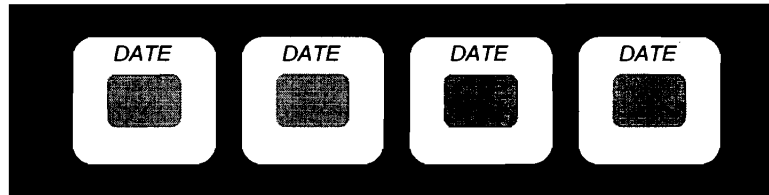


SLIDE SCANNER INSTRUCTIONS

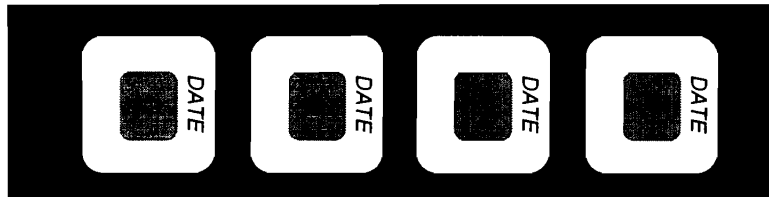
How to scan slides on station #3

1. Turn the slide scanner on.
2. Put up to 4 slides in the slide mount holder as shown below:

CORRECT: *note the position of the date on the slide*



INCORRECT: *date stamped on the slide should be on top*



3. Put the slide mount holder into the slide scanner.
4. Open Photoshop.
5. Open Canon FilmGet FS 1.0 in Photoshop: File → Import → Canon FilmGet FS 1.0. The program may take up to a minute or more to calibrate.
6. A "Thumbnail" window will appear. Click on the "Thumbnail Scan" button in the upper right corner of this window.
7. After the thumbnail scans appear, select a slide to scan by clicking on it. A red box will appear around the selected slide. At the bottom of the menu on the left side of the screen, click the "Preview" button. A preview of the slide will appear inside a white box.
8. Using the cursor, adjust the white box so it frames the area you want to scan.
9. For best results, slides should be scanned as 42-bit color positives with a minimum DPI of 2000 (the default setting on this computer). Otherwise the DPI, etc. may be changed on the menu in the upper left corner of the screen.

INSTRUCTIONS CONTINUE ON THE BACK OF THIS PAGE

How to scan slides on station #3... continued

10. Click the "Scan" button at the bottom of the menu on the left side of the screen. It may take up to a minute to scan a slide.
11. Once the slide has been scanned, either:
 - Click the "Thumbnail" button at the bottom of the menu on the left side of the screen to return to the thumbnail scans and scan another slide, or
 - Eject the slide mount holder by clicking on the eject icon (see sample below) on the right side of the menu, then exit FilmGet FS 1.0 by clicking on the red X on the upper right corner of the window (NOTE: you must do this step before you can save your images).



Eject icon (not to scale)

12. In Photoshop, each scanned slide will appear as an untitled image that can be saved to the H drive as either a .TIF or .JPG. Scanned images must be saved to the H drive before they can be burned to a CD or DVD.