

Visual Media Resources Slide Scanning

1. **Launch Photoshop.**
2. **Insert the slide into the scanner.** (It should already be on). The slide should be inserted face-up in the orientation seen below.



3. **Launch the scanning software from Photoshop.** To open scanning software select **File>Import>Nikon Scan 3.1**. This will launch the scanner software within Photoshop.
4. **Preview your image.** Press the blue **Preview** button. (The image that appears when the program is launched is the last image previewed).
5. **Draw a box around the area you want to scan:** Do this by clicking the mouse in a corner of where you want the box to begin and dragging it out to create a marching line around your image. Once the box has been created, you can move it by positioning the mouse over the edges of the box and dragging the box to make it smaller or larger.
6. **Check the Image Size:** The pixel dimensions and file size will appear on the control panel to the left of the preview image beside the white "R" in a black box. If you are scanning a slide for a Powerpoint presentation the pixel dimensions should be approximately H: 1000, W: 700 and the file size should be about 2MB. (If you are scanning a slide to be printed, please contact a VMR staff member for the best specifications.)
7. **Change the Image Size:** Open up the Tools Palette by pressing on the arrow under the purple **Tools** button and selecting "Tools Palette 1." Change the File Size to 2MB and select the **Keep this File Size** radio button. Go back to the image and readjust the crop area to select the part of the image you would like to keep.
8. **Complete the Scan.** Press the green **Scan** button to complete the scan.
9. **Close the Scanner Software.** After the scan has been completed, the scanner window must be closed before the scanned image can be manipulated in Photoshop. Click on the 'x' in the upper right-hand corner of the window to close the scanner software.
10. **Correct Image in Photoshop.** (See "Basic Photoshop Image Correction")

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