

Scanning Slides

DiMAGE Scan Dual IV

HOW TO GUIDE

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DiMAGE Scan Dual IV converts film slides and negatives into digital images. The scanner uses 3,200dpi CCD to convert 35mm film frames into 14-million pixel digital images. Due to the high quality of its scans, print enlargements can be as large as 22.8 inches x 15 inches at 200dpi inkjet output. Furthermore, the optical system is designed specifically for film scanning produces excellent color fidelity and sharpness. Film images that have faded with time or suffer from over or under-exposure, backlighting, color casting, and more can be optimized and restored.

The scanner quickly transfers high-volume scan data to your computer. The DiMAGE Scan Dual IV supports both Windows and Macintosh computers that have USB 2.0 as a standard interface. Complete instructions on the use of this scanner can be found in the manual, DiMAGE Scan Dual IV, which can be obtained from the Faculty/Staff Resource Center staff.

USING THE SCANNER

Turning on the Scanner

- step 1.* Turn on the scanner by pressing the power button (the bottom right button on the front of the scanner).
- step 2.* A flashing green light indicates that the scanner is initializing. When the blinking green indicator light glows steady, the scanner is ready for use.

WARNING: Never disconnect the scanner when the indicator lamp is blinking.

Loading Mounted Slides

Four mounted slides can be inserted into the tray. Glass mounts cannot be used because the refracted light distorts scans.

- step 1.* Hold the black plastic slide mounting tray numbered side up.
- step 2.* Insert slide film into slot with emulsion side down. The emulsion side is dull (the other side is much shinier).
- step 3.* Do not open the scanner door or insert the film holder until the scanner software is running.

Loading 35mm Film Strips

Film strips of up to six frames can be loaded into the holder.

- step 1.* Open the holder.
- step 2.* Place the negative film into holder emulsion side down. The emulsion side is on the back side of the film. The front side is the readable side for image and manufacturer's letters and numbers.
- step 3.* Align film with the frame apertures emulsion side down.
- step 4.* Carefully close the cover until the latch clicks shut..

Launching DiMAGE Scan Utility Software

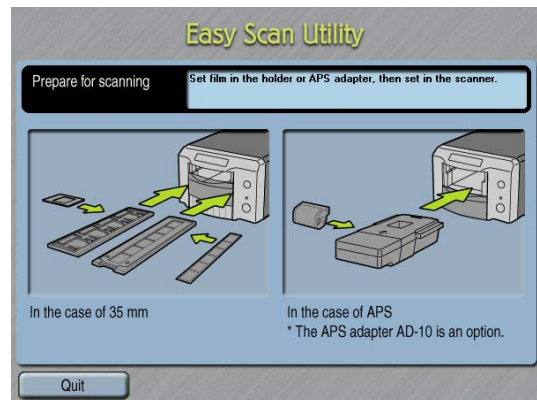
Launch the DiMAGE Scan Utility before inserting the film holder. Do not insert the film holder into the scanner while the utility is launching.

To launch **Easy Scan Utility** in Windows XP:

- step 1.* Go to the Start Menu/All Programs/DiMAGE Scan Dual 4 v.1.
- step 2.* Select **Easy Scan Utility**.
- step 3.* When Easy Scan Utility is launched, the wizard opens (refer to image at right).

OR

- step 1.* Press the **Quick Scan** button on the scanner to launch the DiMAGE Scan applications.
- step 2.* Click the **Easy Scan Utility** button.
- step 3.* When Easy Scan Utility is launched, the wizard opens (refer to image at right).



Inserting the Film Holders

- step 1.* After launching the Easy Scan Utility software, slide the scanner door down to the 35mm line.
- step 2.* Insert the film holder into the scanner in the direction indicated by the arrow. Hold the holder straight and level with the indicator up.
- step 3.* Carefully push the holder into the scanner until the arrow mark is aligned with the scanner door. **Do not push the holder into the scanner.** The holder will be automatically fed into the scanner from that point. Never touch or hinder the holder when it is in the scanner.

Scanning

step 1. After the film holder automatically slides into the scanner, the next wizard screen appears (refer to image at right).

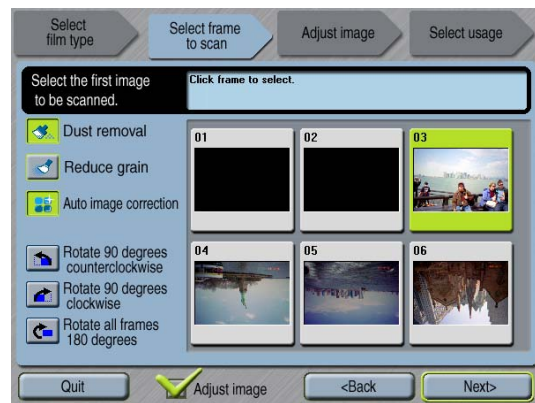
step 2. Click the appropriate icon for film type.

step 3. Click **Next**.



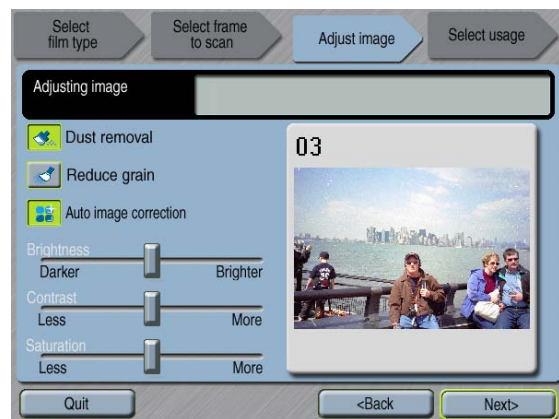
step 4. On the next screen select the frame to be scanned and make any necessary adjustments, such as rotation or dust removal (refer to image at right).

step 5. Click **Next** to begin the prescanning.



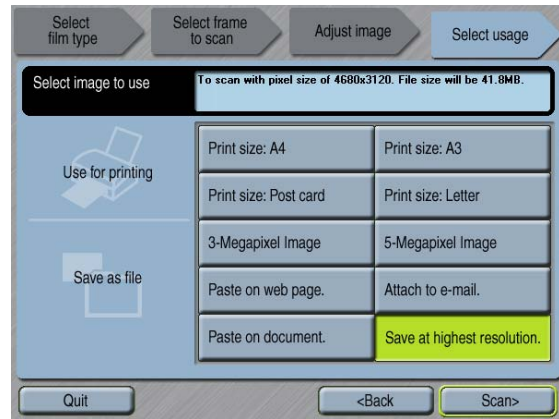
step 6. On the next screen make any more necessary adjustments (refer to image at right).

step 7. Click **Next**.



step 8. The next screen provides choices for the type of scan depending upon the usage (refer to image at right). When deciding which type of scan to make, consider these guidelines:

- Saving at the highest resolution is recommended. This will produce the highest quality scan and the most options for use.
- High resolution scans create large file sizes that can be easily reduced using a photo editor such as Adobe Photoshop or Photoshop Elements.
- If you need assistance or advice regarding these decisions, ask a Faculty/Staff Resource Center technical assistant.



step 9. Click **Next**.

step 10. A **Save As** dialog box appears. We recommend saving as a .jpg file type to reduce file size.

step 11. After the file is saved, the scan begins.

step 12. Select **Continue** to make other scans or **Quit** to close the application.

step 13. When finished, close scanner door and press the **OFF** button on the scanner.

Easy Scan Utility Automatic Settings

The instructions on this handout refer to the Easy Scan Utility automatic settings. Other options for custom scans are available. Refer to the manual for instructions. The automatic settings used by the Easy Scan Utility provide for these basic scanning features:

- Autofocus
- 35mm index scan priority: speed setting
- Color depth: 8 bit.
- No multi-sample scanning
- Automatic cropping to inside edge
- sRGB output color space when color matching is on
- Auto exposure with all films except black and white slides