



Preservation Station

Black & white negatives & slides

Sunshine Coast Libraries
Tech Savvy Seniors Queensland

Set up scanner (1)

Connect the scanner as shown.



USB cable
(to laptop)

Power cable
(to power point)

Plug the power cable into a power point, and the USB cable into the laptop.



Check that the rear locking switch is unlocked.



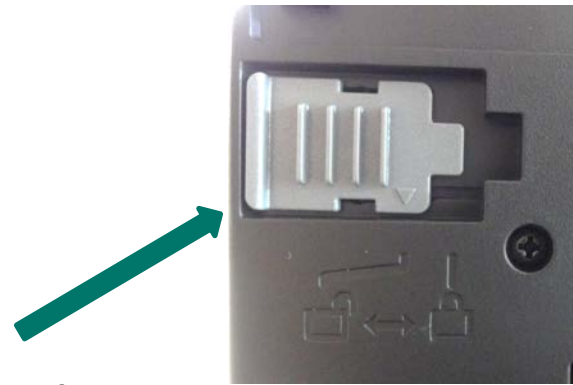
Set up scanner (2)

Lift scanner lid.

Check that the internal locking switch is unlocked.

Check the document pad is removed from the scanner lid (the pad slides upwards).

Press the power button to turn the scanner on.

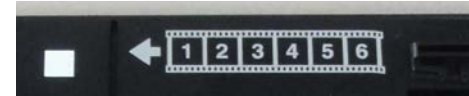


Preparing to scan – 35mm negatives

Open the 35mm negative holder covers by lifting the semi-circle tabs.

Slide up to three negatives into the holder.

Follow the direction shown on the holder. 



Close the holder covers and press them down to click into place.



Preparing to scan – other negatives

Open the negative holder cover by lifting the semi-circle tab.

Slide a negative into the holder.

Follow the direction shown on the holder. 



Close the holder cover and press it down to click into place.



Medium format negatives



4 x 5 inch negatives

Preparing to scan – 35mm slides

Slide up to 12 slides into the holder.

Follow the direction shown on the holder.



Preparing to scan (2)

Turn the holder over so the white triangles are on the top side.


Place holder onto scanner glass and align the triangles/arrows for the holder pegs to slot into the holes.

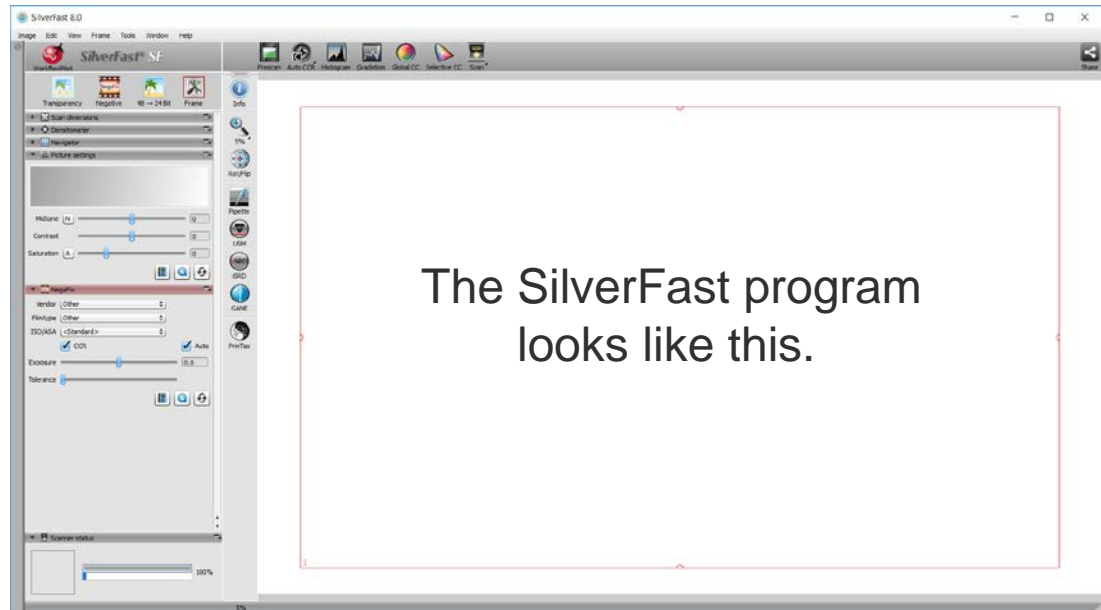
Close the scanner lid gently.

Connect your external storage device to the laptop.



Open SilverFast

SilverFast is the program for scanning photos or documents.
Double click on the icon to open the program. 
Click on Start.

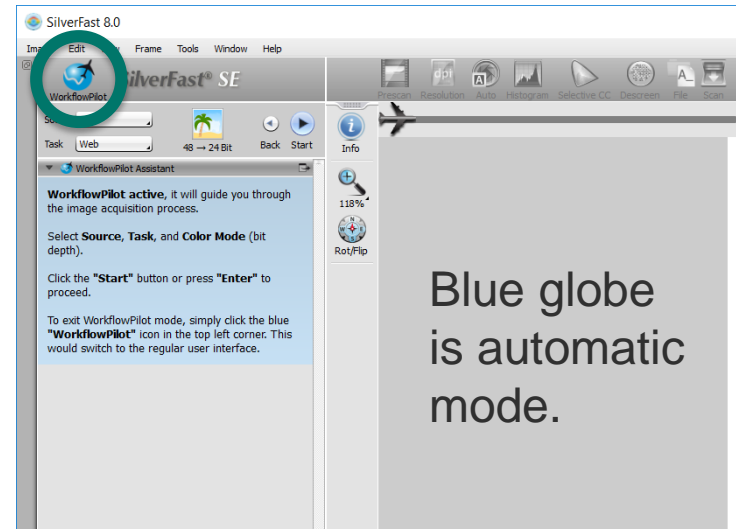
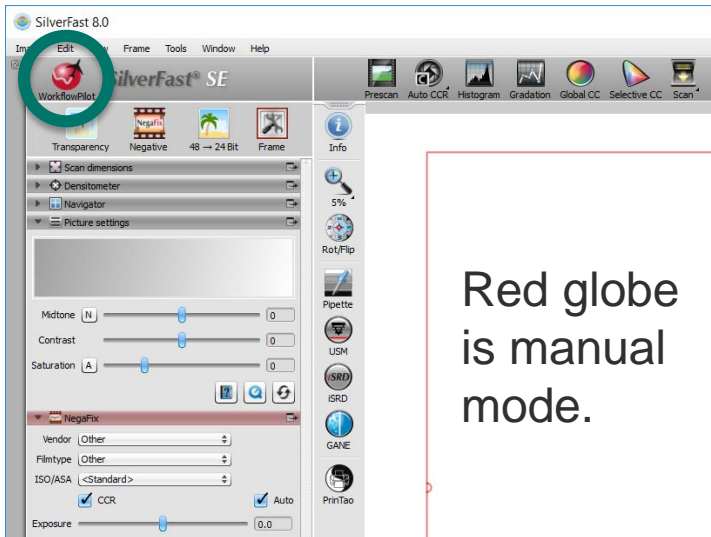


SilverFast

SilverFast has an **automatic mode** and a **manual mode**. Clicking on the blue or red globe in the top left corner switches between the two modes.

When checking and changing settings in SilverFast, it is best to work from left to right, and top to bottom.

For black & white negatives and slides, use the **manual mode** (red globe).



Scanning (1 – settings)

Under the red globe, click each icon and select these settings from the drop down menus.

For negatives

Transparency Negative 16 → 8 Bit →

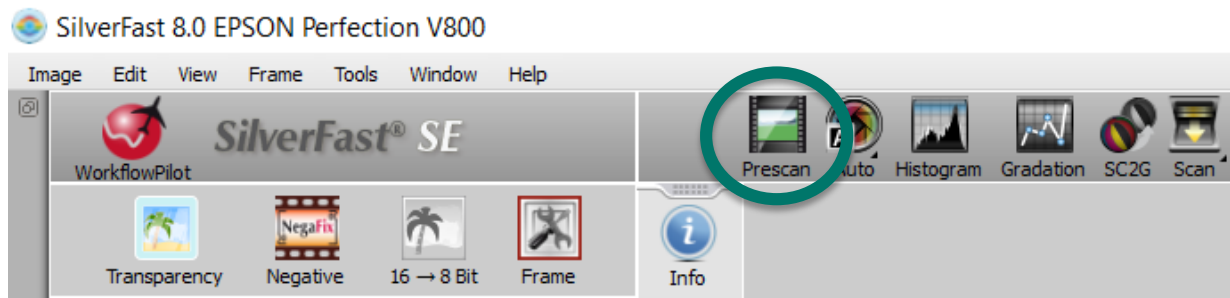


For slides

Transparency Positive 16 → 8 Bit →

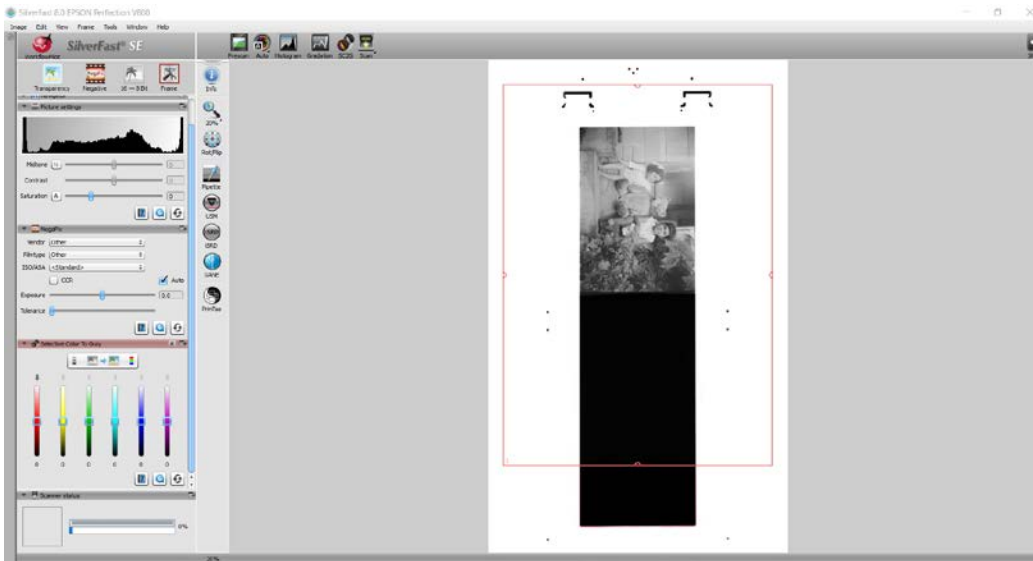


Click *Prescan*.



Scanning (2 – prescan)

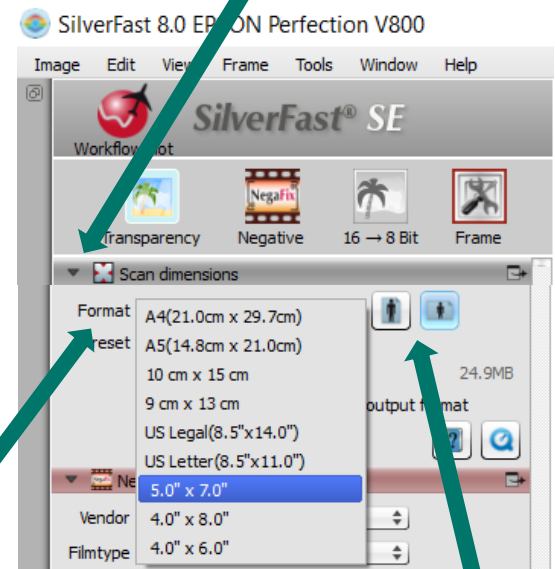
A prescan of your item will appear in SilverFast.



Click on the small arrow next to *Format* and select your preferred photo size, or select *Custom*. This will adjust the red frame.

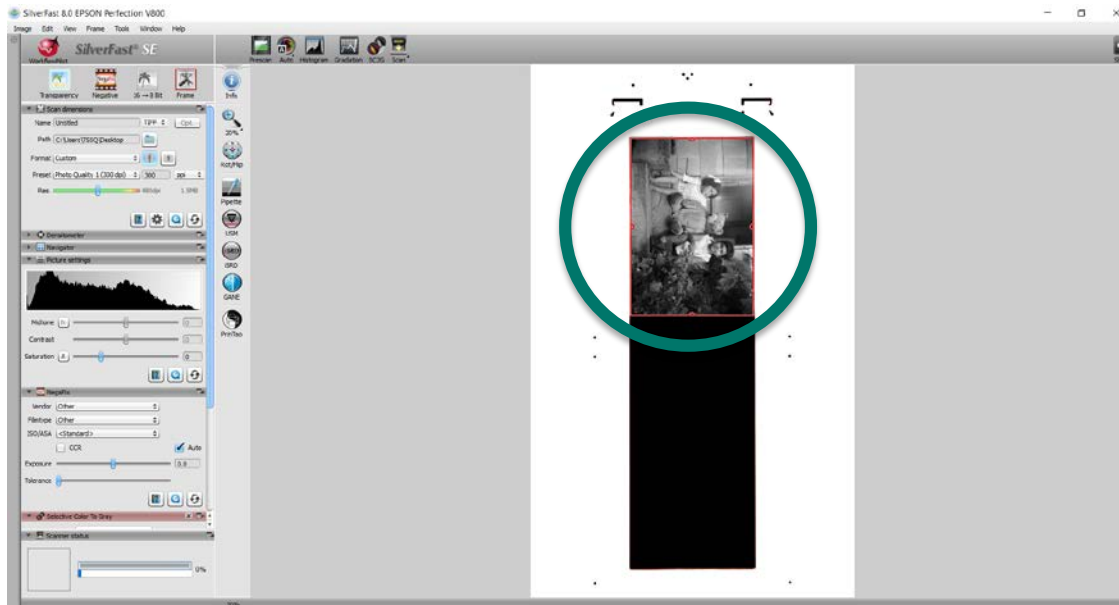
You can also change between portrait and landscape orientation by clicking on the icons.

Click on the small arrow next to *Scan dimensions*

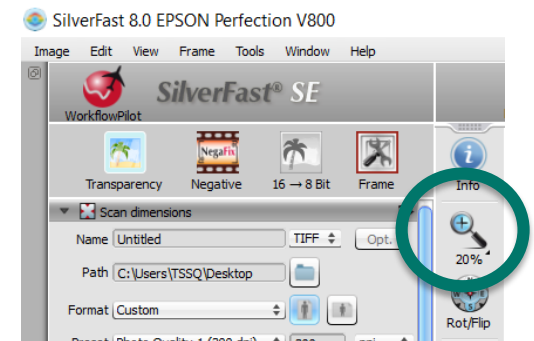


Scanning (3 – frame)

Adjust the red frame around one photo you want to scan by clicking and dragging the corners and/or sides.

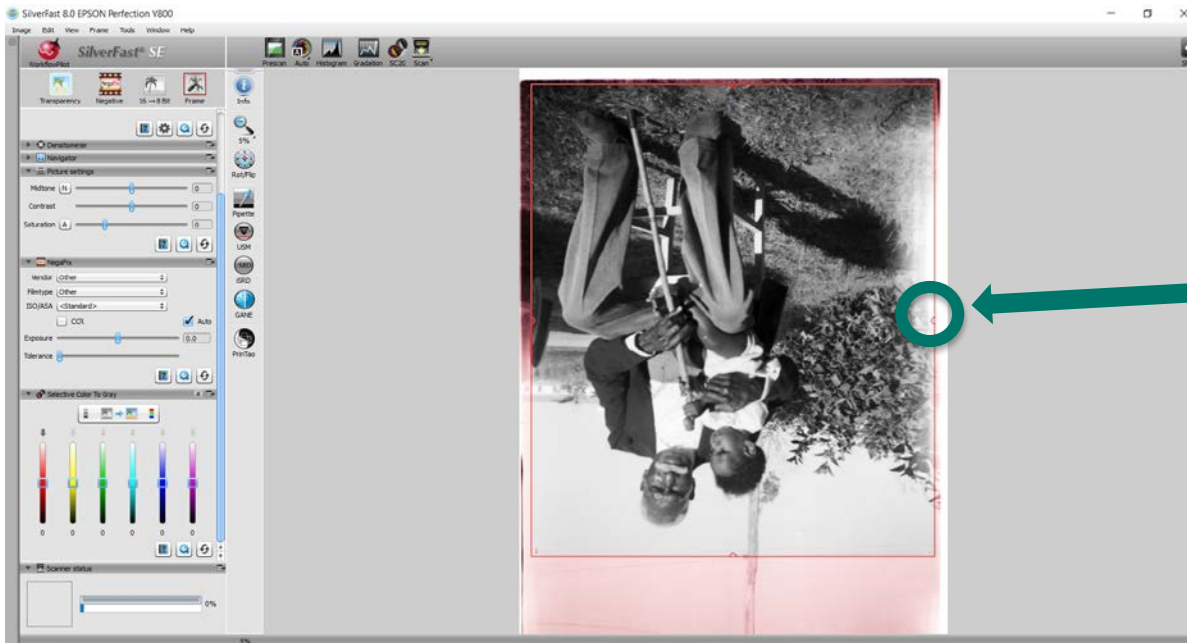


Click on the magnifying glass icon to zoom in on the selected photo.



Scanning (4 – frame)

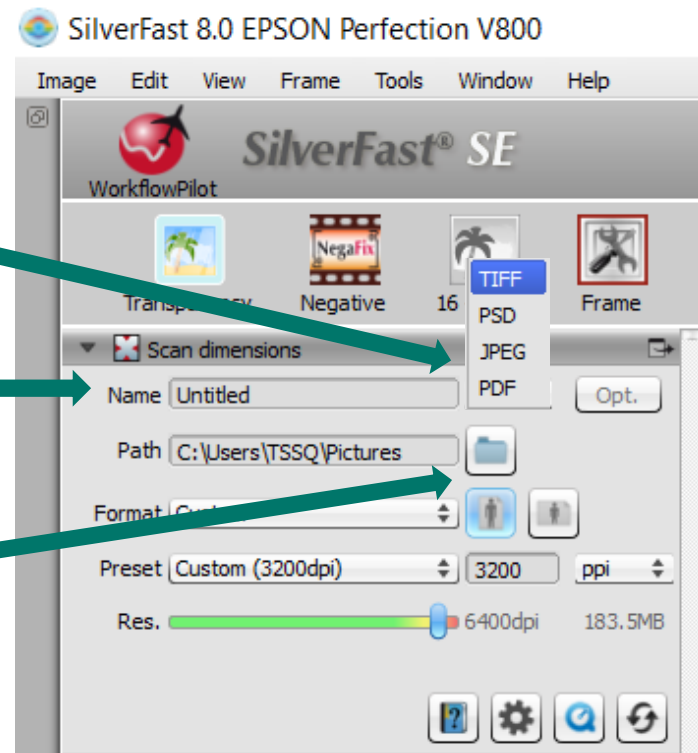
The image will rescan with more detail. Adjust the red frame to its final position by clicking and dragging the corners and/or sides.



If the item is crooked, click and drag the semi circles on the red frame to adjust/straighten.

Scanning (5 – saving)

- Select your preferred file type from the drop down next to *Name* (TIFF will produce the best quality results).
- Type your desired file name in the box next to *Name*.
- Navigate to and select your external storage device from the folder icon next to *Path* (it is likely to be drive E).

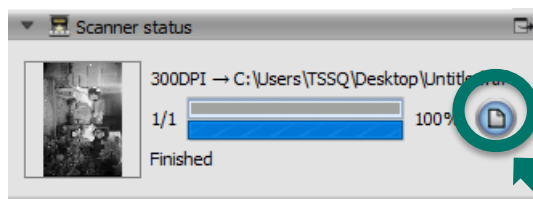


Scanning (6 – final scan)

Click on *Scan*.



The scanner will perform the final scan of the item and save it in your chosen location.



When the scan has finished and the file has saved, you will see this in the lower left corner of the screen.

Click on the file icon and it will open the file.

Congratulations! You can now scan your next item.



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