

Slides and Negatives Scanner Tutorial

The Kodak Slide N Scan Digital Film Scanner converts your slides and negatives to digital images that you can store and preserve. The scanner supports 50mm slides and color and black & white film negatives (135, 110, and 126).

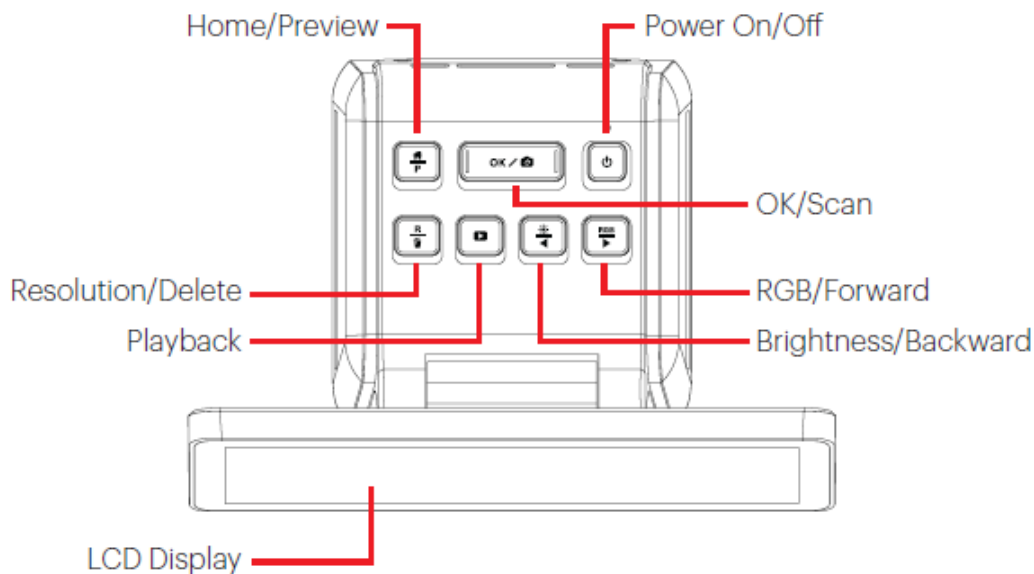
Scanning 8mm and Super8 film negatives is available upon request. Contact the Digitization Specialist to set up an appointment.

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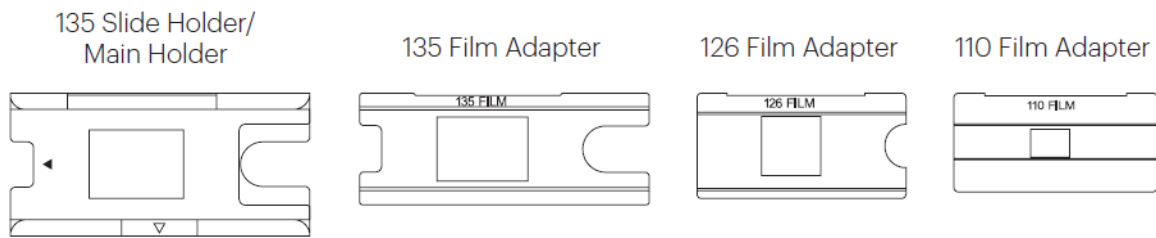
Scanner Set Up

1. **Home/Preview:** The start page for using the scanner. Press to return home at any time.
2. **Power On/Off Button:** Press and hold to turn the device on and off
3. **OK/Scan:** Captures the image or confirms your selection
4. **Resolution/Delete:** Delete an image or adjust the resolution.
5. **Playback:** Displays images
6. **RGB/Forward and Brightness/Backward:** Navigates through your images forward or backward. Brightness and color are preset automatically, so additional adjustment is normally not needed.

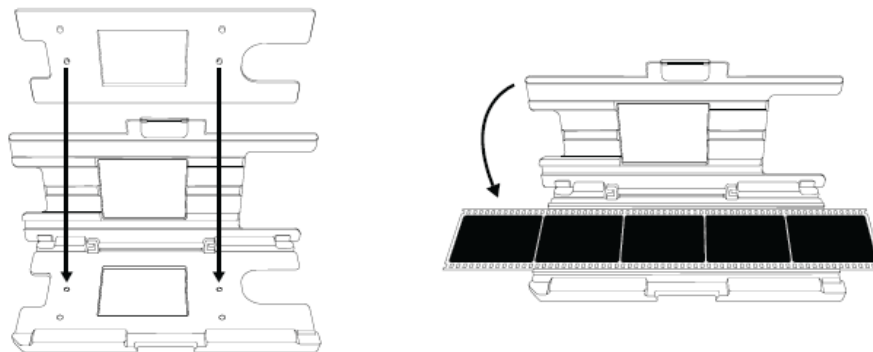


Preparing Media to Scan

1. Select the appropriate slide holder and adapter needed for your slides or negatives.
 - a. Each adapter tray and insert is clearly marked with the type of film it adapts.

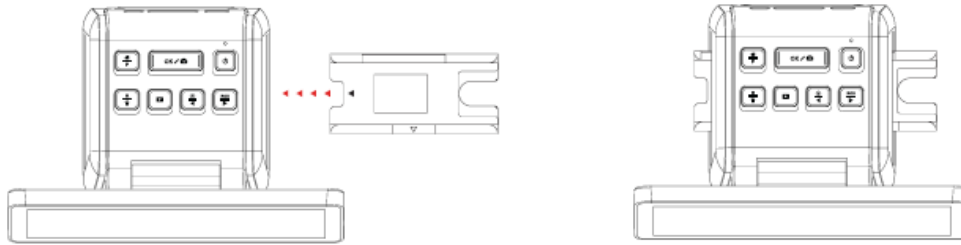


2. To load slides:
 - a. Flip up the top cover of the 135 Slide Holder/Main Holder
 - b. Place the slide into the holder. Line up the slide with the opening.
 - c. Snap the holder closed.
3. To load negatives:
 - a. Flip up the top cover of the 135 Slide Holder/Main Holder
 - b. Select the appropriate adapter for your film (135 film adapter for 135 film, etc.)
 - c. Place the adapter into the 135 Slide Holder/Main Holder. Make sure that the four pins of the adapter are inserted into the four holes of the holder.
 - d. Place the negatives into the holder. Line up the negatives with the opening.



- e. Snap the holder closed. It should be completely flat. If it does not close properly, do not force it shut. Reposition the adapter and try again.

4. Place the holder with your slide or film into the adapter.

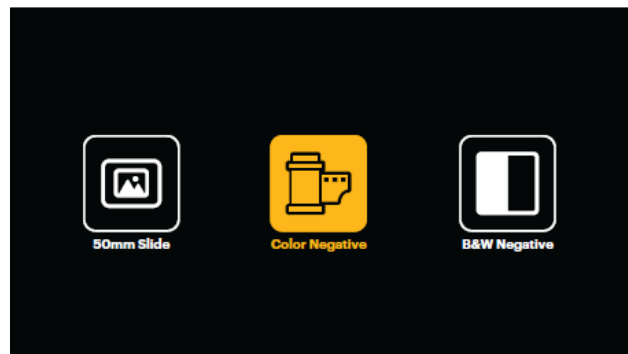


Capture

1. Turn on the scanner by pressing the Power On/Off Button.
2. Select Film Type on the home page and press OK/Scan to confirm.



3. Use the arrow buttons to choose your type of film (50mm slide, color negative, or b&w negative). Press OK/Scan button to select.



4. Once you have selected the film type, a submenu for film size will appear on the screen. Use the arrow buttons to choose your film size (110, 126, or 135), and press OK/Scan button to select.

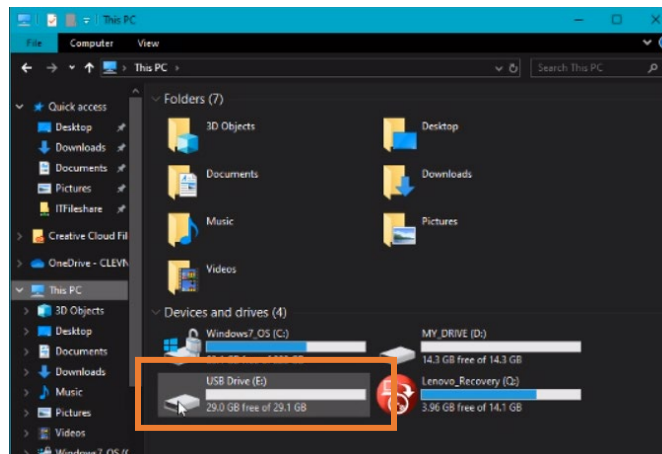


5. Confirm that the slide or negative is centered on the screen.
6. Press the OK/Scan button to scan. The image will automatically save.
7. Feed more slides into the scanner or shift the film until the next image appears.
8. Continue steps 3 and 4 until all images have been scanned.

Upload

To save your digitized images to your USB drive, you must upload the files from the scanner to the computer.

1. Go to the Home Menu on the slide scanner and press the right arrow key until it selects “USB Upload.”
 - a. Press the OK/Scan button
2. Wait for the scanner to connect to the computer. This may take a few seconds. When connecting, the computer will recognize the scanner as an external device.
3. Go to This PC and locate the new drive that appeared. The USB drive may have a different name, depending on what is plugged into the computer.



4. Click the folders until you find your images.
5. Highlight the images you would like to transfer.
 - a. Click and drag the files to your USB drive.
 - b. Check that they are on your USB drive.

FILES DO NOT DELETE AUTOMATICALLY. Please be sure to delete your files before leaving the Digital Legacy Lab.

To delete all files at once:

1. Press the Playback button to enter Playback mode:



2. Press the Resolution/Delete button twice to enter Delete All mode



3. Press the Right Arrow/RGB once to highlight YES in yellow, and press the OK button.



To delete individual files:

1. Press the Playback button to enter Playback mode:



2. Press the Resolution/Delete button twice to enter Delete All mode



3. Press the Right Arrow/RGB once to highlight YES in yellow, and press the OK button.