

# Scanning Negatives

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1. Make sure your negatives are as clean as you can get them.
2. Log in to your classes' log in.
3. Open the scanner and remove the negative carrier.



4. Carefully remove the top of the negative carrier. NOTE: The negatives carriers are very fragile so be careful with them.

5. CAREFULLY wipe off the scanner glass. Anything on the glass, including dust, will affect the quality of your negatives.



6. Carefully thread your negatives in the bottom half of the negative carrier, so that they're facing the same direction. Be sure your negatives are shiny side up.

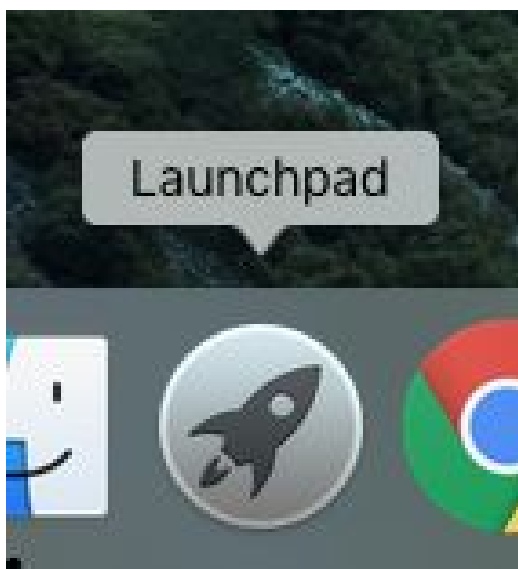


7. Carefully add the top piece of the negative carrier.

- Align the "A" tabs and close the scanner lid.



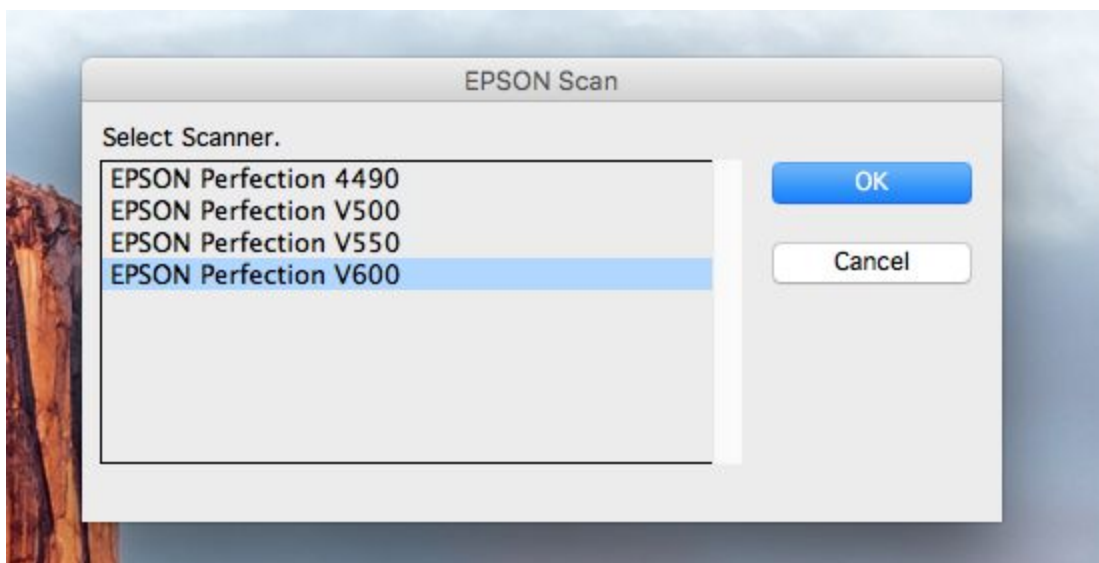
- Open Launchpad.



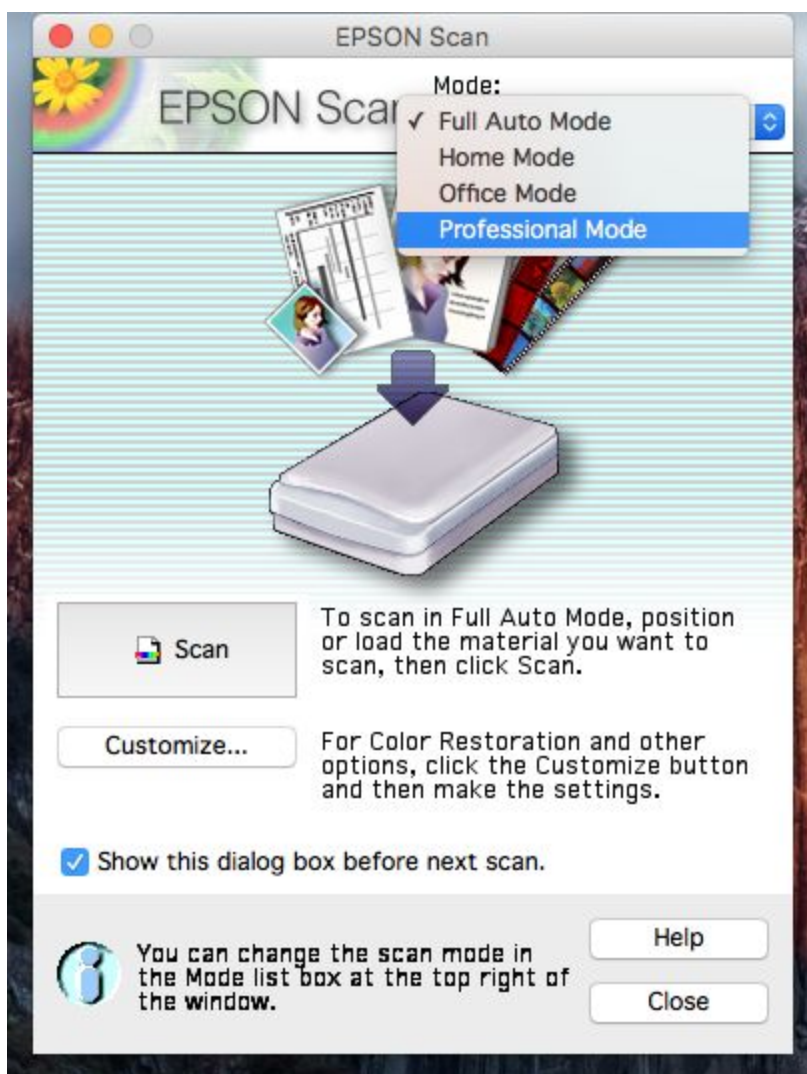
10. Select EPSON Scan.



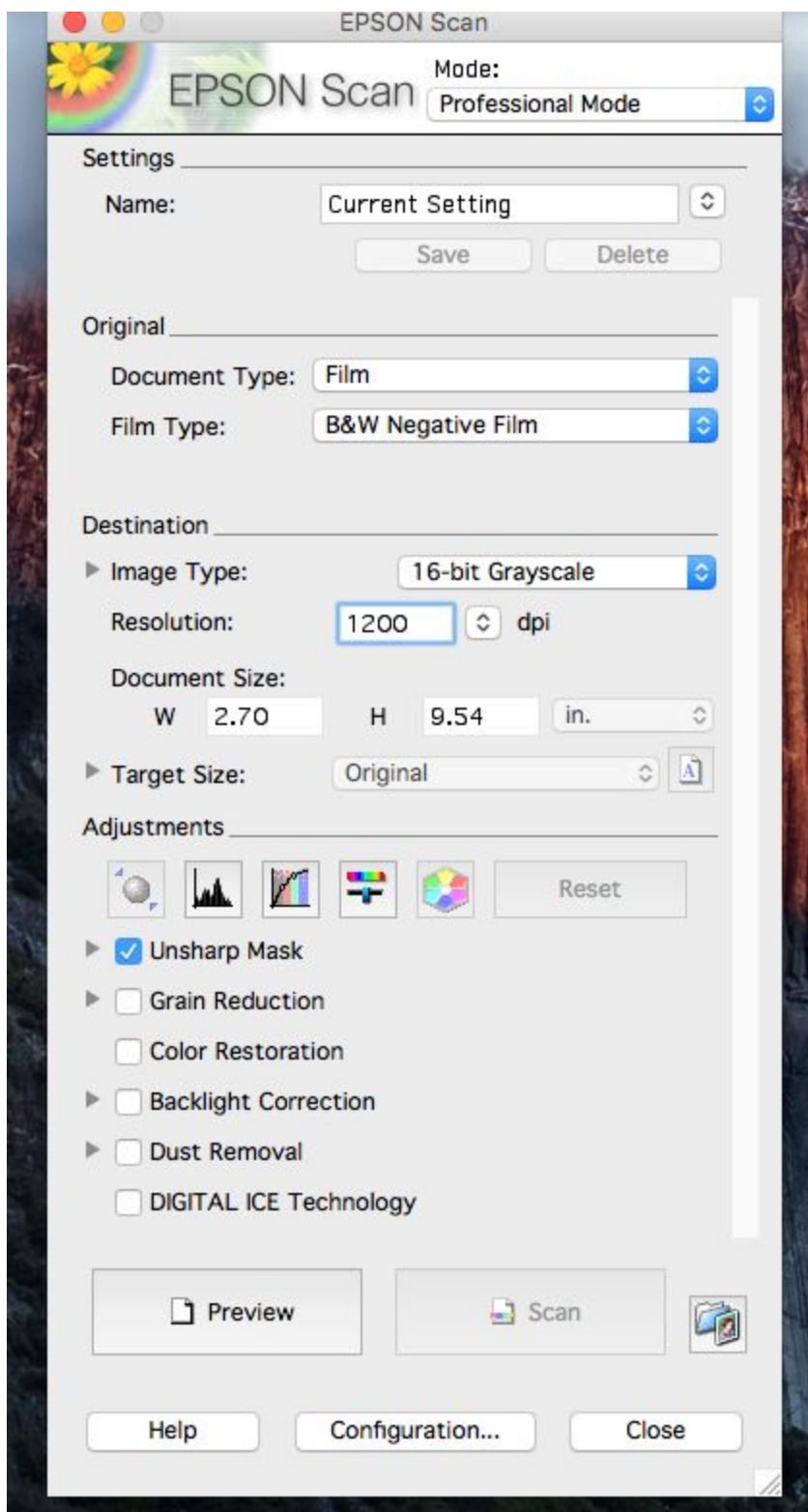
11. Check your scanner model and select the appropriate driver.



12. Be sure you are on **Professional Mode**.

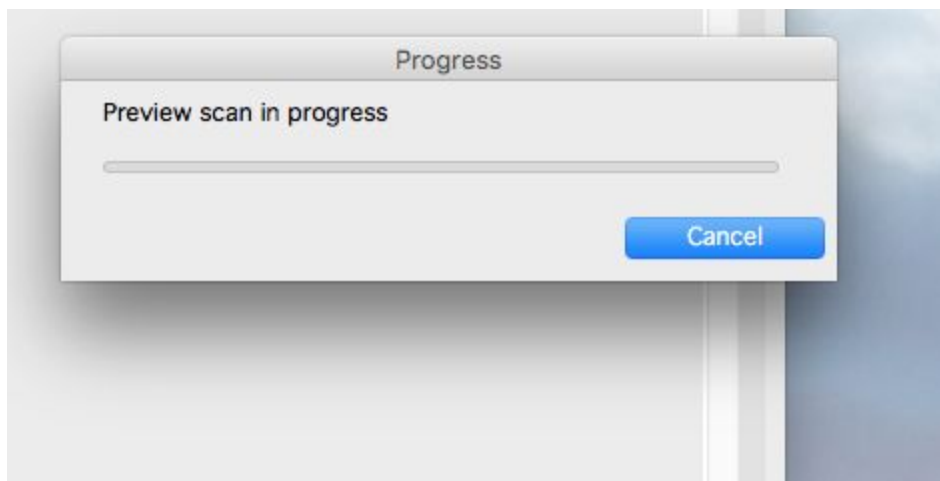
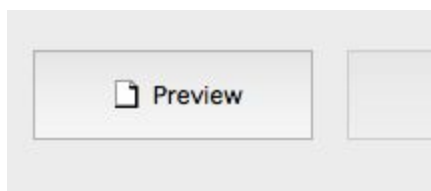


13. For **Black and White** scans, change the settings as follows:



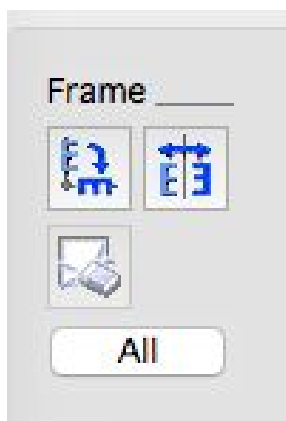


14. Click Preview at the bottom left of the panel to get a preview of your pictures.



15. Your preview scans will appear.

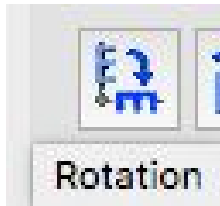
16. Now, mirror them. Select the **All** button. This will select all of your images. We scanned them reversed.



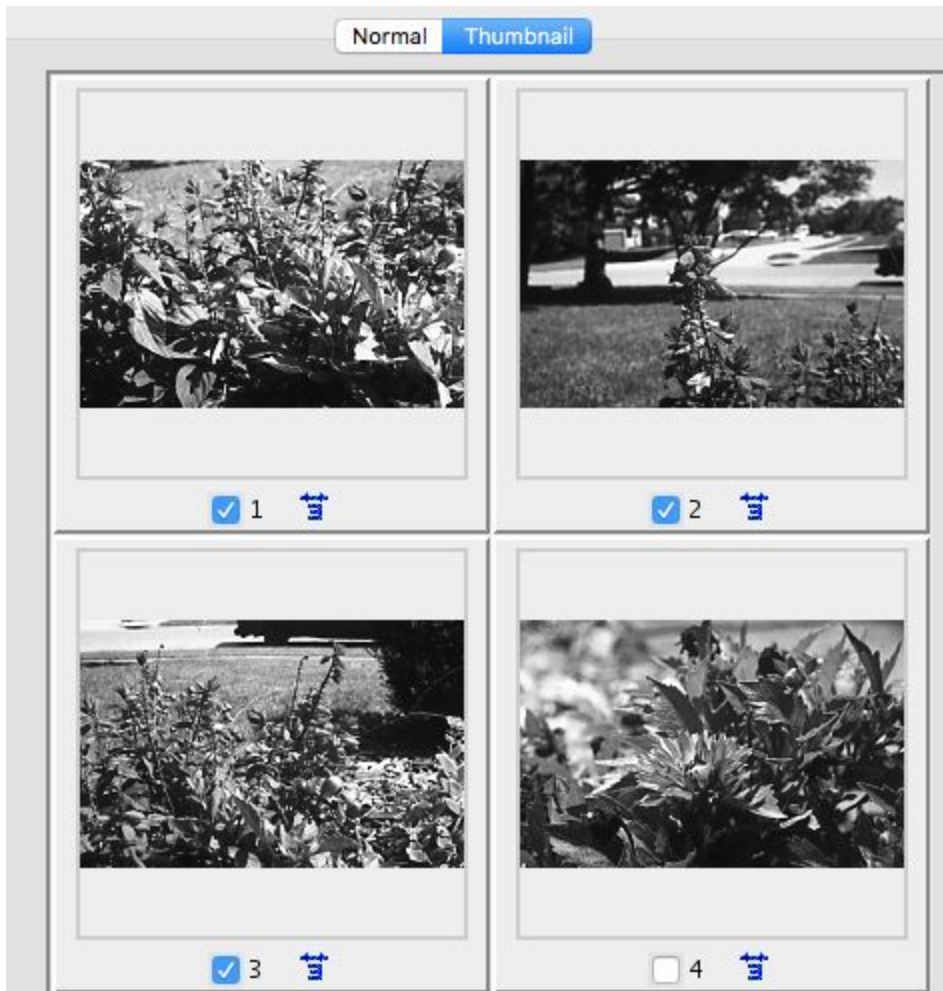
17. Now, click on **Mirror**.



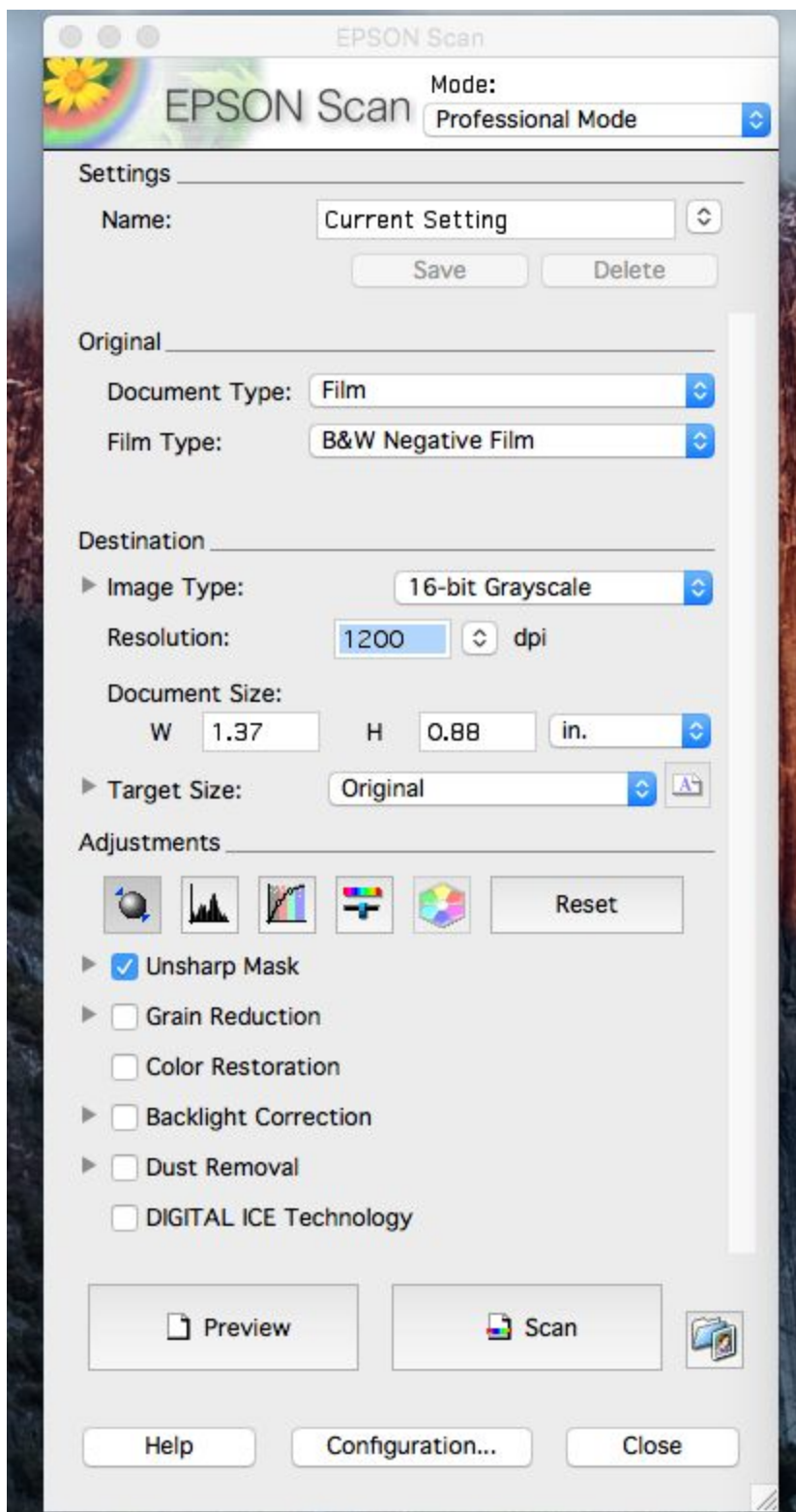
18. If they come in upside down, click Rotation until they are right side up.



19. Now your images should look the way they ded when you took them. Uncheck any photos that you do not want to scan.



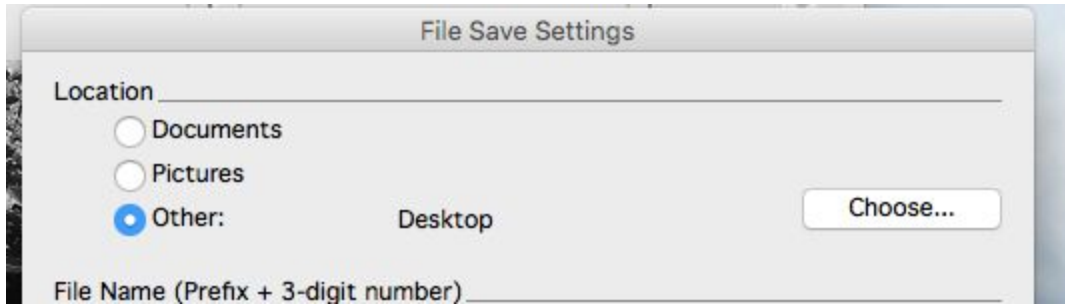
20. Go to the EPSON Panel.



21. Select the folder icon, that launches a panel to name and save your photos.

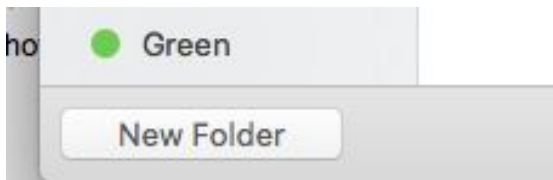


22. When the panel pops up, select **Other**, and select **Choose**.

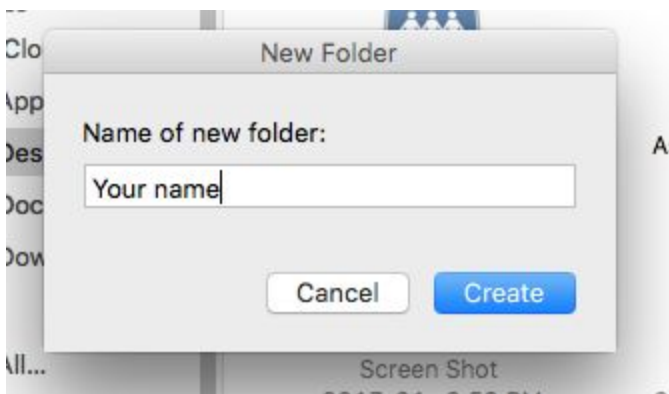


23. Select **Desktop**.

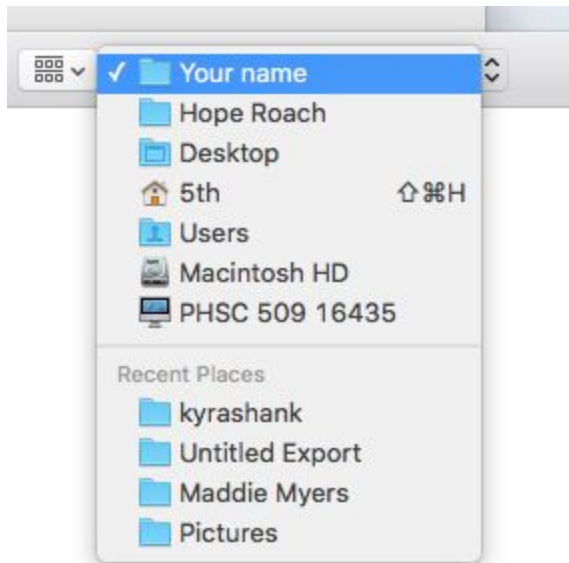
24. Select **New Folder** at the bottom-left of the panel.



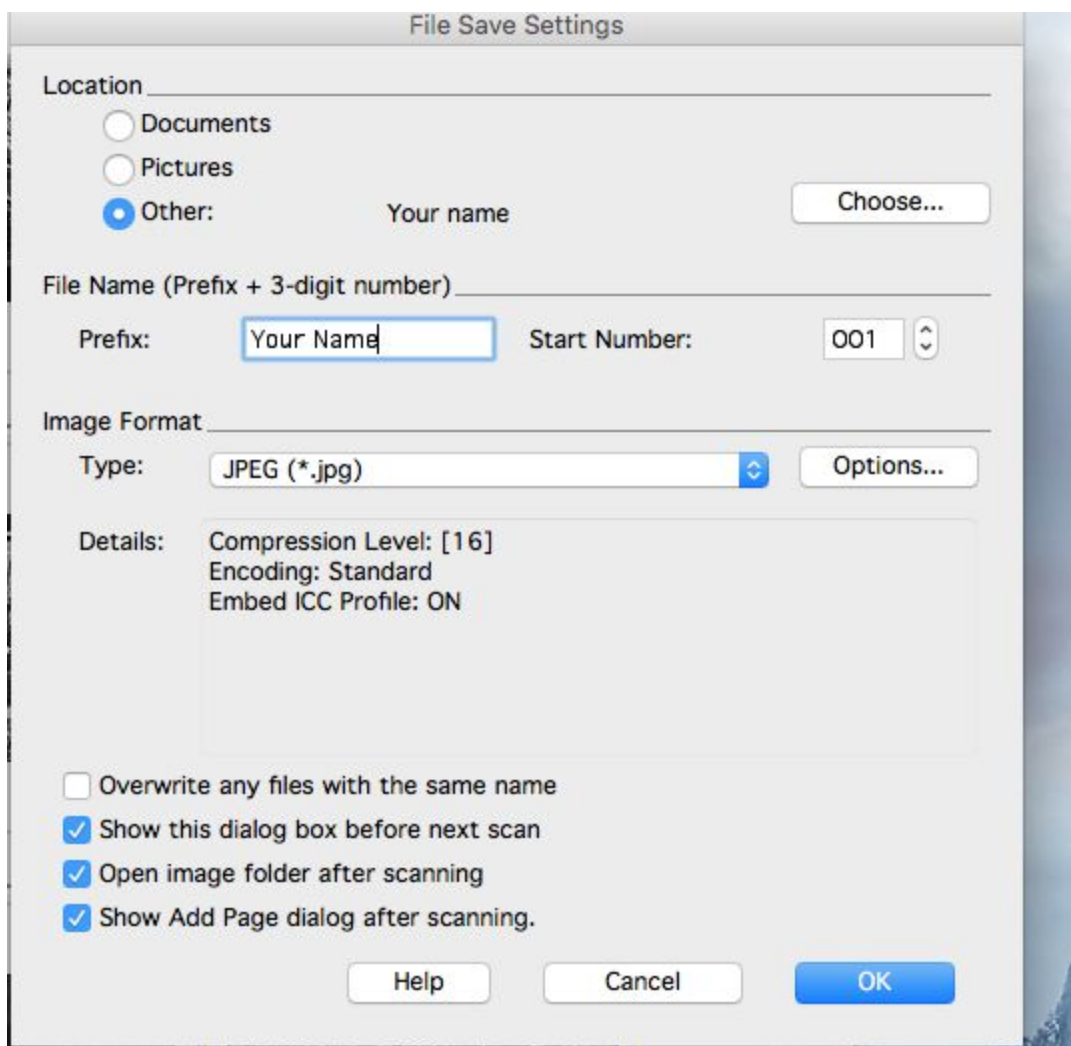
25. Give the new folder your first and last name and click **Create**.



26. Now find your folder and select **Choose**.

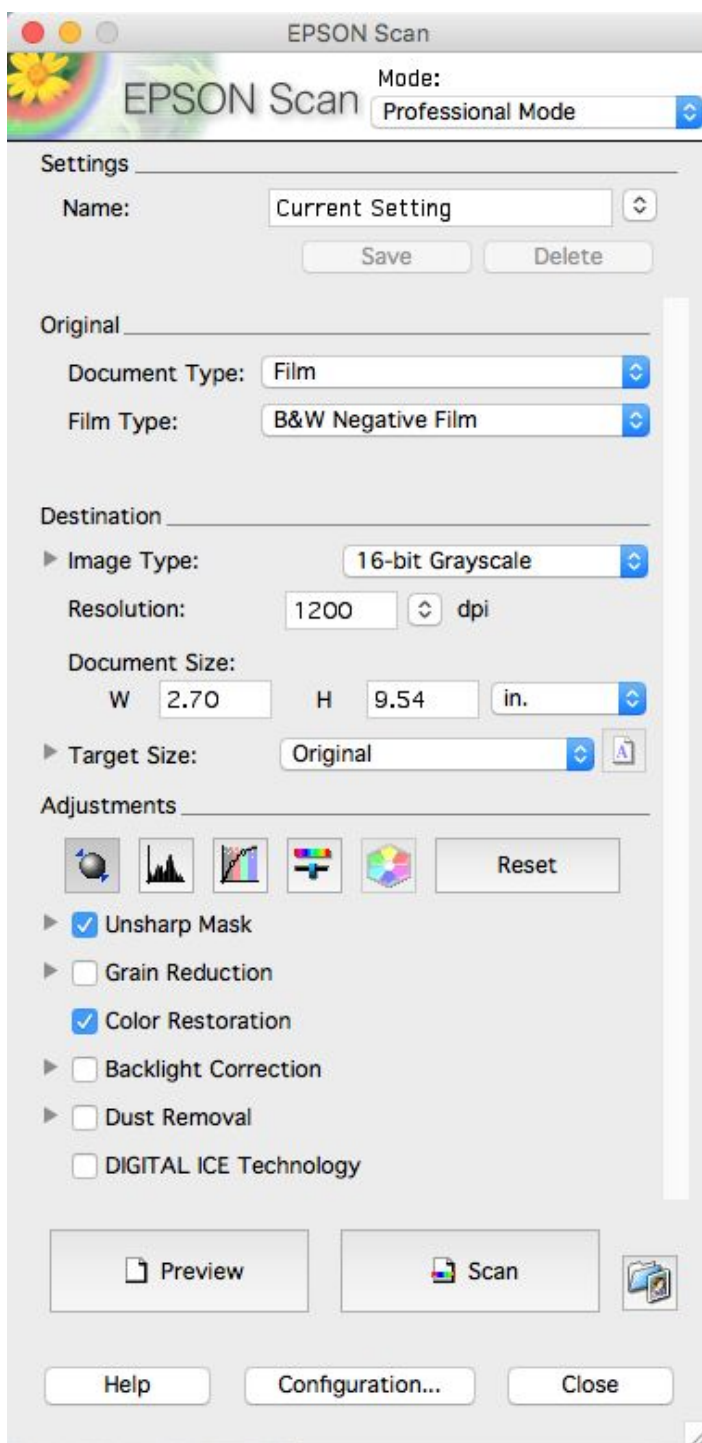


27. In the following panel, name your images.



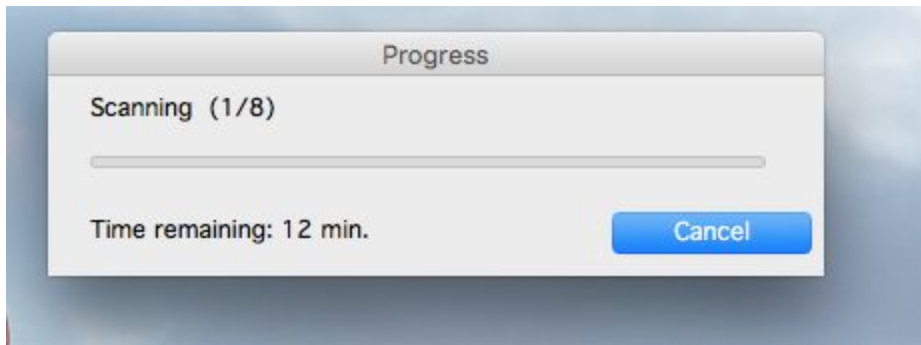
28. Click **OK**.

29. Click **Scan**.



30. Click **OK**.

31. After each photo scans, tap the mouse to scan the next photo.



32. Double-click your folder on your desktop to make sure they are there.

Thanks to Hope Roach for helping me make this handout! :)