I
n order to scan slides and film, you will need to use the proper scanning trays. The Jones Media Center has trays available for in-house use only. These can be checked out at the circulation desk. Before scanning any type of slide or film, always remove the Document Mat from the scanner to uncover the transparency unit. Make sure you replace the Document Mat when you are finished scanning.

1. Launch the Epson Scanner utility by clicking the icon in the dock.
2. In the EPSON Scan window, set the Scan Settings drop-down menu to Photograph, which will automatically change Mode to Photo Mode.
3. Use the Document Source drop-down menu to select Transparency Unit.
4. Use the Document Type drop-down menu to select Color Positive Film for Slides, or to select the type of film you are scanning.
5. Load your slides/film into the proper tray, then flip the tray and align its arrows with the arrows on the scanner.
   - For 35mm film strips, medium format film, and 4x5 inch film, place the film in its corresponding tray with the shiny side facing up.
   - For 35mm slides and oversized film, place the film in its corresponding tray with the shiny side facing down.
6. Set the Resolution to 3200 dpi, and adjust as needed after previewing the image.
7. Click the button.
8. In the Preview window, you can adjust the scan area by moving/resizing the marquee (moving dotted line). To draw a marquee, hold down the mouse button and move the cursor over the preview image.
9. In the preview window, select Thumbnail to automatically separate the image from the slide/film tray. You can also rotate images using the Rotate button.
10. For details on File Saving Settings at the bottom of the EPSON scan window, see the section highlighted in blue on the EPSON Perfection V800 Scanning Photos and Documents quick reference guide.
11. Click the button in the EPSON Scan window.