SCANNING STEPS

1) Open scanning software. This may be done a number of ways.
   A) Hit the scan button on scanner to initiate software startup.
   B) Many scanners use an independent software application to drive the scanner. In this case, open the independent software and proceed to the next step.
   C) Through the imaging software (Photoshop), under File > Import > name of scanning software.

2) With the Epson scanners, check to see that the Mode (upper right hand corner of scanner dialogue box) is set on Professional Mode.

3) Set the document type. Choose Film for negatives and Reflective for positives.

4) Set the Film Type to either Color Negative Film or B & W Negative Film.

   Robert Hirsch, in *Photographic Possibilities*, suggests that even B&W film be scanned in as Color Negative Film because "scanning in color often provides superior results because the scan is occurring in three channels (RGB) instead of one" (p.68). The scan will pick up the color of the negative film but you can either convert to grey scale or simply de-saturate the image in Photoshop.

5) With the Epson, under Destination Image Type should be set to 48-bit Color. Resolution can basically be anything you like, but if you are making art prints, it is sensible to use the maximum physical resolution your scanner is capable of. If you require a smaller image file, it is generally best to sample the resulting image down in Photoshop later using suitable techniques instead of scanning at a low resolution to begin with.

6) Set the file size. Before scanning, decide what size your final print is going to be. Scanners display and define size in two ways: image size and resolution. Most scanning software will display the size of the area being scanned, multiplied by a scaling factor. Increasing the scale of the image increases the dimensions of the final scanned image. Increasing the resolution of the scan increases the potential quality of the image. Both operations increase the file size. As a general rule, the larger the file size the more options you have in working with the finished scanned image. Learn the limitations of your scanner and select the appropriate file size. There is no need to scan at a greater resolution than you need, as larger files are slower to work with and take up more storage space.

   A) Set the resolution at 2400 or higher for 35mm and 1200 or higher for medium format film. 3-4000 is actually recommended for high end images but the file size will be large.
   B) Depending upon the ultimate destination or purpose for the scan you can either leave the image the original size or enlarge it to a

manageable size like 8x10. Remember, the larger the scan size the larger the file size.

7) On the Epson, uncheck any checked boxes under adjustments.

8) Hit Preview and inspect the entire scanning bed. You may then select the marquee tool to select the target area for the actual scan.

9) Make any tonal adjustments. With the Epson, this is done with the horizontal row of boxes in the Adjustments section.

   Most scanning software will create a preview of the image based on the area you selected with the marquee tool. All scanning software has settings to control contrast, brightness, and color balance of images. Change these settings to get the previewed image color-balanced as closely as possible before scanning. The most important adjustment to make is contrast. An image that has excessive contrast contains less information about tonal values. Slightly flat-contrast images contain more information in the highlight and shadows and generally provide better results in post-scan processing. After scanning, use your photo-editing software to make final color and contrast to an image.

10) Scan the image.

11) Decide the destination/location and scan #/naming for the scan in the next dialogue box. Once you have decided where to save the file, click OK and let the scanner do its magic.