

How to Digitize Slides


Equipment needed: Computer, Nikon Super Coolscan 500 slide scanner, slides

Software needed: Nikon Scan

The Nikon Super Coolscan 5000 slide scanner in the Faculty Workroom will do beautiful scans of slides and can also do batch scanning of up to 40 slides at a time. Using it is not difficult if you follow the directions below.

1. To begin, be sure the slide scanner is plugged in and that the USB cable is connected to a USB port on the computer. Turn the slide scanner on by pushing the power button on the front right side. When the power is on, there is a green light that will glow constantly on the front left side of the scanner.
2. Now raise the lid of the slide bin and insert your slides in the front slide tray by moving the plastic retainer to the right. Be sure that all your slides go in with a landscape orientation. If you have some slides that actually have a portrait orientation, you can rotate them later. There are two little pictures on the top of the slide tray to show you which direction they must go. Close the lid.

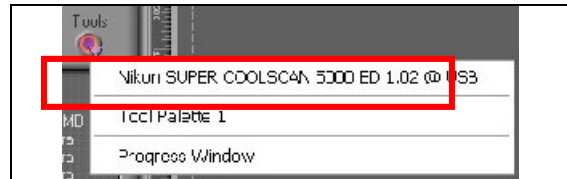


3. Now launch Nikon Scan (there is an icon on the desktop that looks like this: ). When the program opens, the welcome screen looks like this:

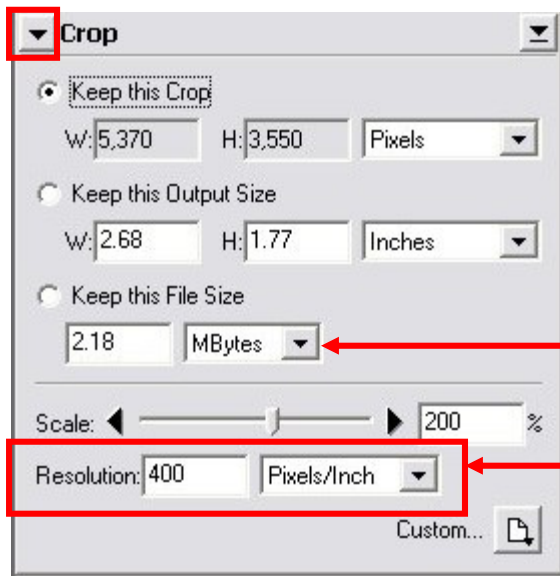


4. There is one setting we need to double-check before we begin, and that is the resolution. The lower the resolution, the smaller the file, but the lower the quality of the scan. The higher the resolution, the bigger the file, but the quality will improve significantly. The

trick is to find a balance between quality and file size. The best guide I can suggest is to know what you will use your scans for. If they are going on the web, 75 dpi (dots per inch) is sufficient. If you want really good quality scans, up the ante to 150 dpi. More than 300 dpi is overkill unless you want/need museum or archival quality scans. For our uses (web, email, photo albums, videos), 150 dpi is usually a good target, so that's what we'll go for now. To change the resolution, click the purple **Tools** button on the console, and then select Tools Palette 1 from the menu that appears:



When the tool palette appears, click on the arrow next to **Crop** to open up the dialogue box:



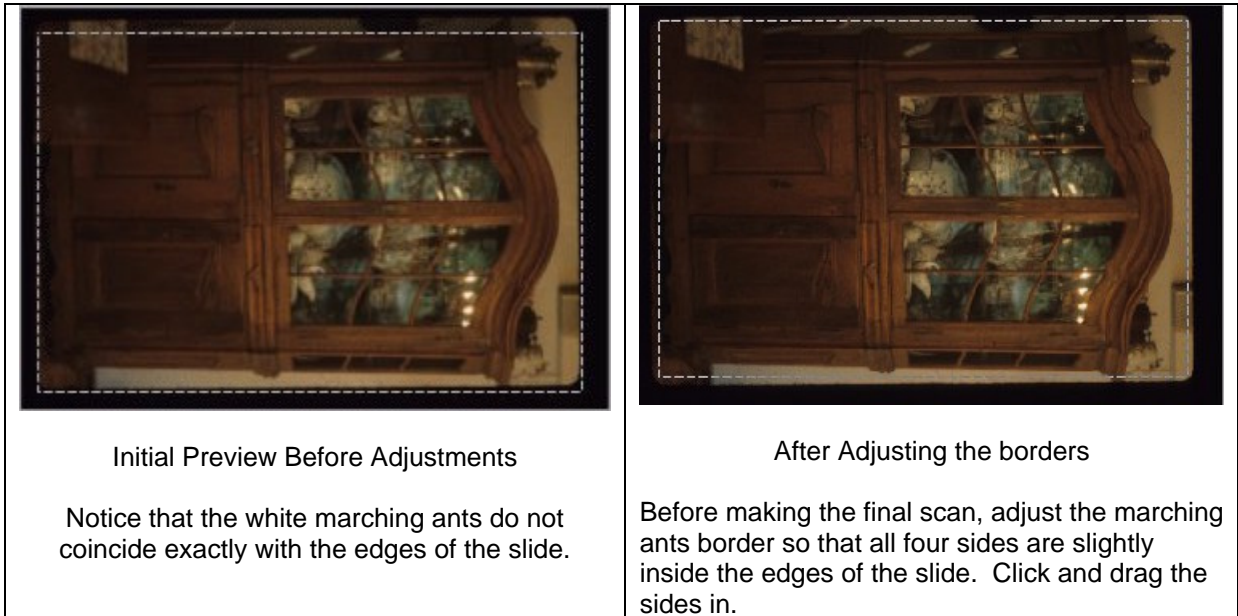
Notice the file size that these settings will yield.

Change the resolution setting here to 150 pixels/inch.

OK, now we're ready to scan.



5. On the console, click the Preview button to begin: The Nikon slide scanner will make an initial pass and show the results in the monitor window. You can also watch the progress of your scan in the progress window. This takes a certain amount of patience – scanning is not a speedy process!! Our initial scan looks like this:



6. Now we're ready for the final scan. On the console, click **Scan** and the scanner will make the final pass. Once the final scan appears in the preview window, all that's left is to save the file. On the toolbar at the top, click on File > Save then name your file, be sure .jpg is selected as the file type, then navigate to the folder where you want to save it and click OK. You're done!!

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