

VIDEO DIGITIZATION AND EDITING

Quick start guide – scanning documents,
photographs, and 35mm slides

Abstract

This document provides Tech Hub users basic set up and usage instructions. Further support materials are available on the FHL Tech Hub Website.

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DIGITIZING 35MM SLIDES AND PHOTOGRAPHS

Equipment and Accessories – Epson V850 Pro Flatbed Scanner

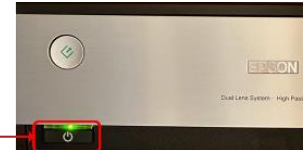
The Video Digitization Space features the **Epson V850 Perfection Color Scanner** paired with Epson Scanning Software to digitize photos, slides, documents, and various film types. This scanner handle both single originals and multiple originals simultaneously for photos, film, and slides. When digitizing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



Step I – Turn on the Software

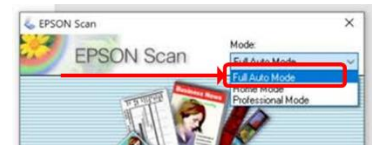
Scanner and launch Epson Scan

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 a scanning mode. There are three available options: This instruction guide covers Full Auto Mode.

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

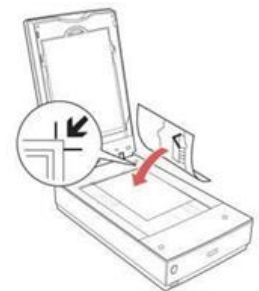


Home Mode lets you customize some scanning settings and check their effects with a preview image. Home Mode is best when you want to preview images of photos, film, or slides before scanning them.

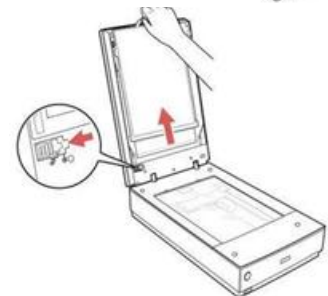
Professional Mode: Offers a preview and provides full control over image settings, including the option to resize images during scanning. Review the support and self help links on the FHL Tech Hub website for information covering Professional Mode in detail.

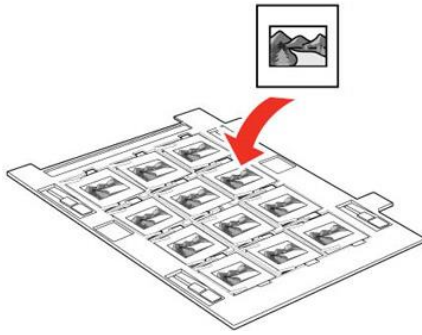
Step II – Get your media ready

Photos and documents - **Lift the scanner cover** and position your original face down, with the top edge aligned to the top right corner of the scanner bed. Ensure the white document mat is securely in place on the inside of the lid. Gently close the scanner cover.



35mm Slides - 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 Slide Holder** and insert your slides into the holder.





NOTE: Epson recommends placing your slides with the **Emulsion side up – (Shiny side down)**. The images and any wording on the slides should 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



Place you slides in order with slide numbers **1-4 in the right side, 5-8 in the middle, and slides 9-12 in the left side.**

Position the slide 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.



Step III Scanning using Full Auto Mode

Full Auto Mode is the fastest and simplest way to scan. It can handle single or multiple photos, documents, batches of 35mm color positive slides, and positive film strips. However, it does not convert negatives to positive images—look for FHL other tutorials for assistance with scanning negatives.

There are two scanning options to consider

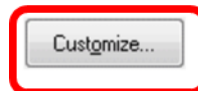
1. If you are ready to scan **with fully automatic settings (recommended)** click the scan icon and wait for the process to complete.

OR

2. If you wish **to customize scan resolution** or change file storage location, **click customize.**



To scan in Full Auto Mode, position or load the material you want to scan, then click Scan.



For Color Restoration and other options, click the Customize button and then make the settings.

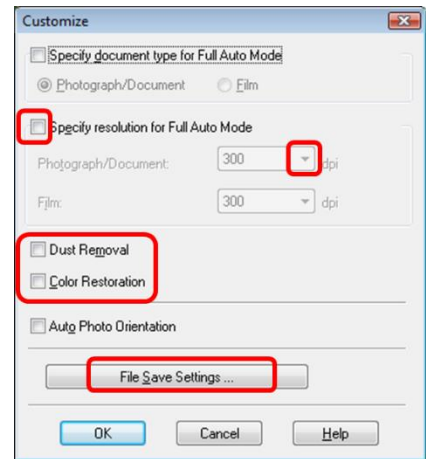
Show this dialog box before next scan.

A - Customize Settings

Changing scan resolution and other settings (Customize Menu - optional) – The customize menu will allow you to change image resolution, make minor image corrections, and specify the location where images will be saved.

Epson's Full Auto Mode scans at a **default resolution of 300 dpi**. You can keep this setting or increase it **up to 800 dpi** for higher quality scans. Note that higher dpi settings will result in larger file sizes and longer scan times.

You can also enable options like **Dust Removal and Color Restoration** if you believe your original image needs some correction.

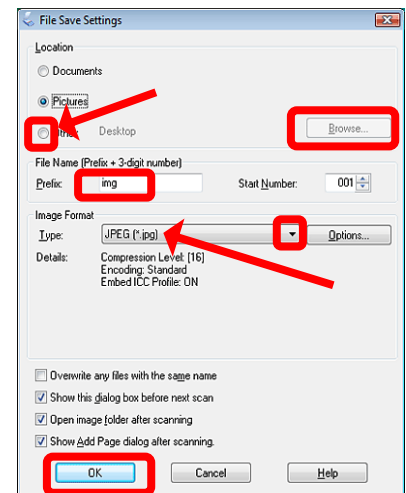


B – File Save Settings (Optional)

Click ****File Save Settings**** to open the File Save Settings menu. Here, you can:

- Choose where to save your scans (e.g., your USB drive) by clicking ****Browse****.
- Modify the default name of your scanned images.
- Select the file format for saving (e.g., JPG or TIFF).

Click ****OK**** to return to the Customize menu, then click ****OK**** again.

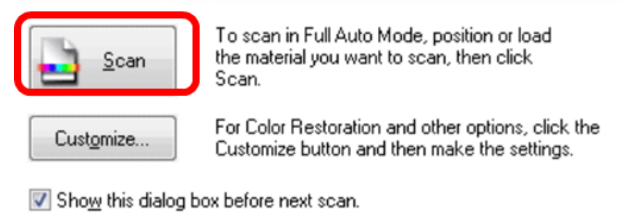


C – Scan your media

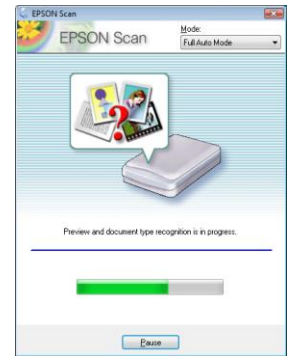
Once you've completed the Customize settings, **click Scan**.

The scanner will automatically detect the number of images on the scan bed and save each one individually.

When the scanning is done, the software will close, and the folder containing your saved images will open. To scan additional images, simply restart the Epson software.



Scanning may take a significant amount of time depending on the media type, quantity, and corrections that have been selected. During scanning you will see the following.



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.

