

# A Guide for Digital Conversion **Transparency Scanning**



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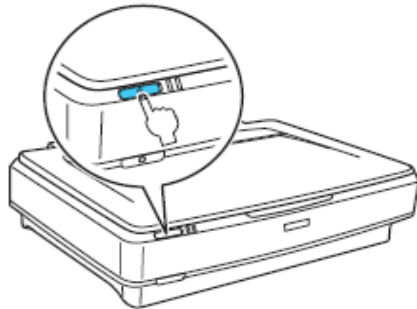
1

## Power On *Epson Expression 12000XL*

Located on the left side of the front of the machine is the **POWER** button. Press the grey button to start the scanner.

It will make a beeping sound and a **green light** will illuminate on the front of the machine, indicating it is on and ready to use (see image).

This light needs to stay green



2

## Lift Open Lid of *Epson Expression 12000XL*

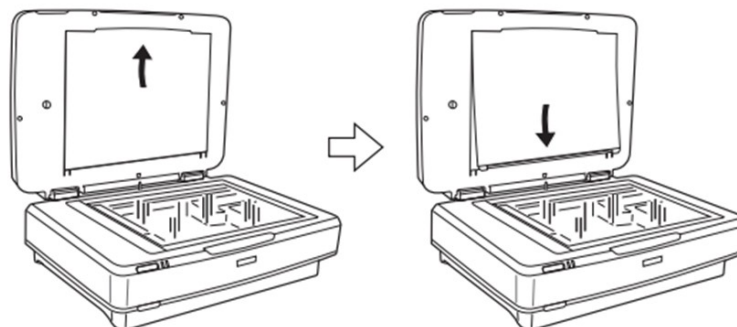
Make sure the scanner glass is clean and free of dust.

If there any items were left in the scanner, give it to a staff member.

3

## Remove the Document Mat from *Epson Expression 12000XL*

Grasp the white reflective Document Mat by its top edge and slide it upward to free the bottom edge. Lower the mat slightly to free the tabs at the top edge, then remove the mat. Place the mat in the storage pocket located on the top of the scanner lid.



## 4 Launch the *'Epson Scan 2' Program*

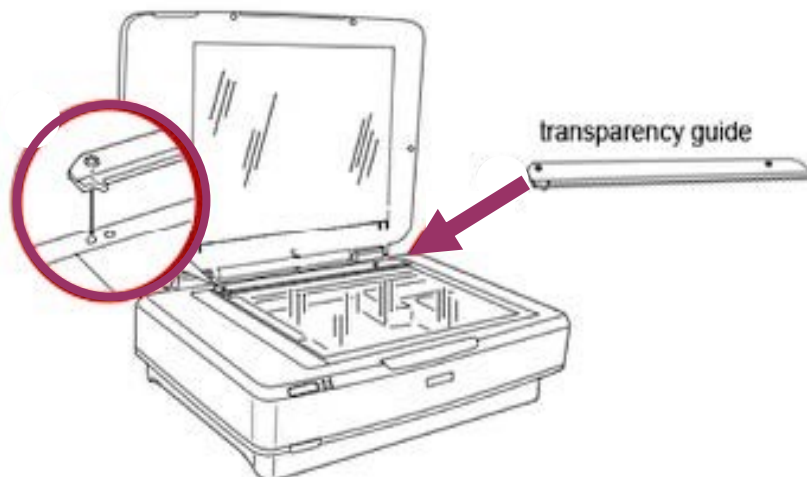
Double-click on the **'Epson Scan 2'** icon located on your desktop to open the software (see image).



Once your device is on and the software is ready to go, it's be time for you to get your media prepared to scan.

## 5 Prepare the Epson Expression 12000XL *Transparency Unit*

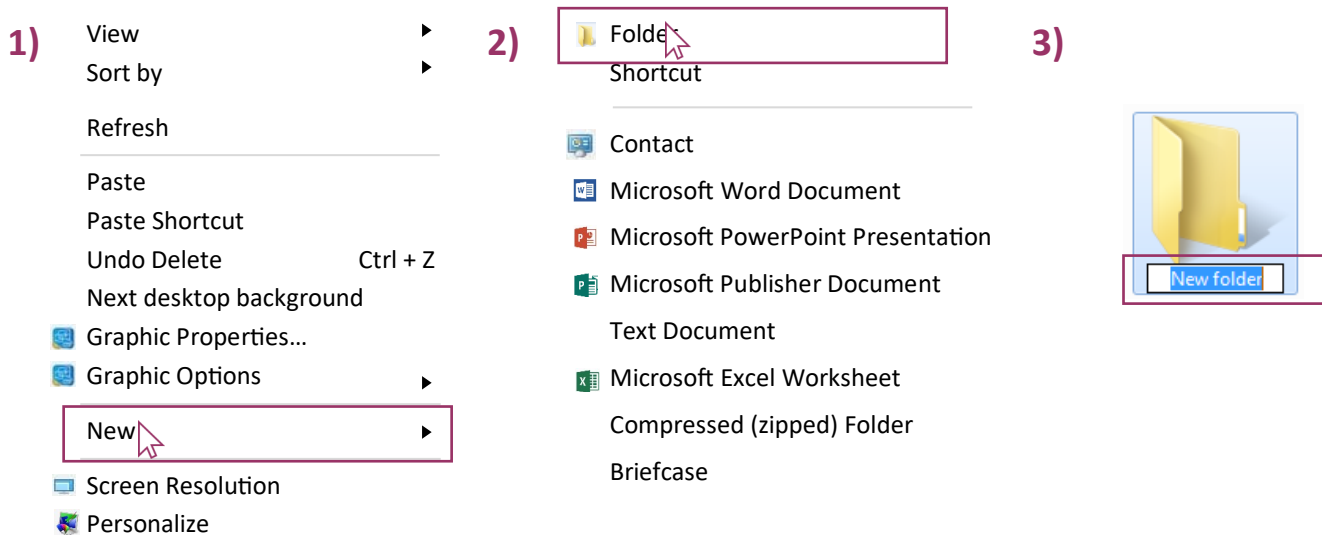
Open the Transparency Unit and use a soft cloth to wipe the scanner glass. Place the **'Transparency Guide'** at the top edge of the scanner glass. There will be two circular indents. Ensure that the guide aligns with these two indents (see images).



## 6

Create your *specified folder for saved scans*

After powering on the Epson Expression 12000XL and ensuring that the scanner is ready to be used, you will want to create a new folder (to place your new scans into) on the desktop. Try naming the folder something that is relatively easy for you to recognize, but that is also easy to find (hence, creating the folder via the desktop). Please view the images below for reference:

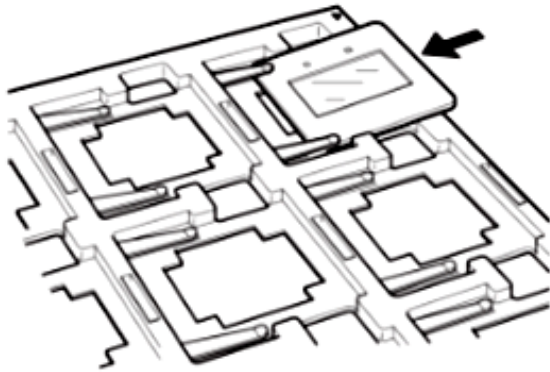


**1)** Go to the desktop, right-click, and **2)** select 'New folder' from the drop-down list. After doing this, the text should automatically be highlighted blue; indicating that you may type. If it is not, right-click on the folder you just created titled 'New Folder, and click on 'rename' from the list. **3)** Replace the 'New Folder' title name of your new folder with one of your choosing.

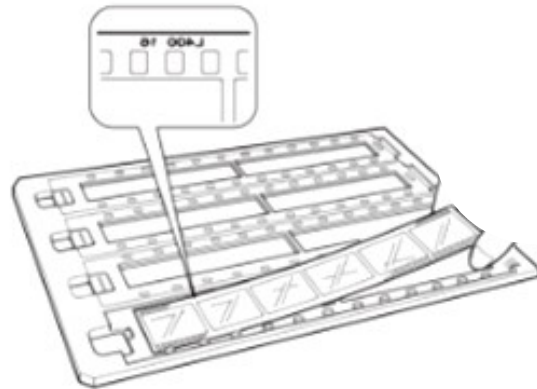
**Note:** we recommend renaming the folder something that is in relation to your scans or that is easy to remember

## 7 Prepare and Setup Your *media to be scanned*

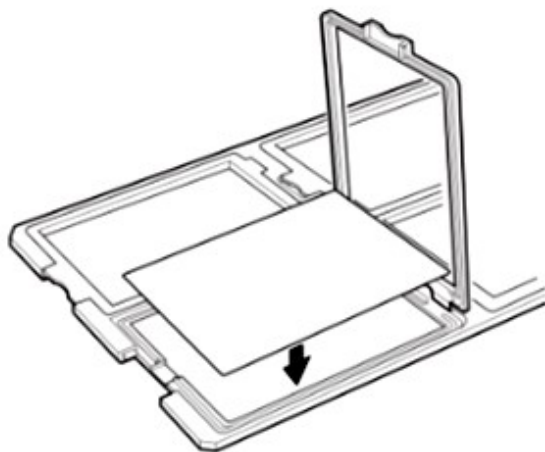
First, you'll want to ensure that you have the correct film holder (if needed). There are 4 different types of film holders. They are as shown:



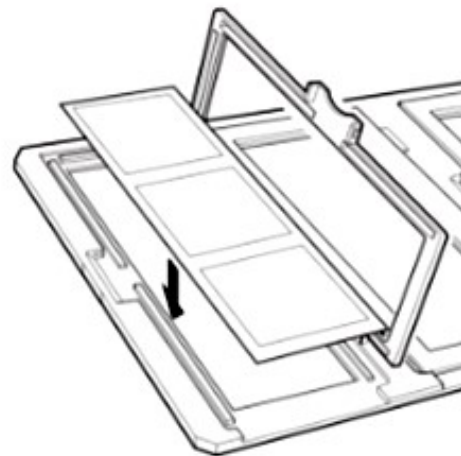
a) slides



b) 35 mm film strips



c) 4 x 5 inch film

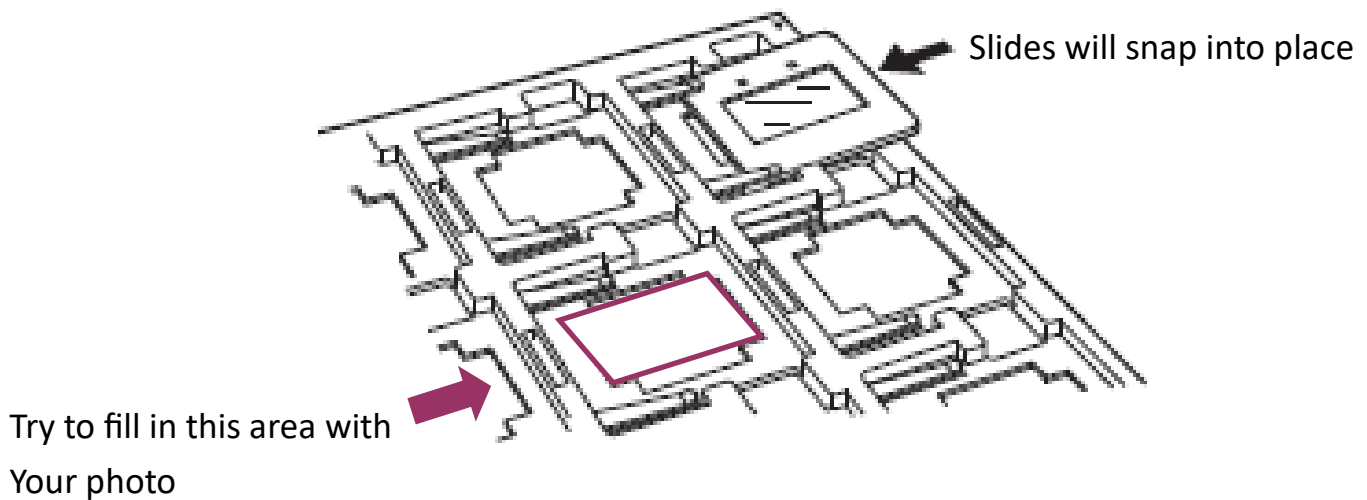


d) Medium format film  
120/220

## 8a

### Prepare and Setup Your *slides*

Load your slides according to the film holder. You will want to set the shiny side face-down towards the floor (the side which usually has no logos or text), with the dull, mirrored side of the slide face up towards you. Lastly, you will want to ensure that your slide image fills in the provided outline *as much as possible* for the best results.



This side will be facing you



This side will be facing away from you

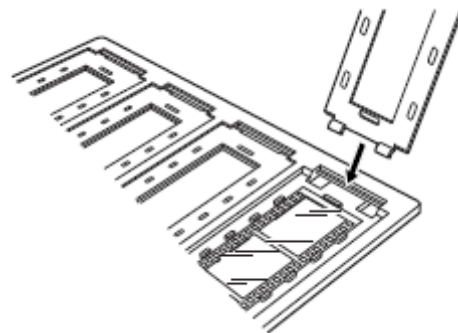
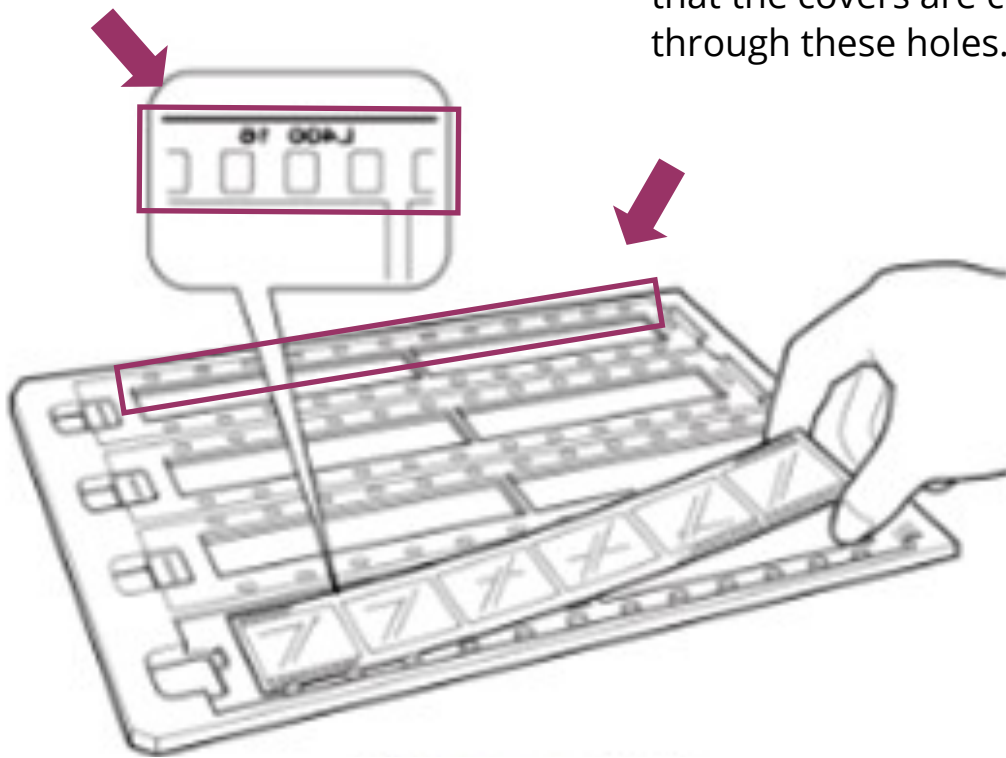


**8b****Prepare and Setup Your *35mm film strips***

Load your strips according to the strip holder. You can only load four film strips at a time into the strip holder. You will first need to remove the covers. You will want to ensure that your film strips fit into their holders, without overlapping the hollowed area. Lastly, remember to clasp the covers back over each film strip, to ensure that they will not move around.

Ensure that this part of your film strips are fitted within the hollow holding area.

After you finish loading your film strips, ensure that the covers are clasped through these holes.

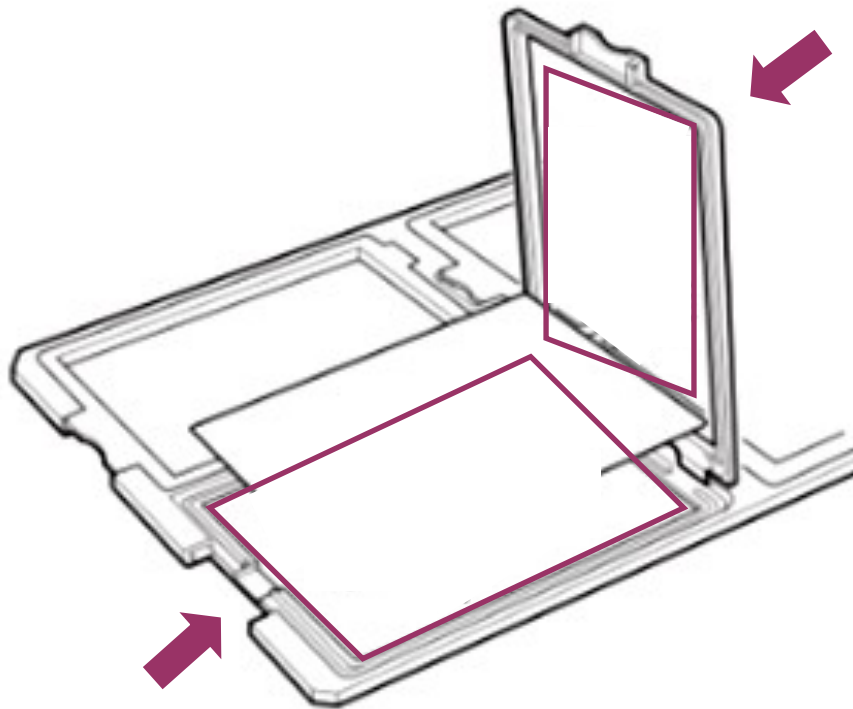




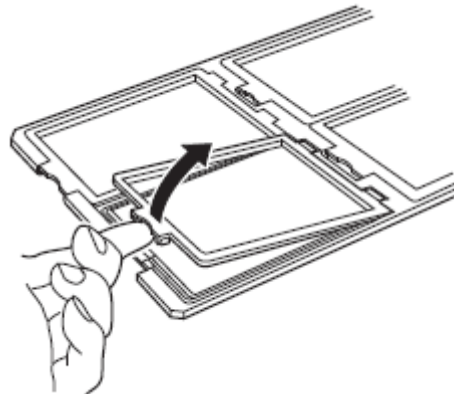
**8c****Prepare and Setup Your 4 x 5 inch film**

Load your 4 x 5 photos according to the film holders. You will want to set the photos face-down towards the floor with the plain white side facing towards you. Lastly, you will want to ensure that your 4 x 5 inch films fill in the provided outline *as much as possible* for the best results.

Ensure that you clamp the holders back over your 4 x 5 film to keep them from moving.



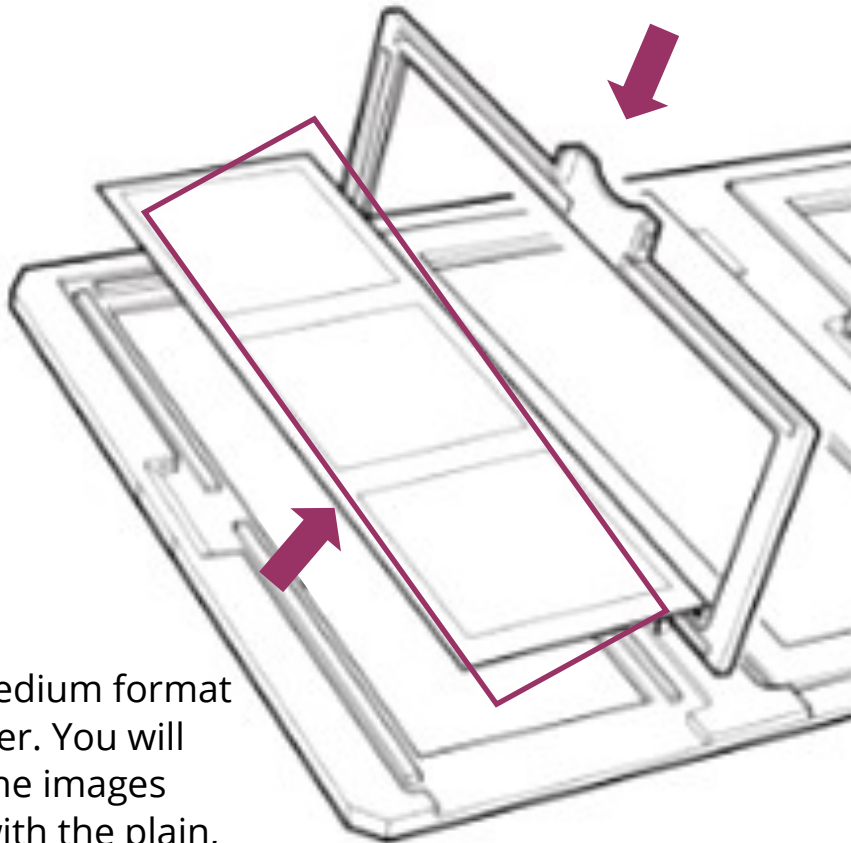
You will want to ensure that your film/photos fit into this area.



## 8d Prepare and Setup Your *medium format 120/220 film*

Load your medium format into the holder. You will want to set the images face-down, with the plain, white side of the medium format facing up towards you. Lastly, you will want to ensure that you clamp the cover closed and have the images fill in *as much of the holder as possible* for the best results.

Remember to snap the holder closed, so that the medium formatted photos do not move around.

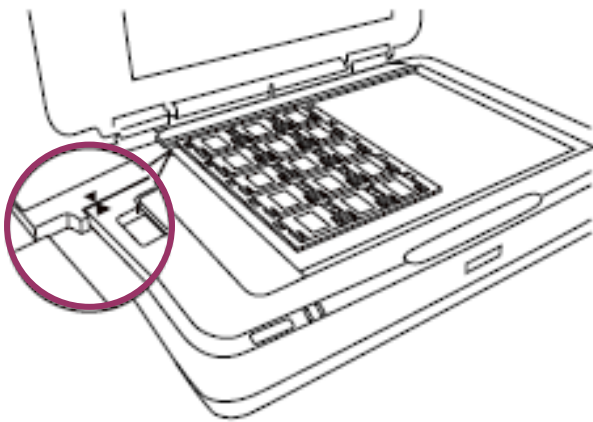


Load your medium format into the holder. You will want to set the images face-down, with the plain, white side of the medium format facing up towards you.

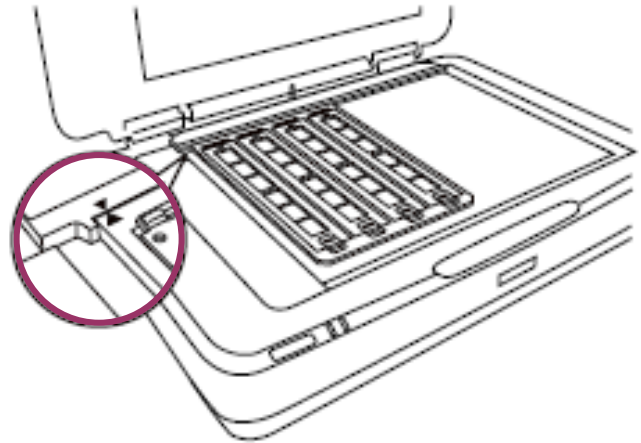
## 8e Prepare and Setup Your *formats on the scanner*

Load your medium format into the correct holder. You will want to ensure that you clamp the holders closed and have all images fill in *as much of the holder as possible* for the best results. After loading your holder, you will need to place it onto the scanner glass against the transparency guide. There will be an arrow on the guide, and an arrow on each holder. Ensure that both of these arrows are facing each other. Please refer to the images below:

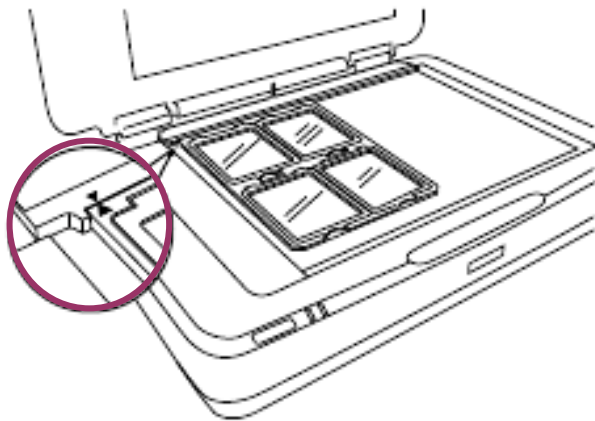
transparency guide



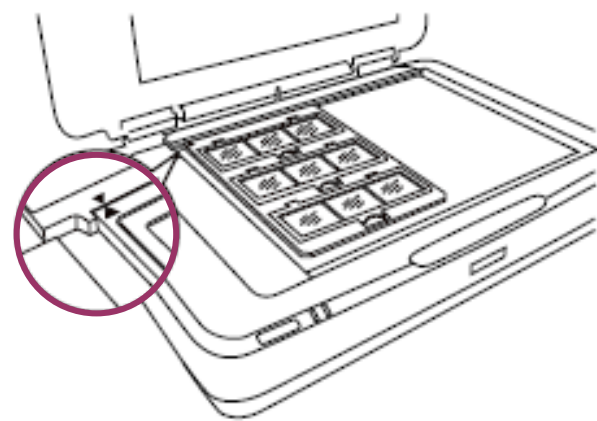
a) 35 mm slides



b) 35 mm film strips



c) 4 x 5 inch film

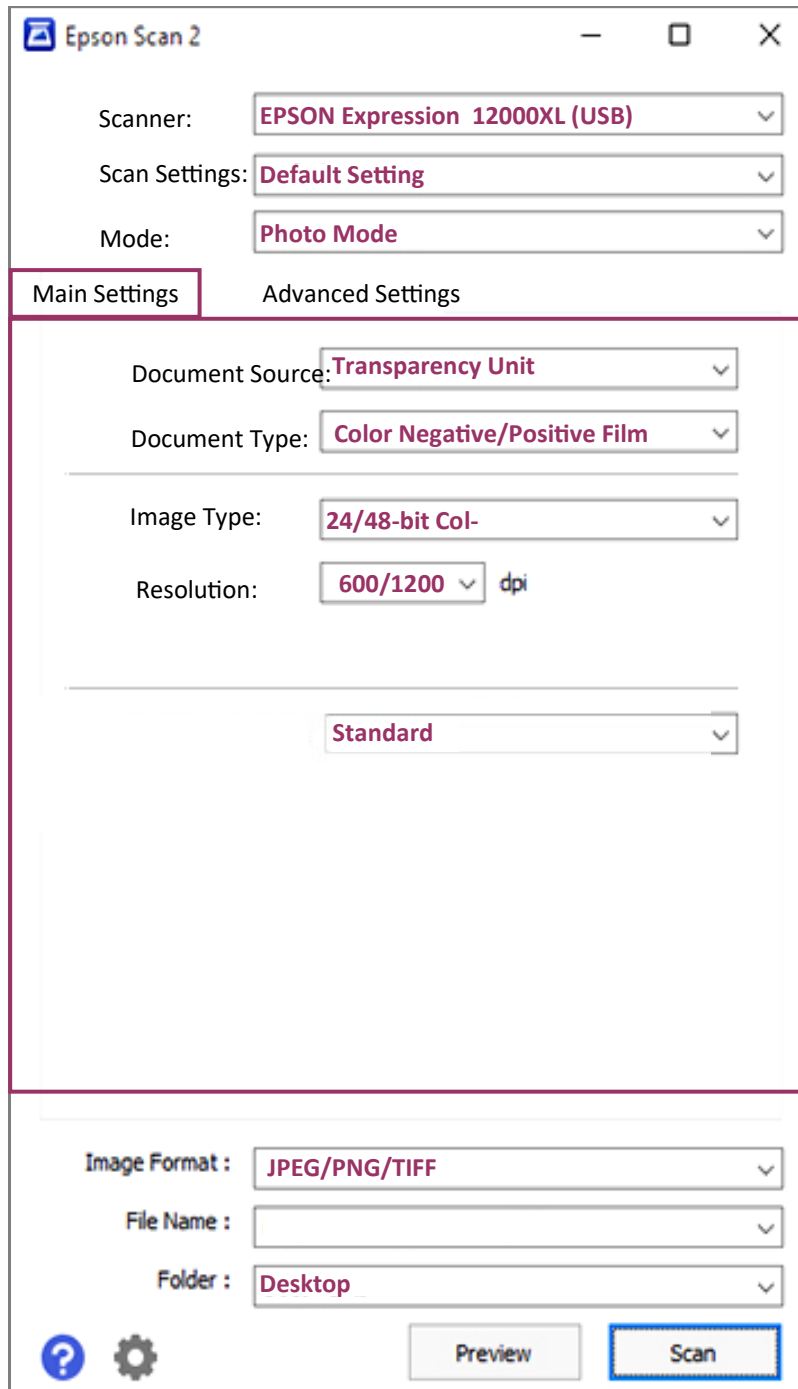


d) Medium format film

## 9

## Select and Edit Your *Scan Settings*

Before you begin scanning, you will need to select your preferred settings for your media format. *Your Epson Scan 2 settings for your media* should look something like this:

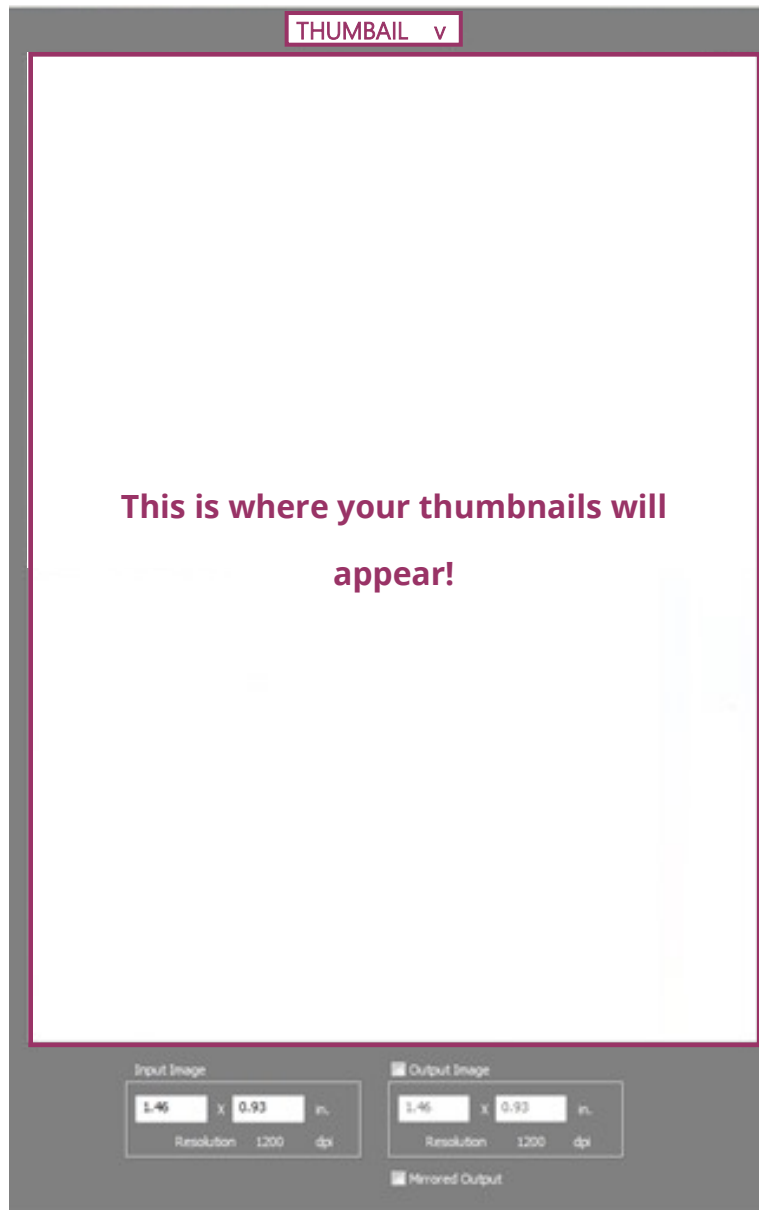


The screenshot shows the Epson Scan 2 application window. At the top, there are three dropdown menus: 'Scanner' set to 'EPSON Expression 12000XL (USB)', 'Scan Settings' set to 'Default Setting', and 'Mode' set to 'Photo Mode'. Below these are two tabs: 'Main Settings' (which is selected and highlighted with a red border) and 'Advanced Settings'. The 'Main Settings' tab contains several settings: 'Document Source' set to 'Transparency Unit', 'Document Type' set to 'Color Negative/Positive Film', 'Image Type' set to '24/48-bit Col-', 'Resolution' set to '600/1200 dpi', and a 'Standard' dropdown menu. At the bottom of the window, there are three more dropdown menus: 'Image Format' set to 'JPEG/PNG/TIFF', 'File Name' (empty), and 'Folder' set to 'Desktop'. At the very bottom, there are three buttons: a help icon (question mark), a settings icon (gear), and two buttons labeled 'Preview' and 'Scan' (the 'Scan' button is highlighted with a red border).

*Note: You can change settings for the file name by selecting “Settings” from the File Name dropdown list.*

## 10 Preview Your Scans and *make any adjustments*

Make any necessary adjustments in the **Settings** or **Advanced Settings** tab. Click the **'Preview'** button to preview your scans. Repeat this step as many times as needed.



(a)

(b)

(c)

(d)

(e)

(f)

(g)

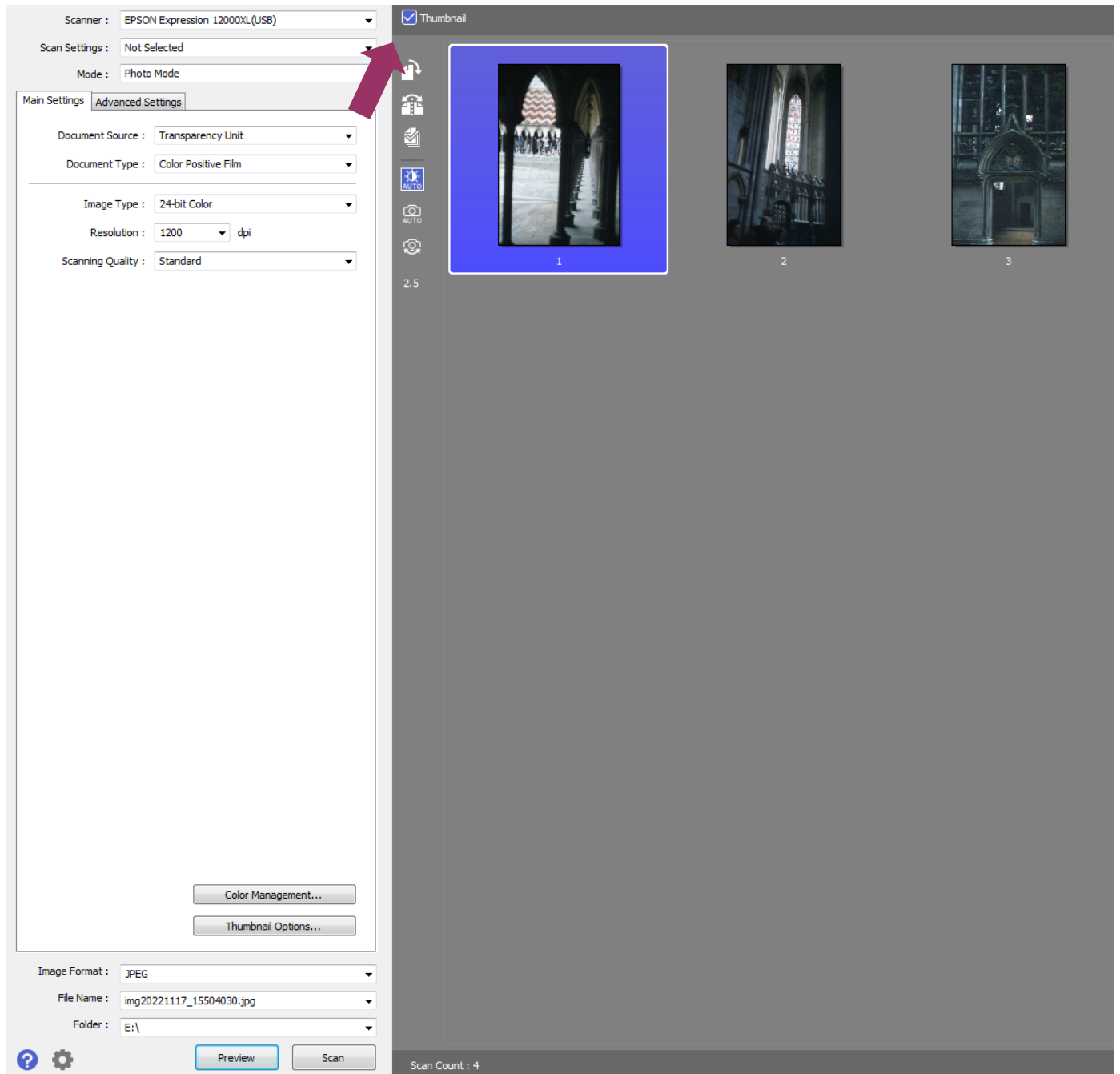
(h)



- (a) **Close:** Close the preview panel
- (b) **Zoom:** Zoom in on a manually selected photo (will preview it)
- (c) **Marquee Deletion:** Removes the last made marquee from the selection tool
- (d) **Marquee Copy:** copies the content within the selected marquee
- (e) **Select All:** Selects all photos
- (f) **Auto Exposure:** Automatically adjusts the lighting of the photos
- (g) **Auto Focus:** Automatically adjusts the focus of the photos
- (h) **Manual Focus:** Allows the user to manually set the areas of focus points for photos

## 9 Separating Images

When scanning multiple images, such as slides, make sure the checkbox next to “Thumbnail” is selected. This will allow images to be scanned as separate files.



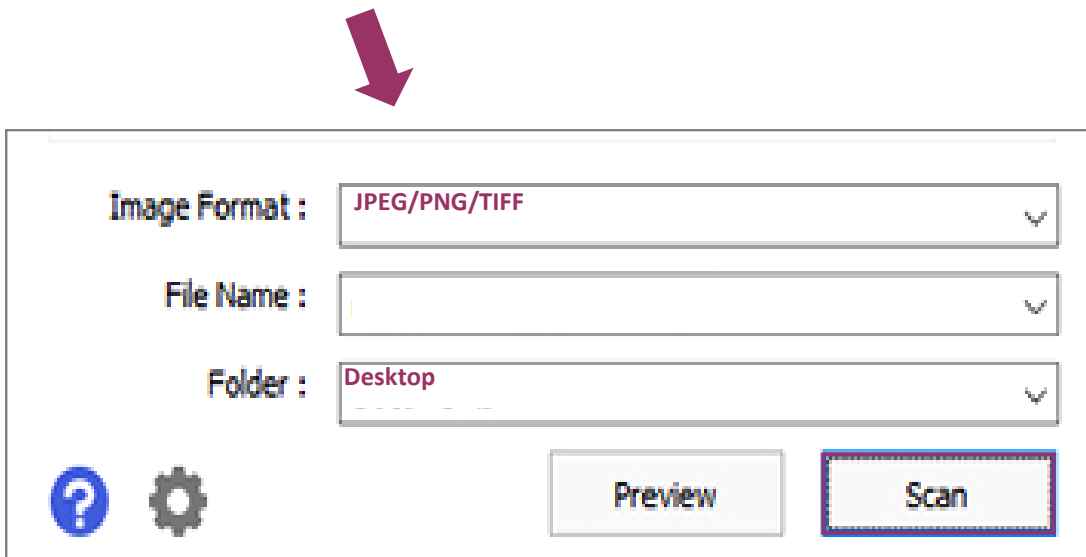
11

## Confirm Your Settings and *Finalize Your Scans*

Once you are satisfied with your preview, click the **'Scan'** button to begin saving your scan. Your photos will be automatically saved to the previously specified destination folder when the scan is finished.

**Note:** the total scanning time will be dependent upon the following: how many images you are scanning, your dpi settings, your resolution settings, and the quality settings. Generally, the higher the quality and dpi, the longer it will take to finish scanning your photos.

Remember to select your image format!



The screenshot shows a settings window for a scanner. It has three dropdown menus: 'Image Format' (set to JPEG/PNG/TIFF), 'File Name' (empty), and 'Folder' (set to Desktop). Below these are two buttons: 'Preview' and 'Scan'. The 'Scan' button is highlighted with a red box, and a red arrow points to it from below. Another red arrow points to the 'Image Format' dropdown from above.

Don't forget to select 'Scan'—**NOT PREVIEW!**

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## Finalizing Your Scans: *Saving & Transferring*

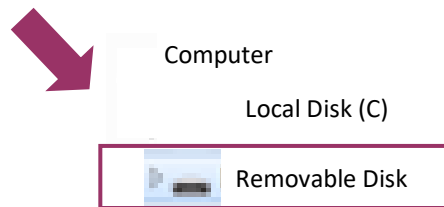
Once you are finished, remove all transparency holders and take out your original materials. Remove the Transparency Guide from the scanner glass and return the Document Mat to the Transparency Unit. Close the scanner lid and press the power button to shut down the scanner.

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## Close 'Epson Scan 2' and Eject Your USB

When you are finished, close out of **Epson Scan 2**. Right-click your personal storage device and select **"EJECT"** in order to safely remove it.

Locate your USB drive under '*Computer*'



Select '*Eject*.' A window should pop-up letting you know that your USB is safe to remove.

### Expand

Turn on BitLocker...

Open AutoPlay...

Open in new window

Share with

Open as Portable Device

 Scan E:/

Format...

**Eject**

Cut

Copy

Rename

New

Properties

14

## Finished!

**You have now successfully scanned your photos!** Congratulations on your new digital images!

Don't forget!

### Remember to do the following:

- Take your external device and any personal belongings with you
- Delete your photos off the computer, and empty the recycling bin