



VIDEO DIGITIZATION AND EDITING

Quick start guide – scanning film negatives and
35mm film

Abstract

This document provides Tech Hub users basic usage instructions for digitizing film negatives and 35mm film. Further support materials are available on the FHL Tech Hub Website.

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DIGITIZING 35MM FILMSTRIP AND PHOTO NEGATIVES

Equipment and Accessories – Epson V850 Pro Flatbed Scanner

The Video Digitization Space features the **Epson V850 Perfection Color Scanner** paired with Epson Scanning Software to digitize photos, slides, documents, and various film types. This scanner handle both single originals and multiple originals simultaneously for photos, film, and slides. When digitizing 35mm filmstrip and negatives you will be using the **35mm Slide Holder**



Step I – Turn on the Scanner and launch Epson Scan Software

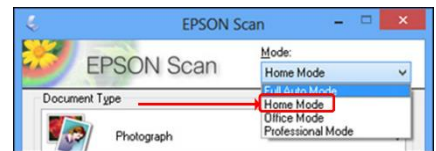
Power on the Scanner – The power button is located at the bottom left on the front panel.



Open the Epson Scanning Software on the desktop and **select Home Mode**. There are three available options: This instruction guide covers Home Mode.

Full Auto Mode: The quickest and simplest scanning method. Step III of this guide provides details on Full Auto Mode.

Home Mode lets you customize some scanning settings and check their effects with a preview image. Home Mode is best when you want to preview images of photos, film, or slides before scanning them.

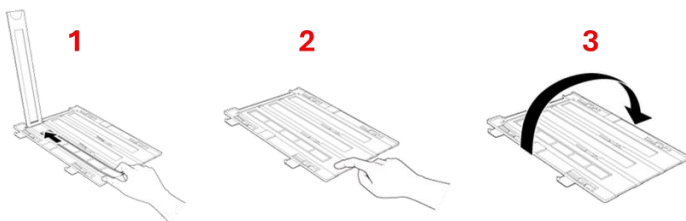
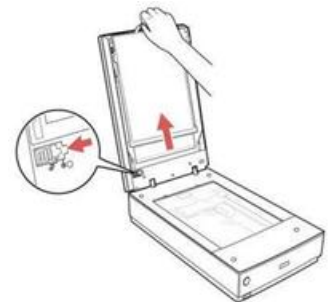


Professional Mode: Offers a preview and provides full control over image settings, including the option to resize images during scanning. Review the support and self help links on the FHL Tech Hub website for information covering Professional Mode in detail.

Step II – Get your media ready

35MM FILMSTRIP AND PHOTO NEGATIVES - Carefully lift and remove the Document Mat insert by pulling the handle upward. Set it aside with the white side facing up.

Select the 35mm Filmstrip Holder and insert your slides into the holder.

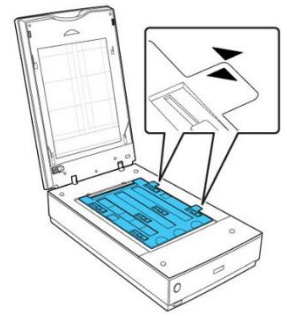


NOTE: Epson

recommends placing your slides with the **Emulsion side down – (Shiny side up)**. The images and any wording on the film should do not appear backward; the top of the images should face the open end of the slide holder. Do not cover any of the small holes in the slide holder



Position the 35mm filmstrip holder on the scanner with the **arrows facing up, aligning them with the arrows on the scanner**. Ensure the insert pegs fit into the corresponding holes **without pressing down**; the holder should rest loosely. Gently close the scanner cover.



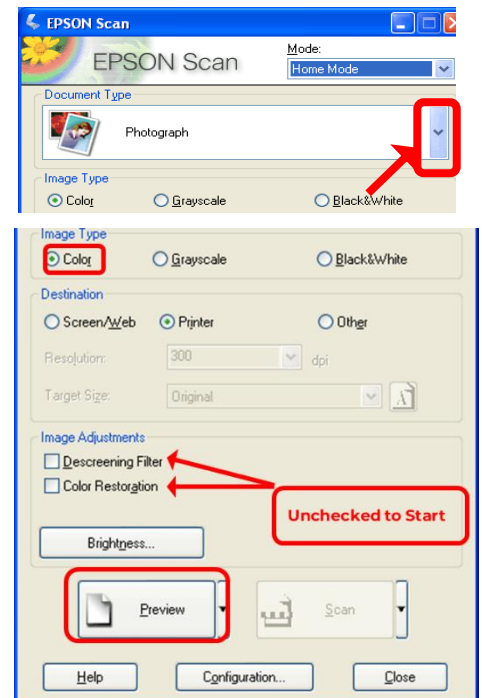
Close all open holder covers and press them down firmly until they click into place. Ensure that you press down along all the edges to secure the covers. Be careful to avoid pinching or curling the film strips.

Step III Preview Your Media Before Scanning

Settings to consider

1. Click the arrow to open the **Document Type** list and select the type of original you are scanning. Image type will be automatically selected for you based on the document type you have chosen.
2. **Destination:** Epson's Home Mode defaults to Printer-quality scans at **300dpi**. If you want you can change to a different scan resolution you must first select the "other" button, then choose your desired resolution.
3. **Image Adjustments:** By default, all image adjustments are unchecked. It's usually best to start this way, and then enable any adjustments during the preview phase if you find that your image requires them.

Once you've configured your initial settings, click **Preview**. The scanner will then generate a preview of your image(s) in a new window on the left.



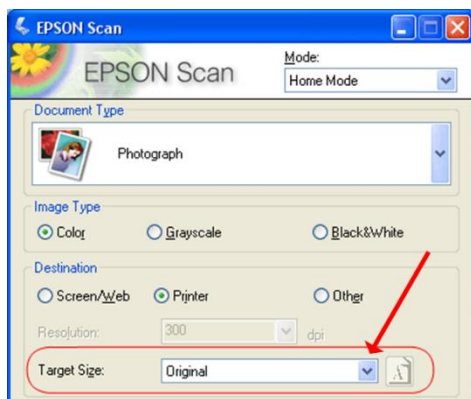
Step IV Preview and Size Adjustments

Each image in the preview window will have a dotted-line box around it, known as a “**marquee**.” This box defines the area that the scanner will capture. You can move or adjust the marquee to change the scanned area.

Note: The marquee defaults to a standard 4 x 6 size, which might crop the edges of your image. If it's cutting off too much, follow these steps:

1. **Click on the image to select it.** A blue box will appear around the selected area.
2. **Click the Erase button** to remove the selected marquee(s) only, without deleting the image.

If you need to delete all marquees at once, click All and then Erase. Afterward, make sure to click on an individual image again to reselect it (the blue box will reappear).

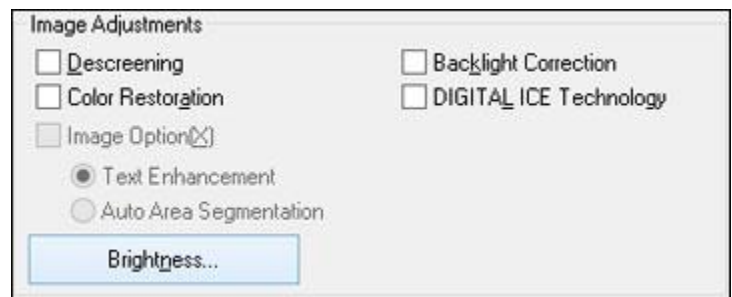


In the Scan Window, set the **Target Size** dropdown to **Original**.

Then, return to the Preview Window, click on the left corner of each image, and draw a new marquee dragging your cursor across the image to the bottom-right corner. Adjust the dotted line until it covers the entire image.

Repeat this step for all remaining images without marquees.

To add image adjustments to your scans, you can select the checkboxes next to **Color Restoration**, **Backlight Correction**, and/or **Digital ICE Technology**. **Digital ICE** helps with basic image repair, such as fixing scratches or other damage on the original. When any of these options are enabled, you'll be able to see their effects on the images in the preview window.

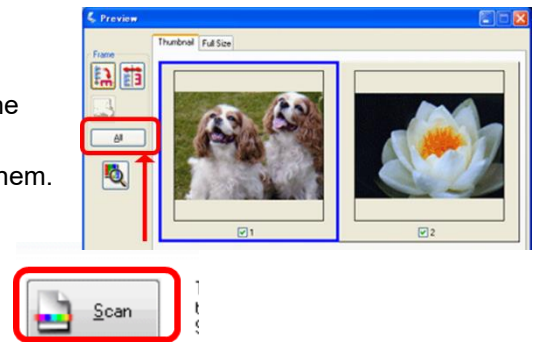


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Step V – Scanning your Selected Media

To select which images the scanner should capture, click the All button in the Preview window. This will place a blue box around all images marked for scanning. If there are any images you don't want to scan, simply uncheck them.

Once you've made your selections, click the Scan button to start



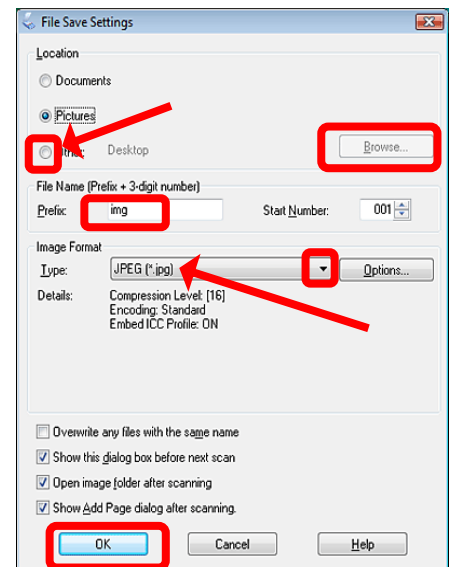
Choosing File Save Settings

Once you have pressed scan the File Save Settings window will open automatically. Select the Location where you want to save your scans by clicking the **browse button** – we recommend either the Desktop or your Personal Storage Device.

The most common format for photos is **JPEG**. It offers good image quality while keeping file sizes small, making it easy to share online or send via email. However, if you need higher-quality scans, you can choose **TIFF**. Keep in mind that TIFF files take longer to scan and result in much larger file sizes.

When you are ready click OK.

Epson will start scanning each image, saving them as separate files in the location you specified (e.g., the Desktop or a removable disk).



Once the scan is complete, you can close the Preview Window and repeat the process to scan more media, or exit the Epson software if you are finished.

Transfer and Eject your storage device

REMEMBER once your work is finished make sure you transfer your files to your personal storage device! All your work will be lost at the end of your booking.

When your scanning is finished and your work is saved, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the “**Safely Remove Hardware...**” icon and choose “**Eject Mass Storage.**” It is now safe to remove your USB drive.

