gloss: 600
High quality archive (TIFF): 2500

- 7) Once you're finished specializing your settings in Tool Palette 1, close the dialogue box.
- 8) Click **Preview** and a pre-scanned image will appear on the display area. At this time, you can eject your slide from the adapter to make any position adjustments. Click **Preview** again to see if the slide is in the position you want it be.
- 9) Using the cursor, drag and select which area of the pre-scanned image you want to scan.
- 10) Press **Scan**.
- 11) The image will appear in Photoshop.
- 12) Close the Nikon dialogue box so you can manipulate the image.
- 13) Once you are finished, **Save** your work to your diskette, CD or your network.

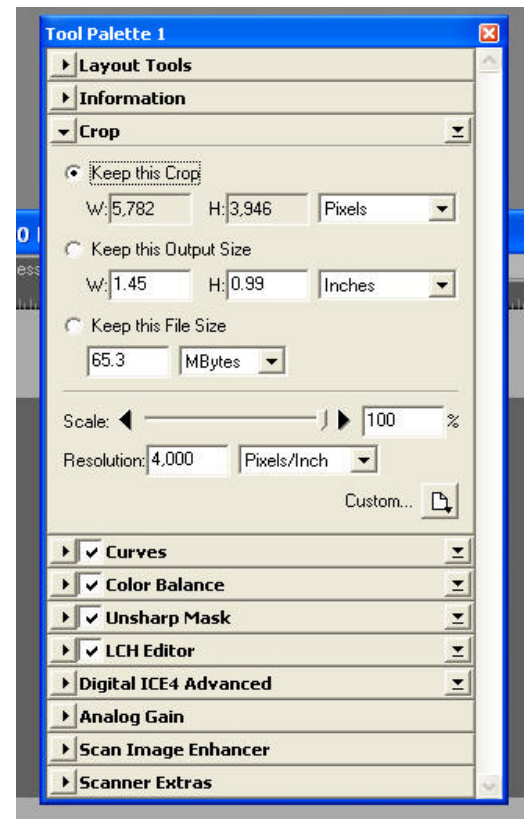


Figure 1

NOTE: If Tool Palette 1 appears distorted, restart Adobe Photoshop.

Multiple slides

If you have more than 10 slides to scan, use the Nikon SF-200 slide adapter. It can mount up to 50 slides.

Before you scan...

- 1) Go to **SAC 284 (ITD office)** to get the **Nikon SF-200** slide mount adapter.
- 2) Turn on the scanner by pushing the silver button on the bottom left of the machine. A thin green light indicates that the machine is on.
- 3) Slide down the black door of the scanning machine.
- 4) Lay the scanner on its side (Figure 2).
- 5) Tightly insert the slide adapter into the opening. Make sure the "**Nikon SF-200**" is facing you to have the perfect fit. (Figure 2)
- 6) Lift the adapter's lid and pull the white stopper on the first row to mount your slides. The slides must be in a landscape position. The front of the slide must also face toward the right. (Figure 3)
- 7) Close the lid.

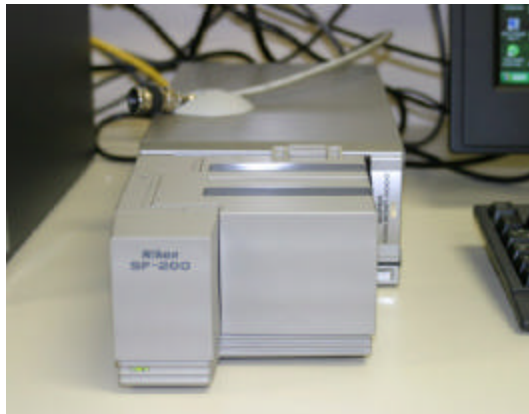


Figure 2



Figure 3

Begin Scanning...

If some of the slides inside the adapter are scanned in the wrong position, Photoshop directly allows you to rotate and manipulate your image.

- 1) Follow the Single Slide's steps 1-13 to scan the first slide inside the adapter.
- 2) The machine will automatically place each of the scanned slides into the second row. It will take a few seconds for the transfer.
- 3) Click **Preview** to continue scanning.
- 4) Once you're finished, **carefully** remove the slides from the adapter.

NOTE: If the adapter pulls more than one slide into the second row, take out the slides and reload them on to the first row. Continue scanning the slides.