Media Conversion Station

Photo and film scanning instructions

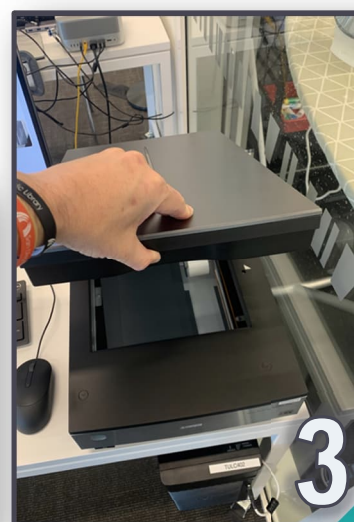## What to bring to your session

- Storage device: USB or portable hard drive (8gb minimum)

- Photos or film to convert:
  ⇒ Photographs
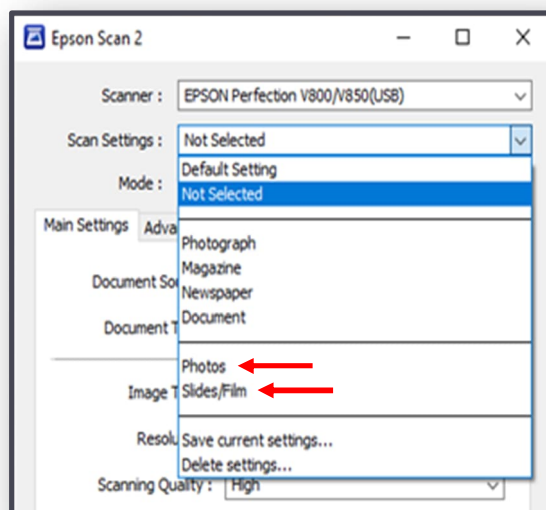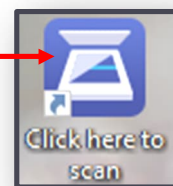 ⇒ 35mm film
  ⇒ 120mm film
  ⇒ Slides
  ⇒ Polaroids

Connecting the equipment

1. Plug your portable storage device into the computer.

2. Press and hold the scanner power button until the green light comes on.

3. Open the scanner lid.

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Setting up your scan

1. Double click the 'Scan' icon on the desktop.

2. Click 'Scan Settings' to open a drop-down menu:

A) To scan photographs:

3. Select 'Photos' from the drop-down menu.
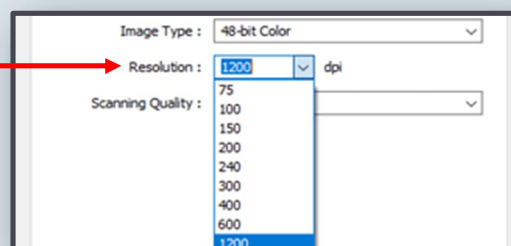
4. Turn to page 3: 'Scanning photographs.'

B) To scan film, slides, or polaroids:

3. Select 'Slides/Film' from the drop-down menu.

4. Turn to page 5: 'Placing slides and film in the scanner.'
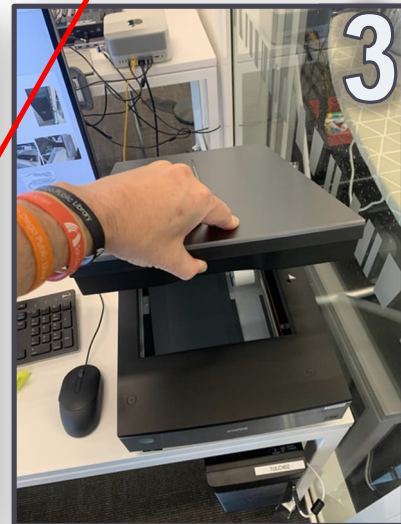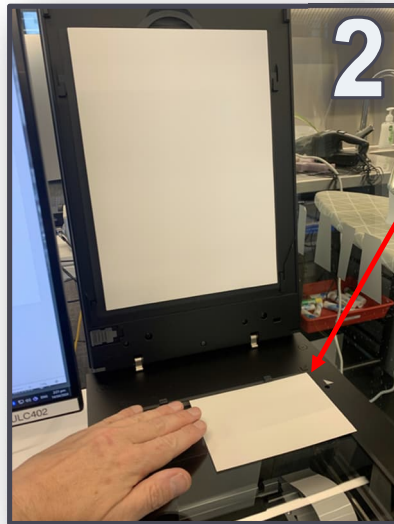
(Optional) To adjust the DPI:

Click Resolution.
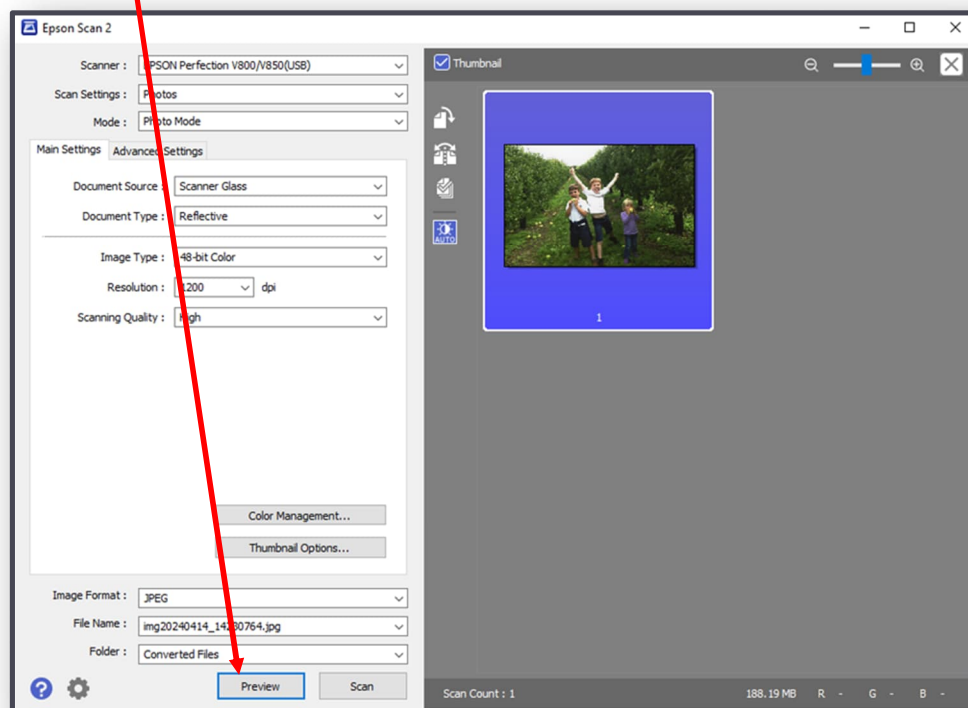
Then select from the drop-down menu.

Scanning photographs

1. Get your photograph(s) ready.

2. Place each photograph face down in the upper right hand corner of the scanner bed.
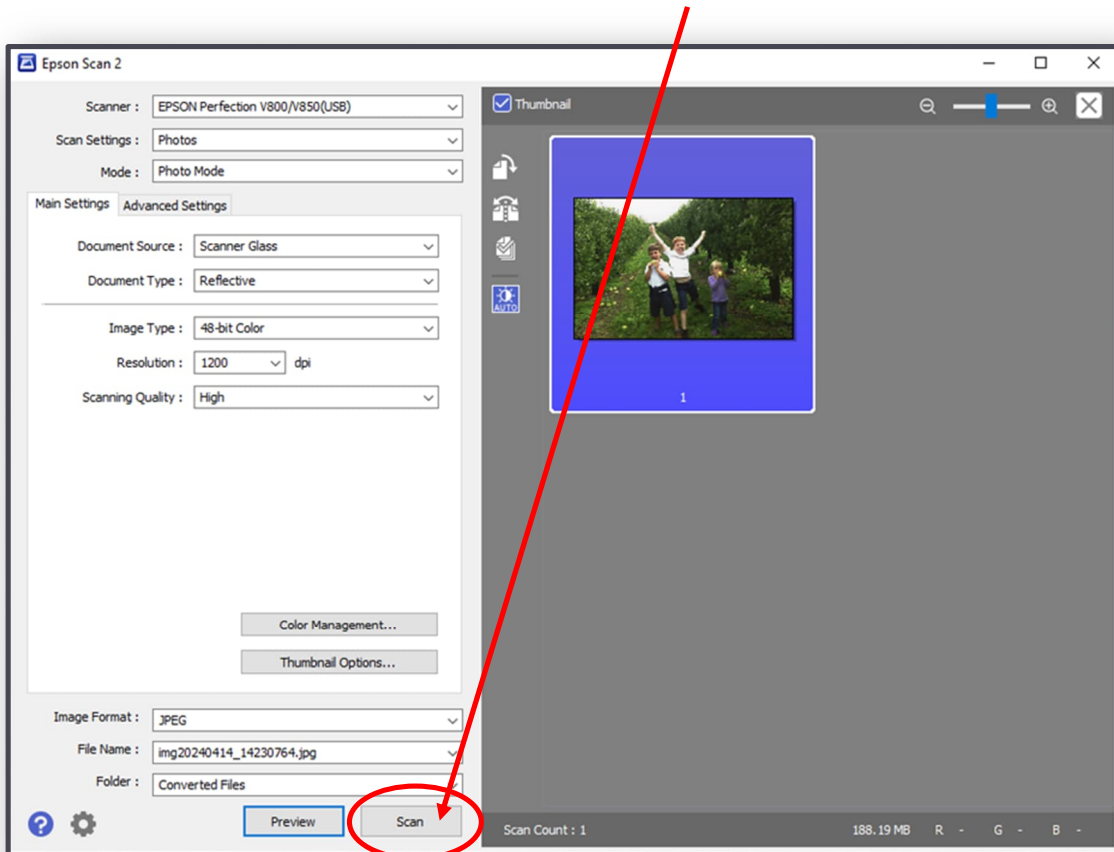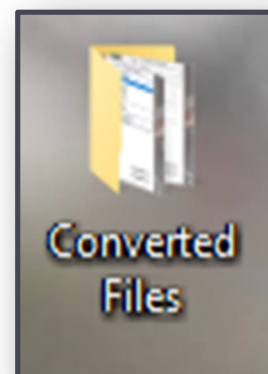
3. Close the lid.

4. Click 'Preview'.

Scanning photographs (cont.)

5. If the preview looks good, click 'Scan'.

6. Once the scan finishes, open the lid, remove your photo and repeat steps for the rest of your items.

7. Scanned photos will appear in the 'Converted Files' folder on the desktop:

Placing slides and film in the scanner

Slides

CAUTION: Place into rack, holding only the edges of th**e** slides, to avoid damaging the film.

Place up to 12 in a rack.

Film and Polaroid

1. Find the rack for:

⇒ 35mm film

⇒ Polaroid

⇒ Medium/120mm

> Each type of film/polaroid has its own rack.

2. Open the holders on each rack. Place your items inside.

3. Close any open holder cover and press down until it clicks into place.
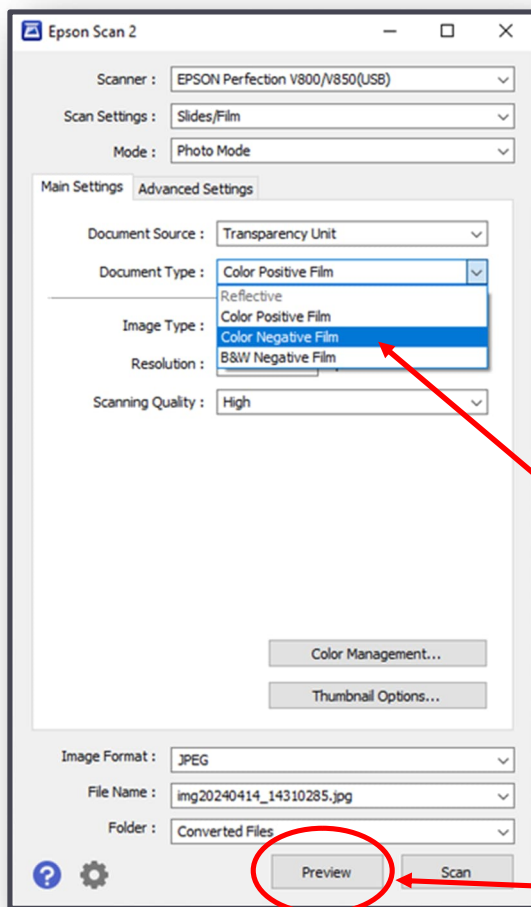
Scanning slides and film

1. Remove the white document mat, as shown.

2. Place the rack on the scanner glass.

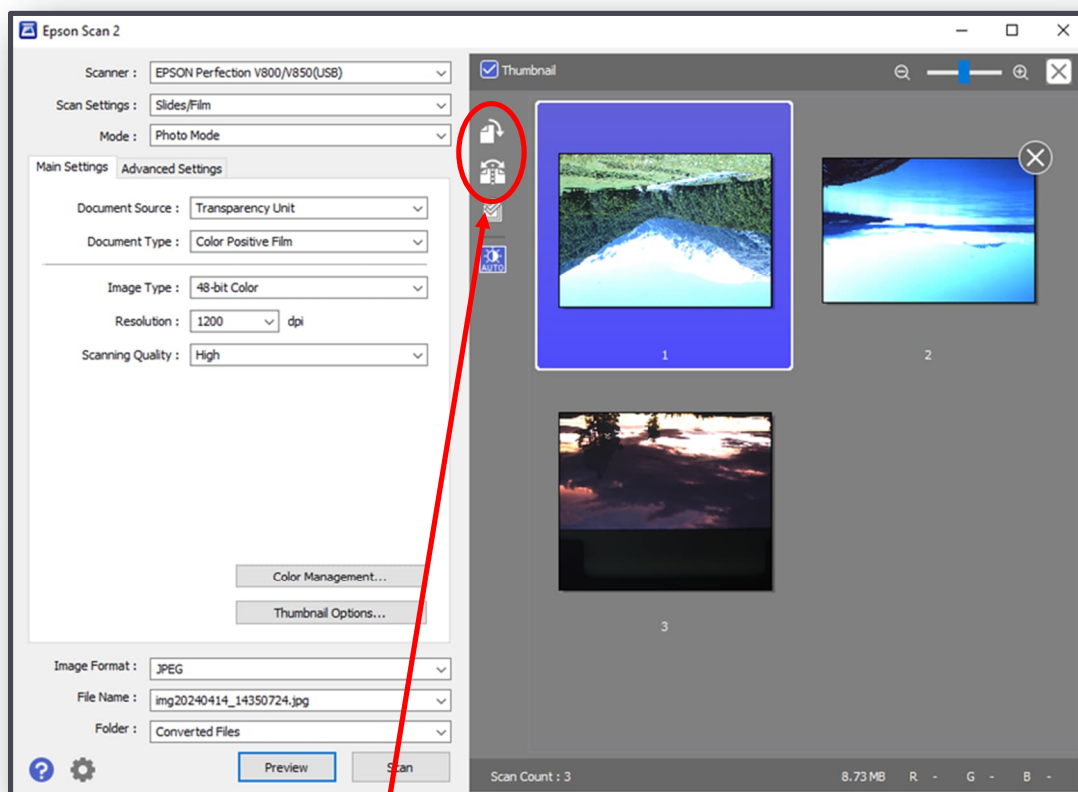3. Align the arrows on the rack with the scanner arrows.

4. Close the lid.

5. If scanning negatives, choose 'Color Negative Film' from the drop down menu.

   Otherwise, leave as 'Color Positive Film'.

6. Click 'Preview'.

Scanning slides and film (cont.)

7.   You should now see a preview of your slides .

7.   Use the '**Rotate'** and '**Flip'** buttons to adjust any image that is upside-down, sideways, or reversed.
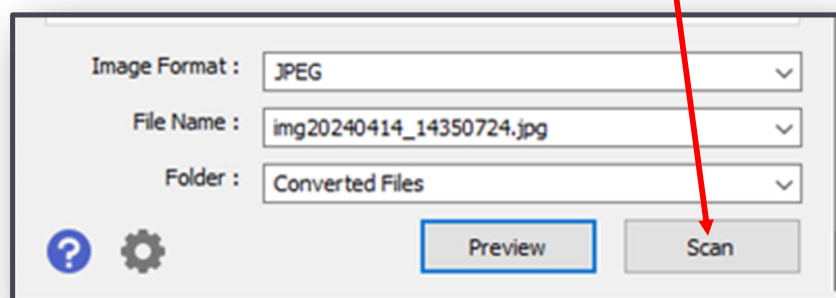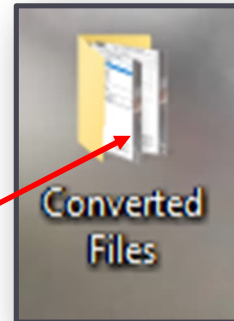
 Rotate   Flip

7.   You can remove any images you don't want by hovering over them and clicking on the X. '

8.   When satisfied with all images, click 'Scan.'

Finishing your slide/film scan

1. Open the scanner lid.
2. Remove the rack.
3. Carefully remove each item.
4. Scanned items will appear in the 'Converted Files' folder on the desktop:

5. When finished with all scans, replace the white document mat by sliding the four tabs into the four slots on the lid:
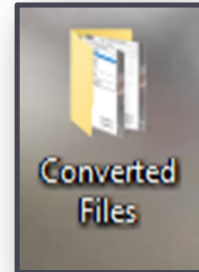

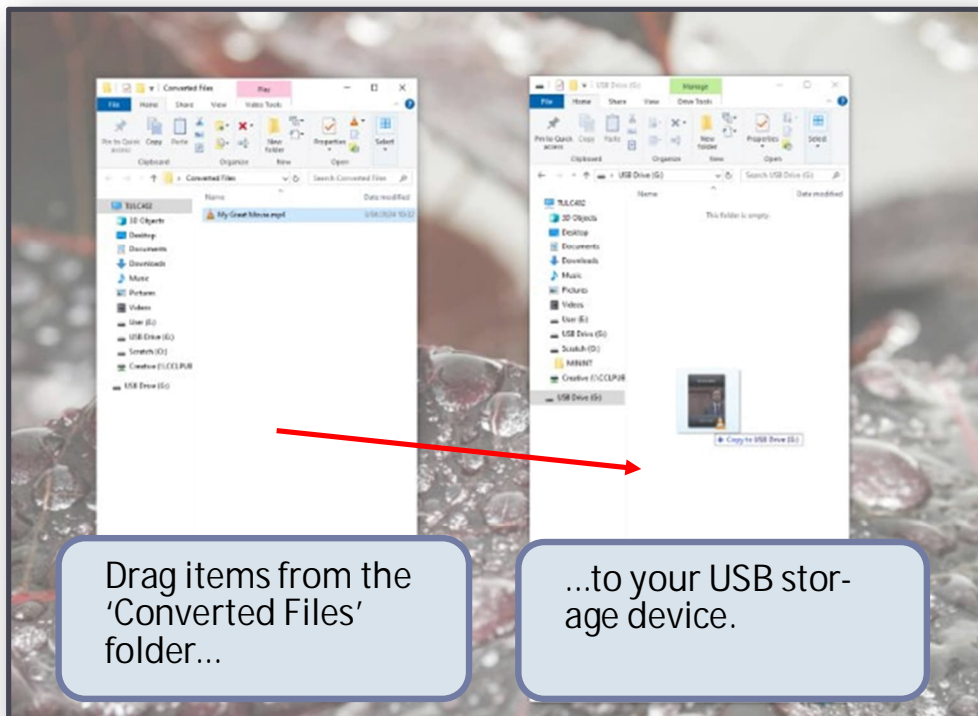Now for the final steps: saving your digital files to your storage device.

Final steps

Congratulations! You have digitised your media!

1. Open the 'Converted Files' folder on the desktop.

2. Drag or cut/paste your items to your USB device.

Drag items from the 'Converted Files' folder...

...to your USB storage device.

3. Safely eject your USB device (right-click, then **'Eject'**).
4. Don't forget to take all your items with you.

Enjoy viewing and sharing your memories!

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