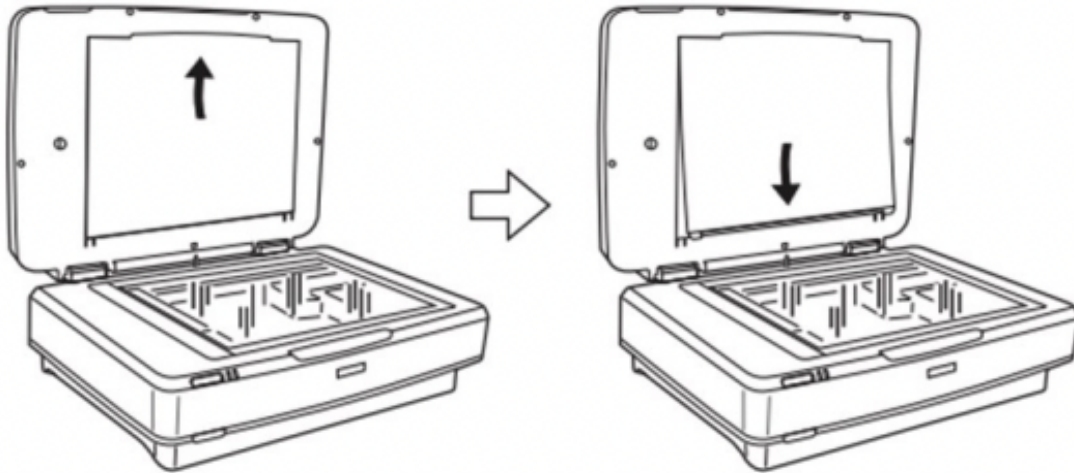


## Step 1: Prepare the Scanner

1. **Turn on the Scanner** (takes 1-2 minutes to warm up)
2. **Remove the Reflective Mat:** Open the scanner lid and slide out the white mat from the underside of the lid to expose the glass. This allows light to pass through for film scanning. Place the mat in the storage pocket on the top side of the lid. If the mat is already removed, proceed to step 3.

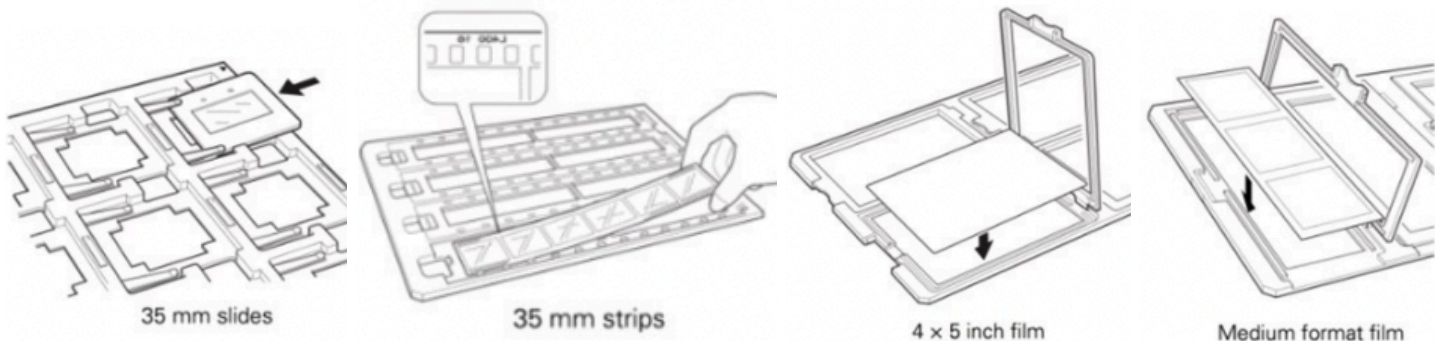


3. **Clean the Glass:** Use a microfiber cloth to gently wipe the scanner's glass bed and the transparency unit window to remove dust or smudges.

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## Step 2: Prepare the Film

- **Clean the Film:** Handle film by the edges to avoid fingerprints. If needed, use compressed air to remove dust from both sides of the negatives or slides.
- **Select the appropriate Film Holder:**



## Step 3: Load the Film into the Holder

1. **Place Film in the Holder:** The scanner scans from the bottom. Place the film facing down on the glass (matte side down, glossy side up). If after scanning, you notice your images are rotated or “mirrored”, don’t worry, this can be adjusted in the software.
  2. **Close the Holder:** Secure the film holder to keep the film flat and prevent movement during scanning.
- 

## Step 4: Position the Film Holders

1. **Install the Transparency Guide:** The film holders use a “transparency guide” piece to ensure they line up correctly on the scanner bed. Locate and place the transparency guide at the top edge of the scanner glass, making sure the round notches on the guide rest in the holes on the scanner and the two small arrows line up at the top left corner.
2. **Align the Holders:** Position the holders so that the top left corner of the left holder fits into the notch on the transparency guide. *Carefully* ensure that they are as straight as possible on the scanning bed.



3. **Close the Scanner Lid:** Gently lower the lid to avoid shifting the film holders.

## Step 5: Set Up VueScan Software

1. Launch **VueScan** from the dock at the bottom of the computer screen.



2. Under the top left File menu, load the settings for your film type.

For 35mm film, click

**Load 35mm Color Negatives** or  
**Load 35mm BW Negatives.**

For other film sizes, select

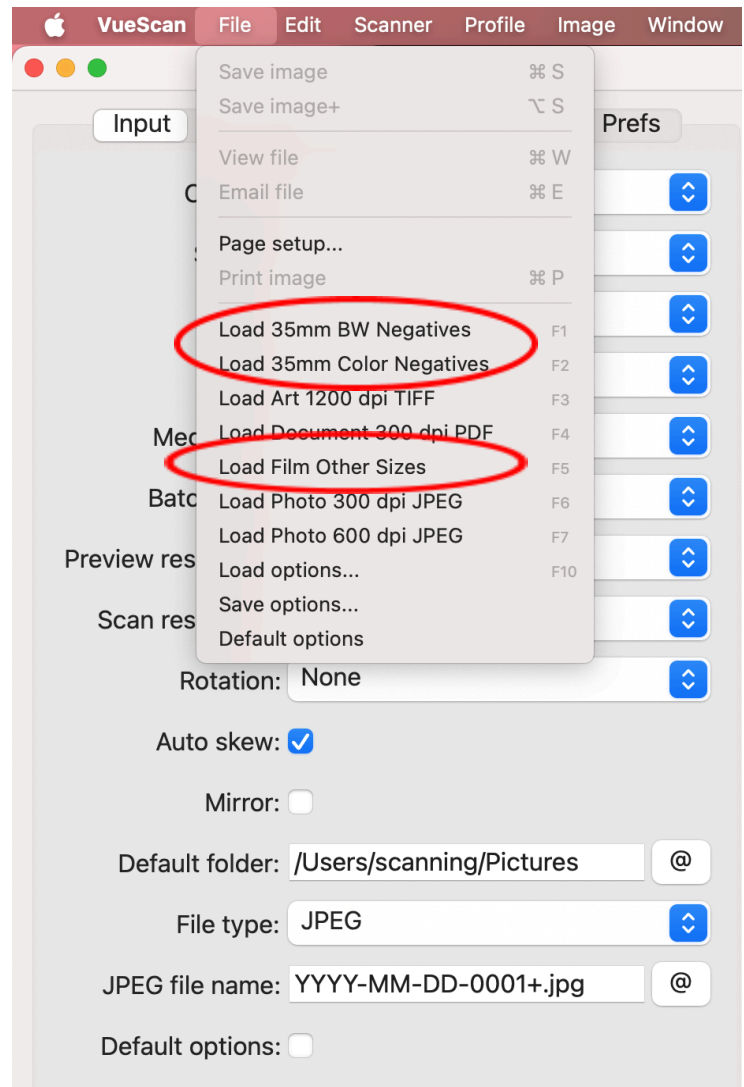
**Load Film Other Sizes** as a  
starting point and adjust your  
settings as needed.

For medium format or 4x5 film, use  
the available film trays. For other  
sizes, place film directly on the  
scanner glass.

A low preview resolution of 150-300  
dpi is recommended for quick  
previewing.

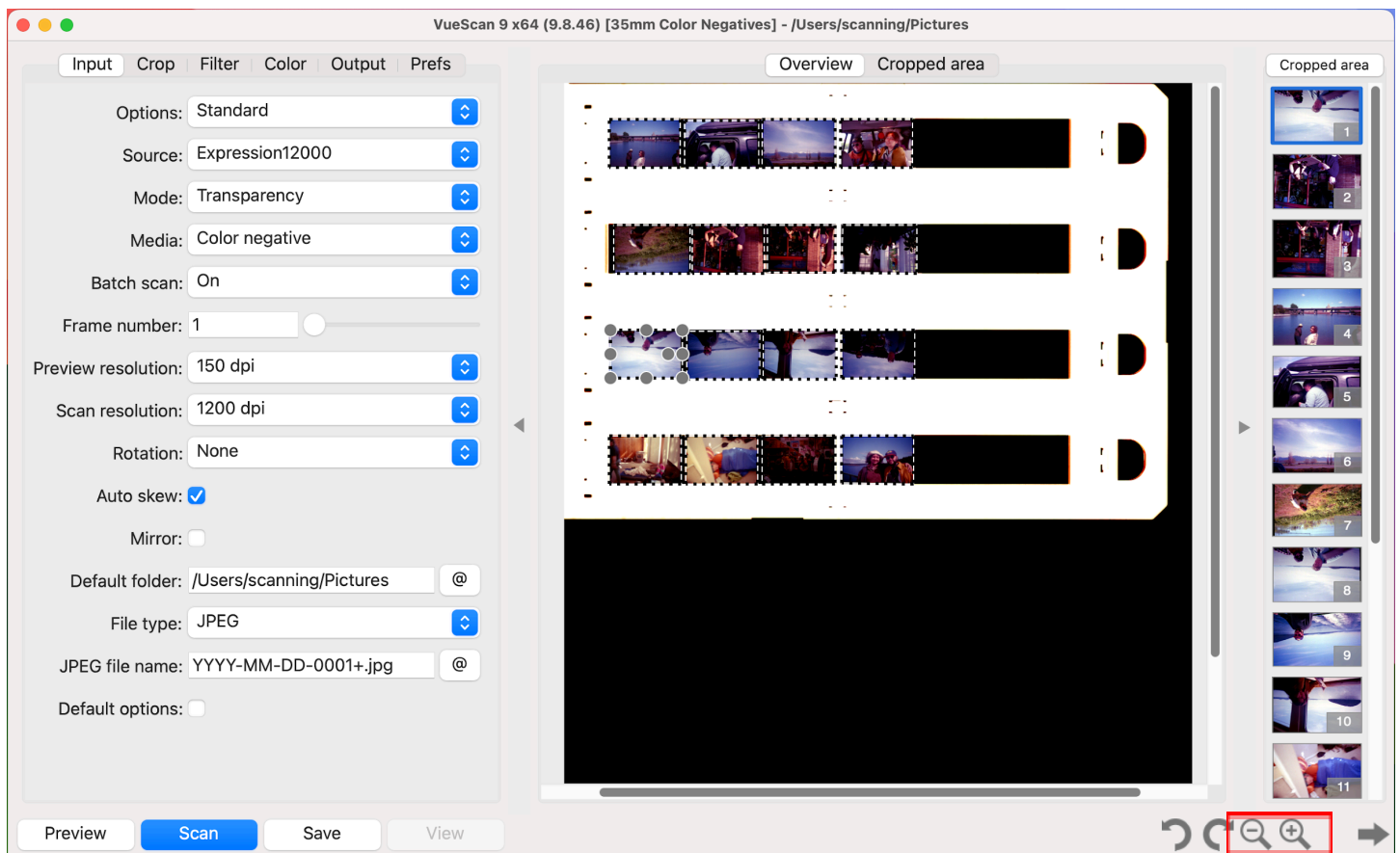
### **Recommended scan resolutions:**

600 dpi = lower quality (~10 min)  
1200 dpi = med quality (~20 min)  
2400 dpi = high quality (~30 min)

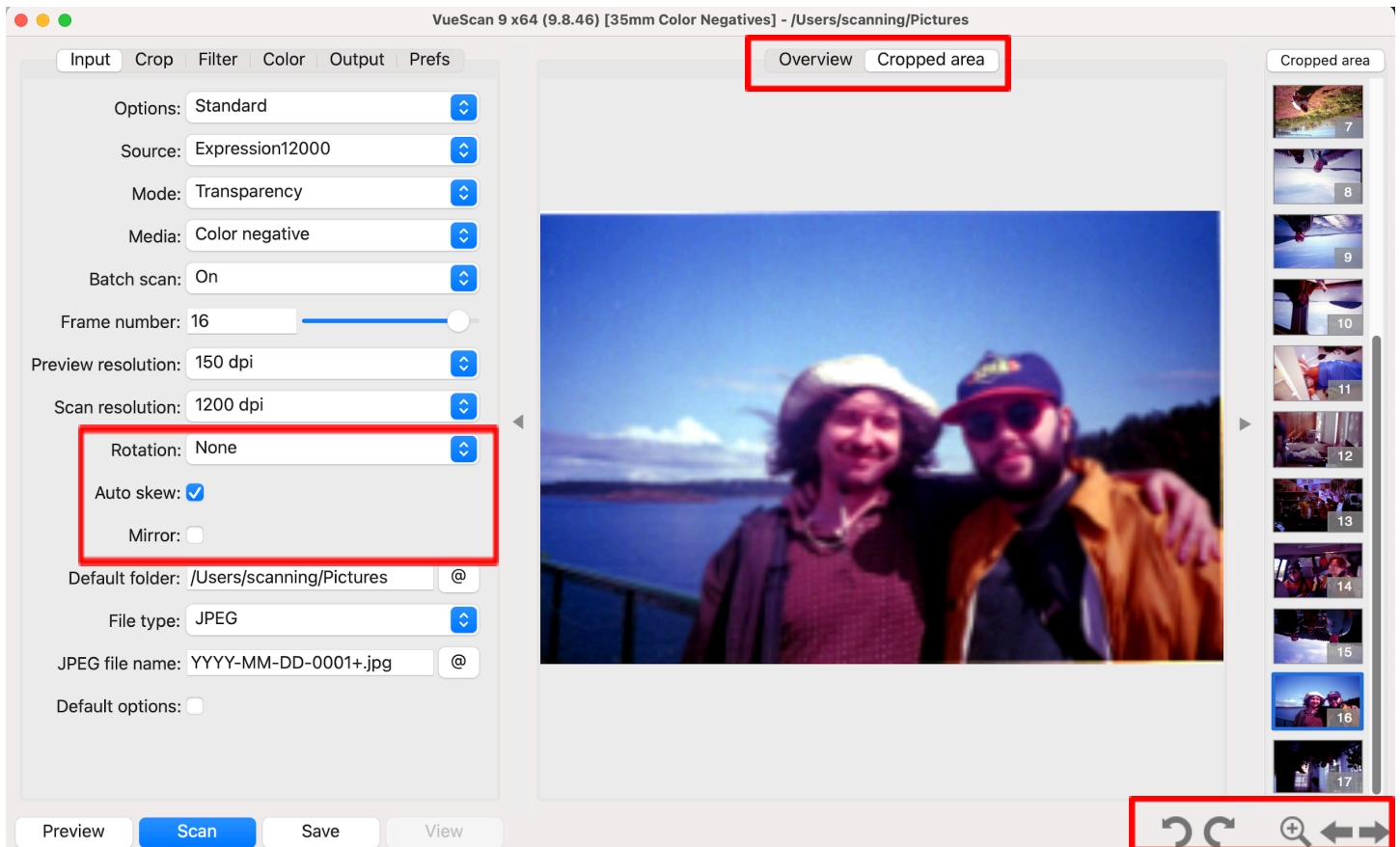


## Step 6: Preview the Scan

1. **Preview:** Press the **Preview** button to generate a quick, low-resolution preview. Use this preview to check your film alignment and rotation. Alignment and rotation can also be easily adjusted later in the software.
2. **Adjust the Cropping:** The multi-crop option should automatically detect multiple frames in the holder. It doesn't always work perfectly, so you may need to zoom in using the magnifying glass button at the bottom right and manually adjust the cropping of each image by drawing a square with the mouse. Individual cropped images will display in a list on the right.



3. **Adjust Rotation and Mirroring:** Click on the “Cropped area” tab at the top. Select each cropped image and adjust its rotation as needed using the circular arrows at the bottom right, or the drop down menu on the left. Adjust mirroring as needed using the checkbox on the left.



## Step 7: Scan and Save

### 1. Check Output Options:

- **File type:** Select **JPEG** for smaller files (usually recommended), or **TIFF** for very large, archival quality files.
- **File name:** Enter a prefix (e.g., “Film\_Scan\_001”) and enable **Auto numbering** for batch scans.
- **Save location:** Files will be saved in the Pictures folder, or you can select a different location such as your removable flash drive.

2. **Click Scan:** VueScan will scan each cropped frame, taking a few minutes per frame depending on resolution and settings. **Total scan time can take up to 30 minutes depending on your resolution settings.**



## Step 8: View and Transfer Your Files

1. **Open the Finder:** Click the Finder icon at the bottom of the screen.



2. **View Your Images:** If you did not change the default save location, your full resolution scanned images will be saved in the Pictures folder. Find this folder in the left hand sidebar of the Finder and open it to click and view your files.
3. **Transfer Your Files:** Insert your portable storage drive into the USB hub below the computer monitor. It should appear in the lower left hand sidebar of the Finder window. Click your first image in the list, hold down the Shift key on the keyboard, then click the last image in the list. This will select all your scanned images. Now, drag all your images to your removable storage drive. **Please note: All files are deleted from the computer after each session. If you aren't sure if you've saved your files correctly, ask staff for help.** When you are finished transferring your files, click the eject button beside your storage drive icon and remove it from the hub.

