VIDEO DIGITIZATION AND EDITING

Quick start guide – scanning non-35mm film and negatives

Abstract

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

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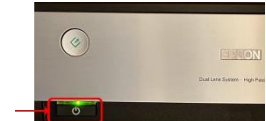
DIGITIZING 35MM FILMSTRIP AND PHOTO NEGATIVES

Equipment and Accessories – Epson V850 Pro Flatbed Scanner
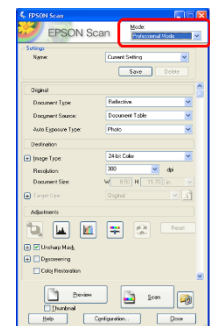
The Epson V850 Pro includes a set of film holders, which may not support all sizes of negatives and film strips. Additionally, the scanner may not always capture various sized (e.g. 6cm or larger) negatives accurately when using the holders. This tutorial provides an alternative method for digitizing less common sizes of negatives and film strips when the standard film holders aren't suitable.

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.
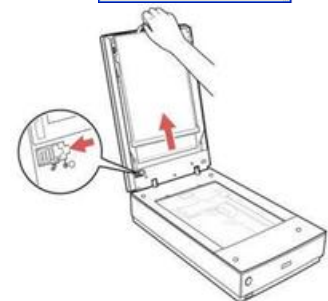
Open the Epson Scanning Software on the desktop and **select Professional Mode**. There are three available options: This instruction guide covers Professional Mode.
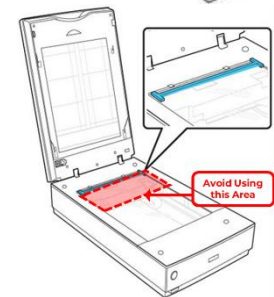
Professional Mode: Offers a preview and provides full control over image settings, including the option to resize images during scanning. Review the support and self help links on the FHL Tech Hub website for information covering Professional Mode in detail.

Step II – Get your media ready

Carefully lift and remove the Document Mat insert by pulling the handle upward. Set it aside with the white side facing up.

Place the Film Area Guide on the scanner glass and align to fit your film negatives. Ensure the film area guide is placed **BELOW the top 8cm** of the scanner glass to ensure your media is unobstructed and fully scanned.

Place your film in the film area guide scan area with the shiny side facing down. Make sure the entire image frame is positioned within the film area guide.

Gently close the Scanner Cover.

Note: The images and any wording on the film should appear backward. Do not cover the area shown or colours in your scan may be affected.

Step III Preview Your Media Before Scanning

Choose the **Settings for your Originals**

1. Document Type: **select Film (with Film Area Guide)**

2. Film Type: select whether your original is:
   a. Positive,
   b. Color Negative
   c. Black & White Negative
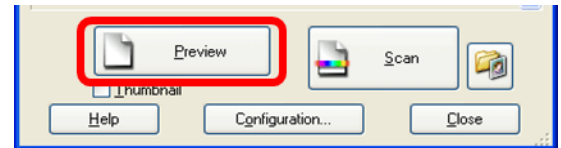
Choose the **Settings for your Destination**

1. **Image Type:** For color film, choose **48-bit Color**.
2. **Resolution:** Keep the resolution at **350 dpi**, or increase it to a maximum of **800 dpi** for a higher-quality scan. Remember, higher dpi settings will result in longer scan times.

Create your Preview

Click the **Preview button** located at the bottom of the screen, next to the Scan button.

A new window will open, showing a preview of your scan alongside the main scanning menu. You'll see an area guide marked by a black or white line on the screen.

Your images appear overly dark, this can be corrected in the upcoming steps

Step IV Preview and Size Adjustments

When Scanning using Professional Mode for **each image** you must identify the **area to be scanned** and the **output size** you want for your scanned images.

1. **Setting your areas to be scanned** . In the Preview Window, hover your mouse over the top corner of an image until the cursor changes to a plus sign (+). **Click and drag** from the top corner to the opposite bottom corner, creating a dotted line around the image—this is called a "Marquee." The selected image will now **appear brighter**, with the dotted line outlining it completely. You can adjust the size of the marquee as needed by dragging the edges.

2. **Set your Target Size (optional)**

   After selecting the image, return to the scan menu on the right.

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You can leave the Target Size set to **Original**, which will scan the image at its actual physical size on the scanner bed, though this may be quite small. Alternatively, you can adjust the target size to a different option, such as a standard 5 x 7 inch photo.

Portrait / Landscape toggle

If you change from the original size, you may need to crop your images to fit the new dimensions. You might also need to adjust the orientation of the marquee to landscape or portrait.

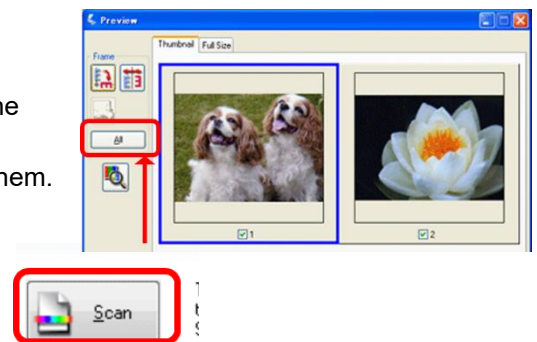For each image you want to capture in the preview window, follow the same steps individually:

- Draw the **Marquee** around the image.
- Select the **Target Size**.

If you make a mistake, simply click on the marquee (the dotted line will appear), then click the erase button to remove it and redraw. For any images you don't want to scan, just leave them without a marquee.

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.

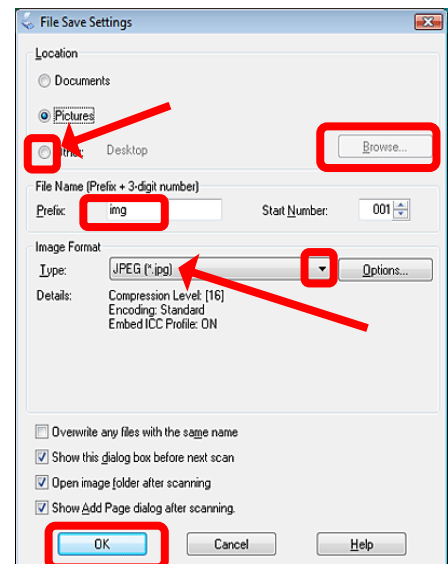Once you've made your selections, click the Scan button to start

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.

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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.

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