

## Instructions for Scanning 35mm Slides

- 1) Get slide scanner from locked cabinet (Monitor has key)
- 2) Connect slide scanner to correct computer (third computer from left wall, South side)
- 3) Insert your personal flash drive.

Caution: You must have a flash drive to save your work; the computer hard drive is erased every evening!

- 4) Click member on desktop
- 5) Double click Nikon scan on desktop
- 6) Under view tab, choose "Tool Palette 1"
- 7) Under tool Palette1, choose "Digital ICE 4 Advanced"
- 8) Put slide into scanner:
  - a. Chose "Preview", this will let you see the photo, modify, etc.
  - b. Choose "Scan", this will actually scan the slide (takes about 3 minutes)
- 9) When scan is finished:
  - a. File
  - b. Save as (to your flash drive)

Under the drop down menu:

- a. Chose where you want to save the photo
- b. Next drop down menu gives you to change the label of this photo
- c. Next drop down menu gives you the option of which format to save the photo in (JPEG)
- d. Click save

Repeat for every slide. You can scan approximately 20 slides an hour.