



# Scanning Slides and Negatives User Guide

Using the Epson V850 at the Port Phillip Heritage Centre



## Before you start

There are a few things to think about before you start.

### **Storage**

When using the scanner with our Heritage Centre computers, you will need to bring your own file storage, for example, a USB stick or external hard drive with plenty of storage space. Or a Google Drive or Dropbox account you can log into that also has plenty of space.

Depending on the resolution you scan your materials in, the files can be quite large.

### **Handling archival materials**

If you are scanning older negatives, slides or photos, you may want to think about how you handle them.

Make sure your hands are freshly washed and dry. You can use nitrate gloves and a microfibre cloth available at the Heritage Centre so as not to leave fingerprints and clean any dust on the scanner glass.

Think about a system, like a production line, of how you will scan your materials to minimise handling.

The scanner glass is very delicate and cannot be replaced if scratched. Please take off any jewellery e.g. bracelet, rings or a lanyard that may scratch the scanner glass.

### **File Organisation**

After you scan your photos or film, you will need to save them somewhere and decide how to organise them! It's good to think about this early as you can name each file when you scan it.

Common ways of organising photo archives:

1. By date and month e.g. 2025 > 2025 November or use the format YYYYMMDD
2. By date and location e.g. 2025 > 2025 Sydney
3. By year and name of person in the photo e.g. 2025 > Dad

### **Digital Security**

If you are saving your files on a USB or External Hard Drive, it's also good to have a backup. You don't want to spend time scanning all your photos and lose them!

A good rule is to have at least one other copy and save it in a different location e.g. on another hard drive stored at a different address or saved to the cloud.

## Steps

### 1. Log in

Log into the computer with your library card and pin.

### 2. Prepare your USB

Insert your USB or hard drive. There is a port on the bottom right on the screen.



### 3. Remove the document mat

Check if the white document mat is attached to the inside of the scanner.

Carefully slide out the white document mat out from inside the scanner cover by lifting the lid up and gently sliding the mat upwards.

If the mat is left in place, it will block this light source, and the scanner will not function correctly for transparent media, resulting in poor or blank scans.



Document mat



Scanner with mat removed



Scanner with mat attached

**4. Turn on the scanner**

Press the power button on the bottom left of the scanner. A green light will appear when the scanner is on.



**5. Prepare the scanning software**

On the desktop screen, double-click on EPSON Scan 2 icon to open the software. It looks like this



If the software won't open double check the scanner is turned on.

**6. Prepare your negatives**

The scanner comes with four different attachments for various formats of photos and film:

**Medium Format** – ie. 120 film

**4x5** – large format

**35mm negatives** – standard film photo strips

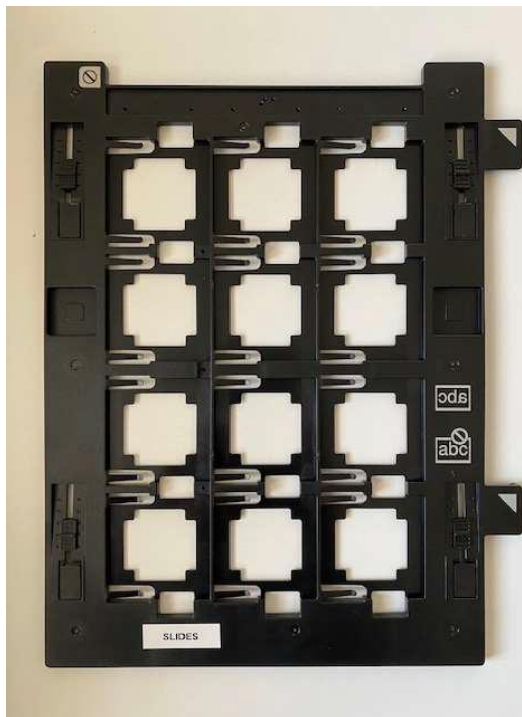
**Slides**



Image: Medium format (120 film) on the top and 35mm format on the bottom



Image: 4x5 large format

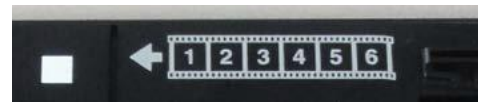
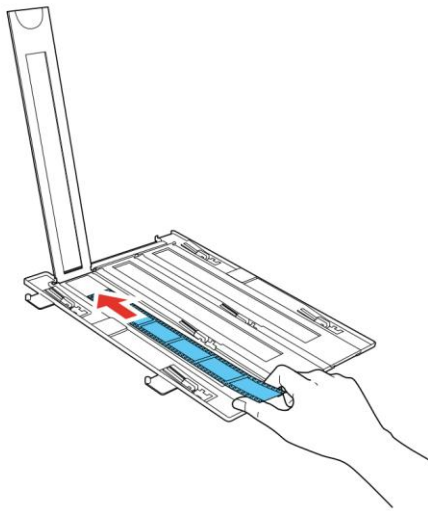


## 7. Using the attachments

To use the film holders, you will need to remove the document mat first. (This is the white cushion attached to the inside of the scanner lid.) They are kept in the drawer next to the scanner labelled **V850 scanner attachments**. Ask Heritage Centre staff for assistance if you are unsure.

**8. Slide or clip your negatives or slides into the appropriate holder**

Slide up to three film strips into the holder with the shiny side facing up so that images and any wording on the film strips are not backward. This example is using the 35mm negative attachment.

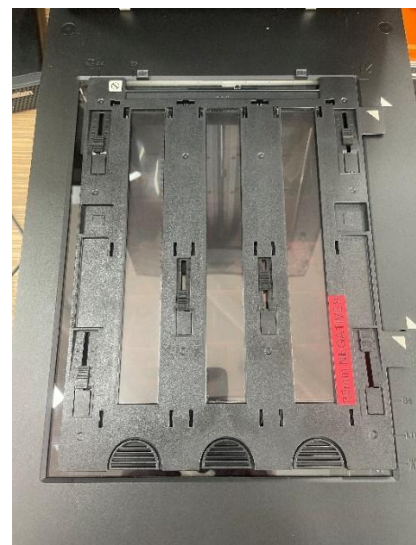
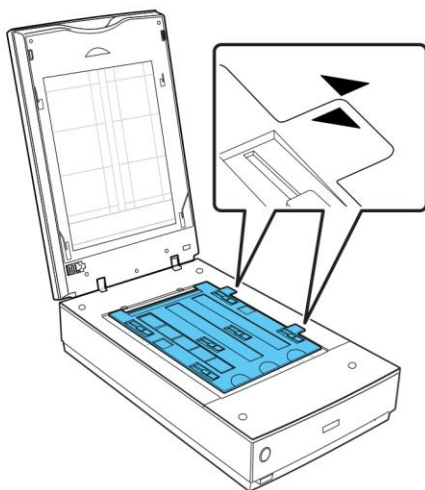


Follow the direction shown on the attachment

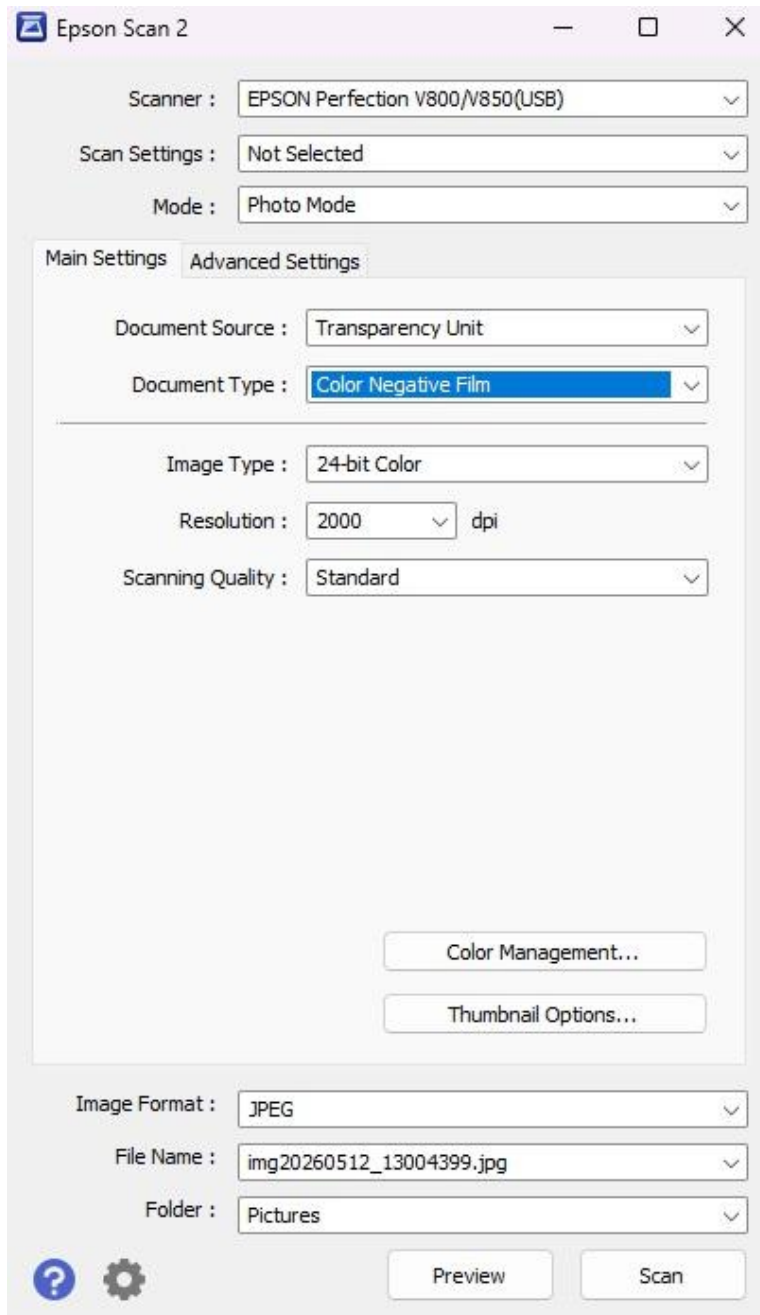
Close any open holder covers and press them down until they click into place. Also press down all the edges of the covers to secure them.

**9. Clip the attachment into the scanner**

Place the holder on the scanner glass as shown. Align the arrows on the holder with the arrows on the scanner.



## Choose your settings



### Resolution

Archival standards recommend scanning at 4000dpi and as a TIFF format. This is what is known as an 'archival' copy. If you want to use your image for a website, social media or email make an 'access' copy in file format Jpeg .

You can test these different options in the **Resolution** field and check the results from scans to see the difference.

Use this table to help select the DPI or dots per inch setting in the Settings

Format	Access copy	Archival copy
Slides	1200–3000	4000 - 8000
35mm negative	3200–4800	4000-4800
Medium format negative	600-2400	3200-4000
Large format negative (4x5")	300–1200	2000-3000

### Document Type

For negatives hold them up to the light to doublecheck if they are colour positive, colour negative or black and white negative. Select this option from the **Document Type** field

**Colour positive:** these look like normal photos with correct colours when held up to the light.

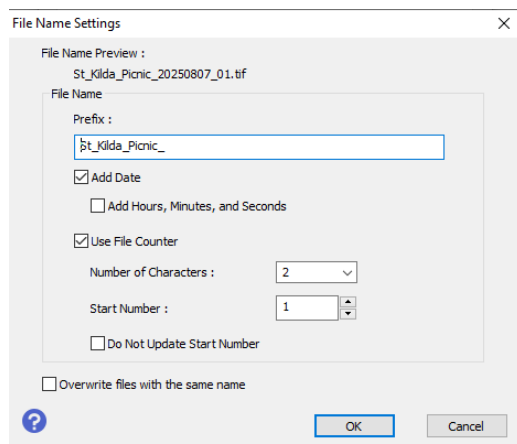
**Colour negative:** these have an orange brown base and colours will look inverted. These are the most common.

**Black and white negative:** these show images in tones of grey and black when held up to the light, with light areas appearing dark and vice versa.

### 10. Decide on a file naming system

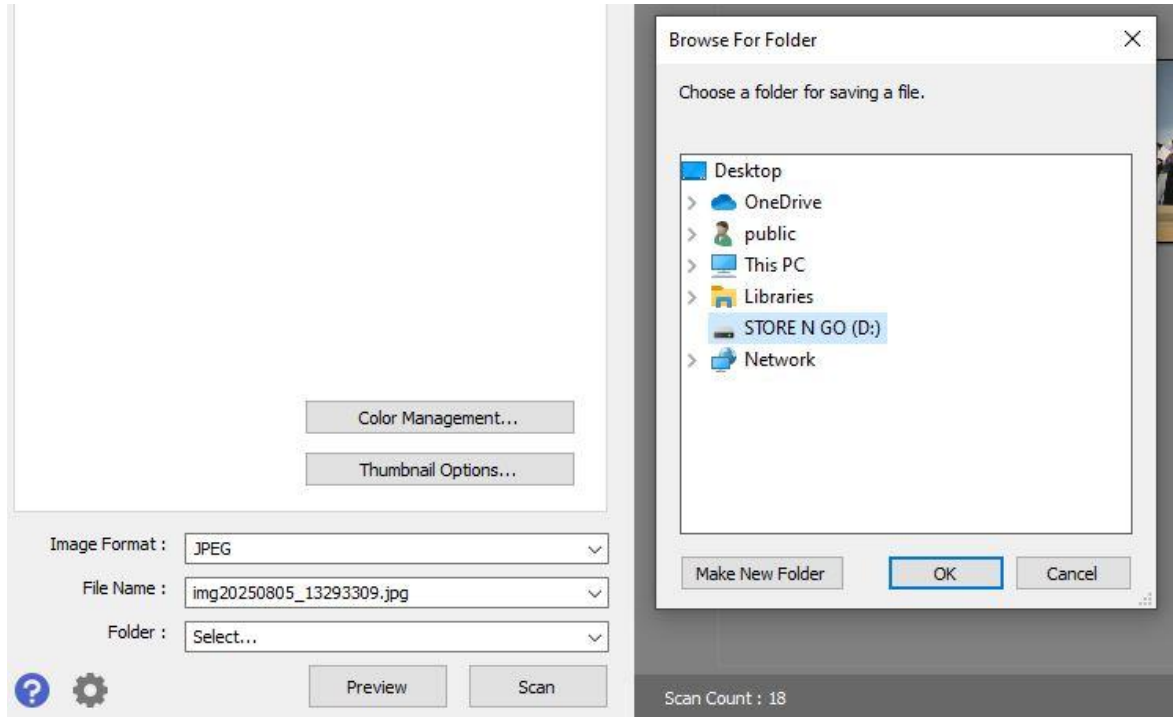
Under **File Name**, select **Settings** and change the name to the filing system you are using (e.g. StKildaPicnic). Check the **Use File Counter** box if you are scanning multiple items and want to include sequential numbers to your filing system (eg: St\_Kilda\_Picnic\_01, StKildaPicnic01, etc.). The default naming system is the date using the format YYYYMMDD i.e. 20250804 4 August 2025

The Epson Scanner can automatically label your files. Select your prefix e.g. St\_Kilda\_Picnic in the **Folder** field and select **Settings...** from the drop-down options.

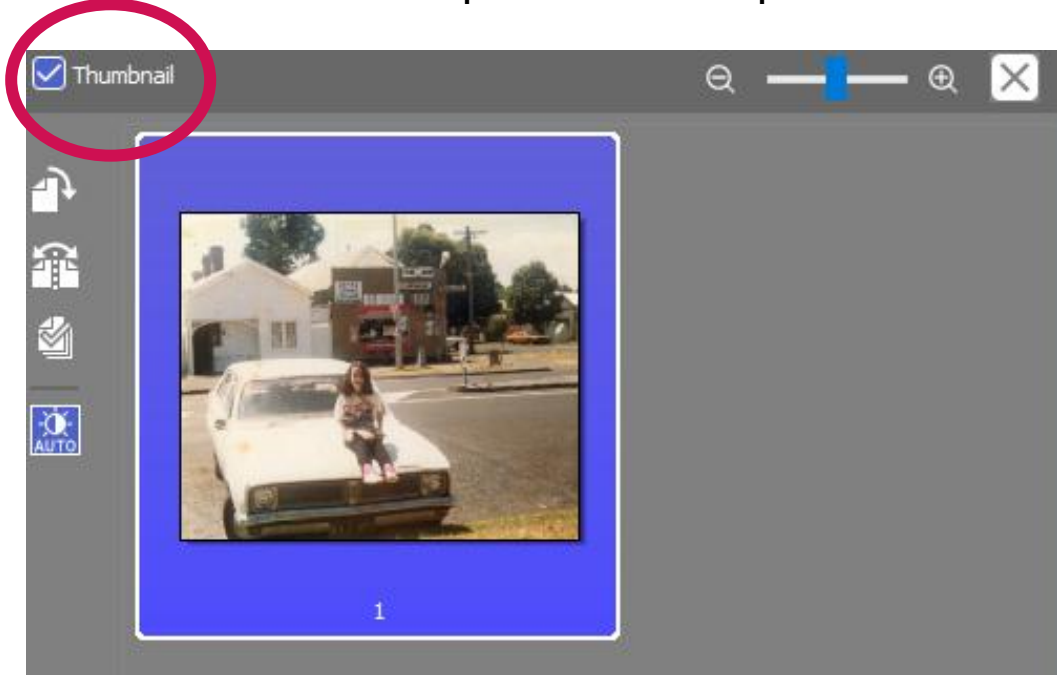


### 11. Prepare your USB

Insert your USB or hard drive and select this from the drop-down **Folder** field. Then select your USB from the **Browse For Folder** pop up.

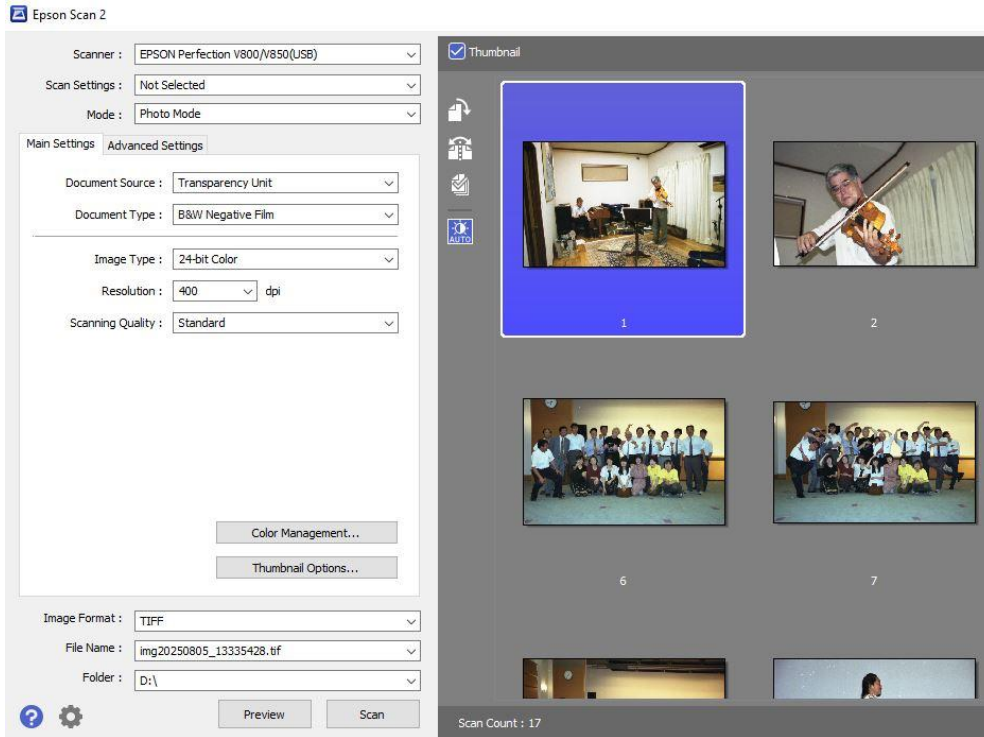


### 12. Tick the thumbnail check box option on the Preview pane



### 13. Create a Preview

Click **Preview** button. This will produce a low quality thumbnail which gives you the opportunity to make some edits e.g. adjust the brightness. The preview scan gives you a thumbnail overview of what you have on the scanner.

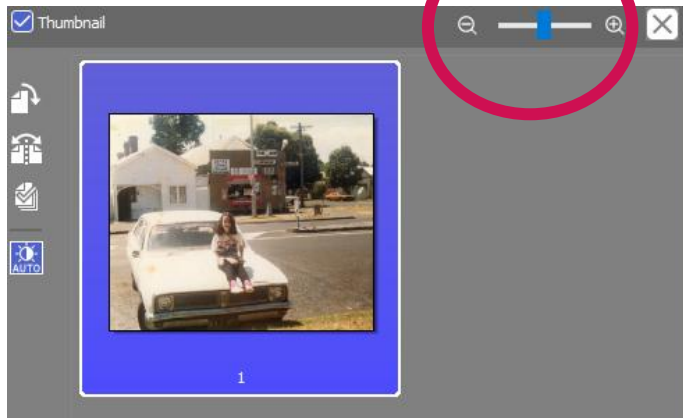


A thumbnail for each image will be generated.



This is your opportunity to adjust anything.  
Check that slides and any writing are the right way up.

Use the slider on the top right of the Preview pane to zoom into the images to check closer.



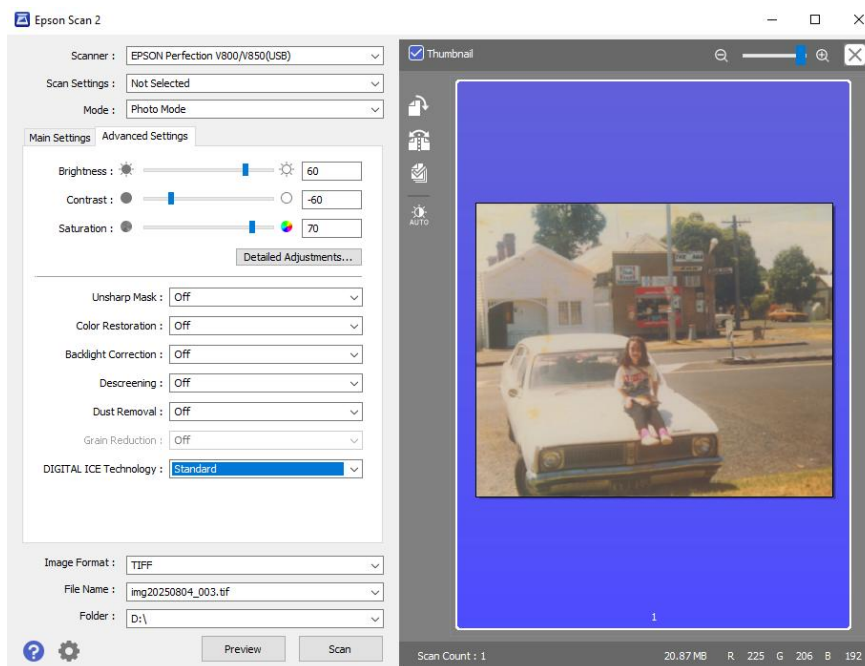
Decide which items you want to scan. If you want to scan them all, ensure all thumbnail previews are highlighted. Note: *don't worry*, the final scan will not be blurry like this **Preview** image. This is just to give you an overall indication of what a completed scan will look like.

#### 14. Edit the images (optional)

Click on the Advanced Settings tab. You can adjust the **Brightness**, **Contrast** and **Saturation** by moving the sliders. The Preview of the photo will adjust in real time.

The option **DIGITAL ICE Technology** (ICE = Image Correction and Engagement) will automatically remove dust, scratches and other defects. *Note: This will increase the length of time it takes the scan the photo.*

You can view even more advanced options to play with by clicking on the **Detailed Adjustments** button.



### 15. Scan

When your happy with how the Preview scan looks select the **Scan** button and each item will be scanned separately. Depending on the settings, each scan may over a minute to complete. The images will be saved to the location selected earlier in the **Folder** field.

A new file will be created for each slide or negative image. Slides are numbered in the following order:

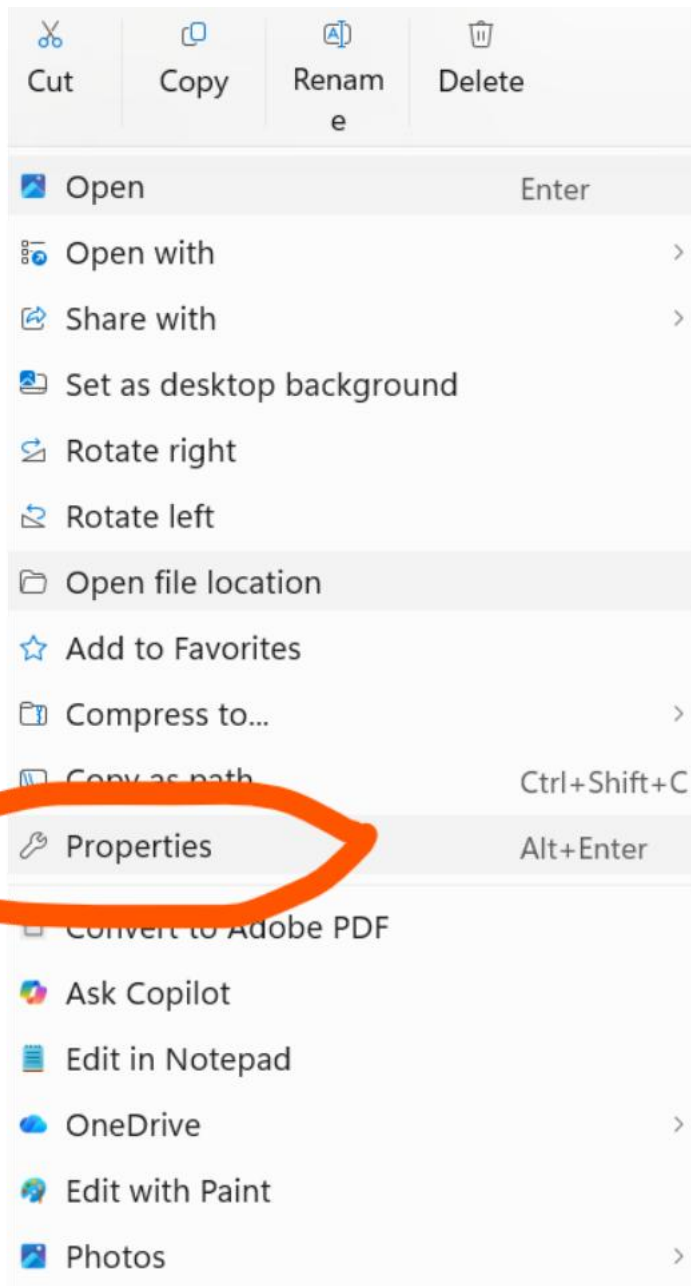


#### 16. Check your saved files.

On the computer desktop, double-click on **This PC**. On the pop-up window, select your USB. Your scanned images should be saved there. Open the files and check you are happy with the result. Close the file when you have finished.

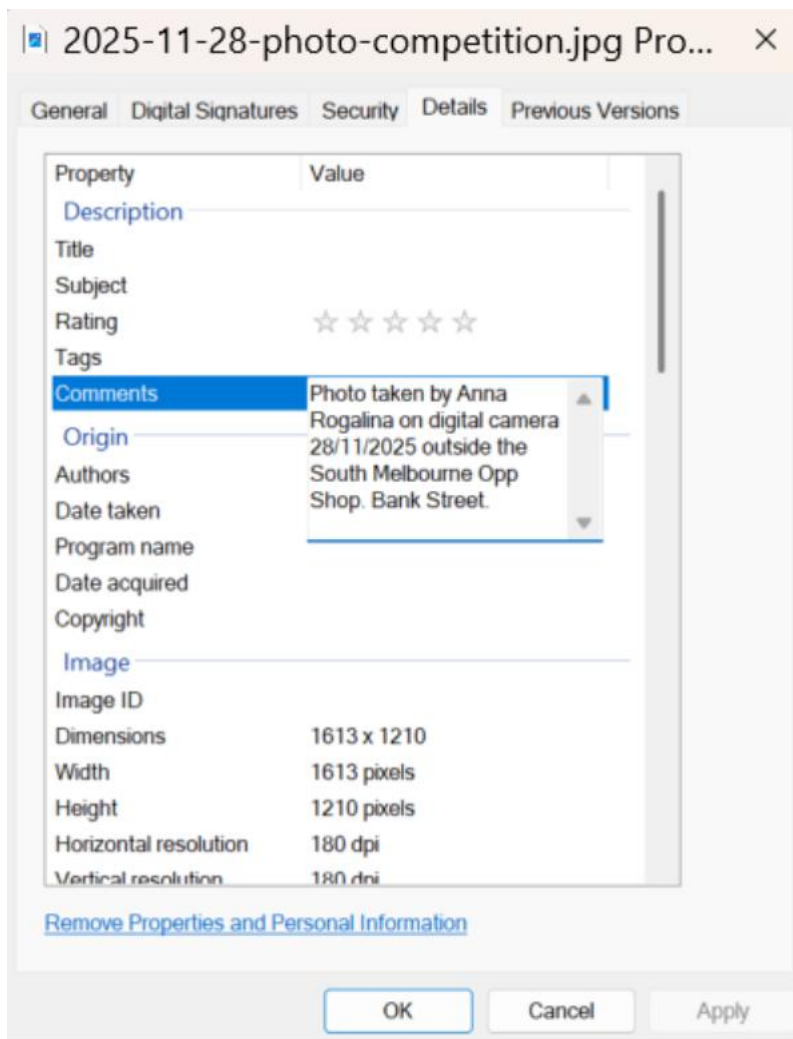
#### 17. Describe your files with metadata (OPTIONAL)

Right-click on one of your finished files and select **Get Info (Apple)** or in Window as shown below.



### 18. Add information about the image

In the **Comments** (Apple) or **Details** tab (Windows) section, add the "Who, What, Where, and When" of your file - who took the picture, who is in the picture, when it was taken, where it was taken, etc.



**19. Eject your USB**

In the bottom right corner of the screen, click on the Eject icon.



Log out by selecting the Finish button. Don't forget to take your photos and USB with you! Any files saved to the desktop are deleted when you log off for your privacy and security.

**20. Share a copy with others (optional)**

If your images relate to a local building, place, event or story e.g. festival or streetscape we'd love to help preserve and share them through our online Community Collection on the Port Phillip Library Service catalogue. Chat with Heritage Centre staff about licencing to do this.

