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)

<table>
<thead>
<tr>
<th>Format</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web</td>
<td>75</td>
</tr>
<tr>
<td>Regular</td>
<td>300</td>
</tr>
<tr>
<td>High print gloss</td>
<td>600</td>
</tr>
<tr>
<td>High quality archive (TIFF)</td>
<td>2500</td>
</tr>
</tbody>
</table>

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.
**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.

**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.