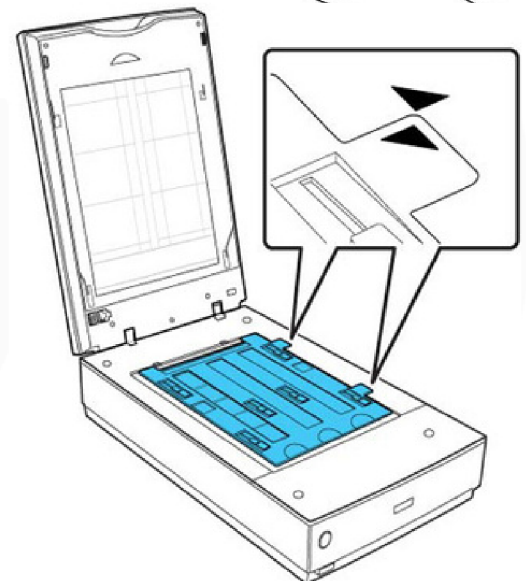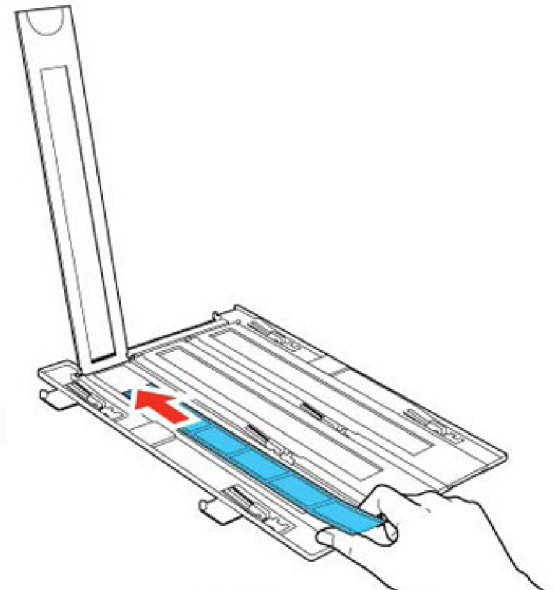# Scanning Negatives

Step 1: Prepare scanner

- Put on gloves. This will help keep the scanner and material clean
- Lift the scanner's lid
- Using an anti-static cloth gently wipe the scanner's glass

Step 2: Placing Negatives

- Find the appropriate film strip holder for the negative strip.
- Hold only the edges of the film strips
- Open film strip holder covers
- Place film in holder with shiny side facing up so that images and any wording are not backward after scanning.
  - Close holder and press them until they click into place
  - Turn the film holder over
- Open the scanner cover
- Remove document mat (black and white insert) from the scanner cover
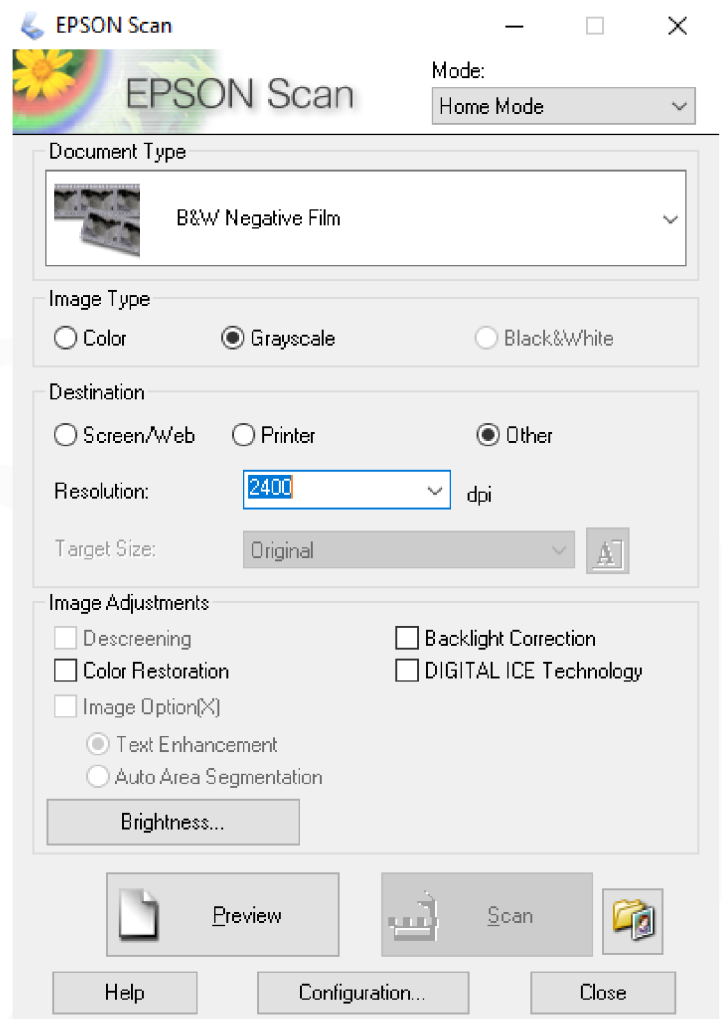- Place hokder as shown

Scanning Negatives

Step 3: Open Epson Scan
- Make sure the scanner is powered on.
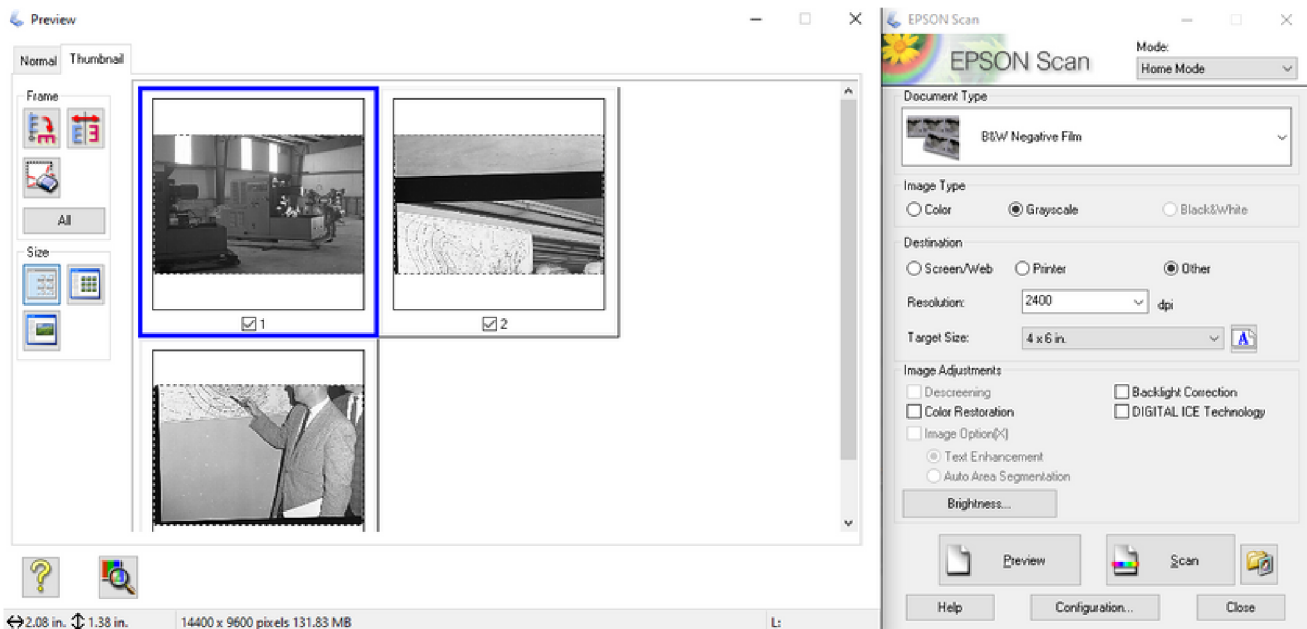- Connect your external hard drive or USB to the computer

Step 4: Settings
- Document Type: Set to **B&W/Color Negative Film**
- Image Type: **Color** or **Greyscale**
  - Never B&W
- Destination: Set to **Other**
- Resolution: Set to **2400 dpi**
- Click **Preview**

Scanning Negatives

Step 5: Open Epson Scan

- Click the **Preview** button at the bottom of the main settings window. The scanner should automatically recognize your photographs as separate files. If it does not, make sure the Thumbnail setting at the top is selected and click Preview again.
- When finished previewing, click **Scan** at the bottom of the main settings window.
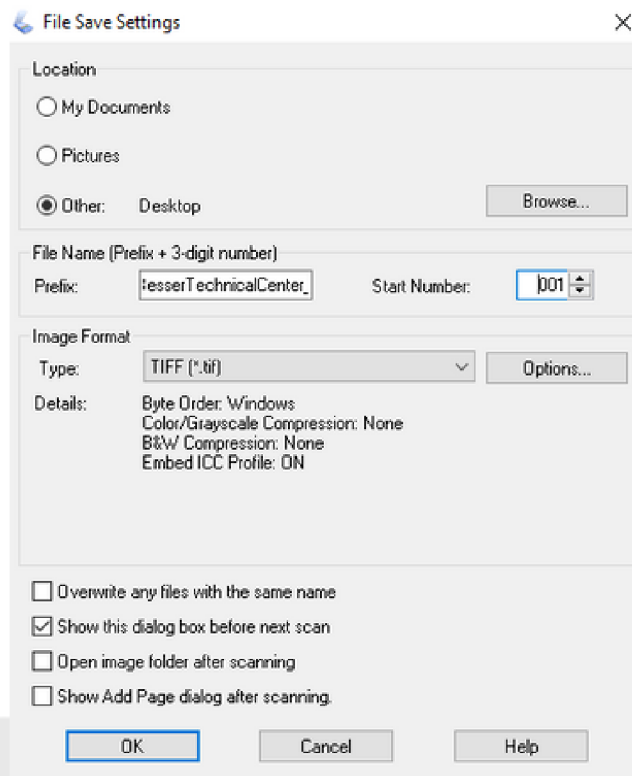

Step 6: File settings

- Location: Click **Other** and set the destination to USB or hard drive
- File Name: Date_Event_Start Number
- Image Format: Set to **TIFF** for best quality **or JPEG** for online sharing
- Click **OK**

Scanning Negatives

Step 6: File settings
- Location: Click **Other** and set the destination to USB or hard drive
- File Name: Date_Event_Start Number
- Image Format: Set to **TIFF** for best quality **or JPEG** for online sharing
- Click **OK**

Step 7: Add metadata
- Right-click on one of your finished files and select **properties**
- In the Comments section, add your file's Who, What, Where, and When.

Step 8: You are done!
- Clean the scanning bed with an anti-static cloth.
- Make sure the scanner is powered off and closed
- Don not forget to eject your USB or hard drive and your materials