HOW TO SCAN
Slides, Negatives, Photos

Expert Advice On How To Scan Your Own Slides, Negatives, Photos Into High Quality, High Resolution Images

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$4.95
Set Your Scanner Up Right So You Don’t Save Low Quality Scans

Avoid Saving Your Scans At Low Quality Images

If you learn this technique I’m going to show you, you’ll avoid getting LOW quality digital images.

And if you use this tip I’m about to show you, you’ll make sure that every time you scan a slide, negative, or photo it will be at the highest quality possible.

What I’m talking about is “JPEG Compression Levels”. This has nothing to do with resolution or DPI. And this is NOT in your scanner’s manual.

What Are JPEG Compression Levels?

Remember back in the 90s when your internet took forever to load a picture? To make a picture load faster, it can be “compressed” into a smaller file size.

So, a 12 MB JPEG could be compressed into a 1 MB JPEG. And 1 MB is a lot faster to load than 12 MB.

But what you save in loading time, you lose in quality.

And here’s the thing: your scanner will also compress your scans when saving them at JPEG images. So instead of saving your JPEGs at the highest quality possible, they will be saved around mid compression levels (see right).

So how do you change your scanner’s JPEG compression level?

Glad you asked. That’s next...
Here Are The 3 Actions Steps To Make Sure Your Scanner Isn’t Saving You JPEG Scans At Lower Quality:

**Step 1:**
Boot up your scanner, and look for the File Saving Settings.

If you can’t find this stuff, do a Help Search for “save settings” or “jpeg compression”.

**Step 2:**
Open the File Saving Settings box, and you’ll find the JPEG Options.

**Step 3:**
Move the slider up to HIGH Quality or LOW Compression. As you can see to your right, my scanner’s default setting is around 40 -- too low for my liking.

**What To Do RIGHT NOW:**
Turn on your scanner, and look for your File Saving Options. Make sure the setting is for HIGHER quality. If it’s not, go back to my three steps, and change the setting to HIGHER Quality.

You only have to change this setting once, and not worry about it anymore (unless you reinstall your scanner).

Next I’ll show you how to load your slides, negatives, and photos onto your scanner so you don’t scan them backwards.
How To Load Your Scanner Properly & Avoid Wasting Time Trying To Figure What Side Is What

Don’t Scan Your Pictures Backwards
If you learn and use this tip I’m about to show you, you’ll avoid scanning your pictures backwards.

And if you learn this tip I’m about to show you, you’ll save about 10 seconds every time you load your scanner. And if you’re scanning 5000 pictures, saving 10 seconds per load adds up!

The general rule is that you’re suppose to place your slides, negatives, and photos FACING the scanner’s glass.

Photos are easy -- just place the picture side facing the glass. But how do you scan them in the order you want them to go?

Here Are 3 Tips On How To Load Your Photos So They Go In Order...

**Tip #1:** Make sure to place your photos FACING the window / glass of your scanner.

**Tip #2:** Don’t scan your pictures out of order! Most scanners go from right to left, and top to bottom. See the image on the right for an example.

**Tip #3:** Watch out for gutter! Make sure you don’t place your photos all the way to the ends -- they might get cropped. So follow your scanner’s guidelines.

And what about slides and negatives? What side are you supposed to place facing the glass? That’s next...
How To Load Your Slides, Negatives
So You Don’t Scan Them Backwards

Step 1:
Take out a slide or negative and bring it to a light source (window, lamp, etc.)

What I want you to do is flip the slide or negative back and forth.

You’ll soon start seeing that one side is different than the other. One side will be shiny and smooth. The other side will have bumps and be dull.

The dull, bumpy side is the “emulsion” side. Emulsion is sort of the ink that was used to “paint” your slide or negative.

Step 2:
Place the dull, bumpy (emulsion) side FACING YOU.

The smooth, shiny side will be FACING the window.

What If You Don’t Place Your Pictures Properly On Your Scanner?
Loading time adds up. And if you can quickly recognize what side to scan a slide/negative, you’re going to cut your scanning time by at least 10 seconds per scan.

So do this RIGHT NOW. Get out a slide or a negative. And bring it to a light source (window, light, TV). And flip it around. Spot the dull / bumpy side and the shiny / smooth side.

Get comfortable knowing what side is the “emulsion” side (bumpy / dull) so you can quickly place that side AWAY from the scanner’s glass, and the shiny / smooth side FACING the glass.

Next, I’m going to show you how to get your first “Preview Scan”.

Quick hint for negatives:
- look at the writing on your negative
- if the writing is the right way, that’s the shiny, smooth side
- if the writing is backwards, that’s the ‘emulsion’ side
- make sure the writing is backwards, facing you, when loading
How To Use Your Scanner’s Software And Get Your First Preview Scan

Now that you’ve loaded your scanner, today you’re going to learn how to get your first Preview Scan.

If you learn and use the tips I’m about to show you, you’ll avoid the frustration of trying to learn what all those fancy, technical buttons mean and do.

And if you learn and use the tips I’m about to show you, you’ll speed up your scanning time because there’s ways to use those buttons to make your scanning easier.

I’ll be using an Epson V500 in this example. But don’t worry if you’re using a different scanner.

Every scanner basically has THREE buttons (or options). Your scanner might call these buttons something else, but you’ll still be able to follow along.

Let’s get to it...

What Are The 3 Main Buttons Every Scanner Has?

Your scanner needs to know THREE things from you before it can scan anything.

1.) What Are You Scanning?

The first thing your scanner will want to know is WHAT are you scanning. Slides? Negatives? Photos? But, the funny thing is, every scanner calls these something different.

On your right, you’ll see a quick cheat-sheet of all the different names a scanner might call a slide, negative, or photo.
What Are The 3 Main Buttons Every Scanner Has?

2.) How BIG Do You Want Your Scan?

Next, you’re scanner is going to ask you how big you want your digital image to be. In other words, what RESOLUTION.

Resolution is how many DOTS you want to “squeeze” PER INCH. The higher the DPI, the bigger your digital image will be. DPI can also be called PPI (Pixels Per Inch).

So, what DPI do you use?

Let’s use a HDTV to give you some perspective.

A 1080p HDTV has a resolution of 1080 x 1920. Remember this number, 1080 x 1920. It will make sense soon.

If you scan a standard 4” x 6” photo, what you’ll get is a 1200 x 1800 pixel digital image.

Remember 1080 x 1920? The pixel size of your HDTV?

Well, a 4x6 photo scan at 300 DPI will fit snug on your HDTV. That’s because it’s 1200 x 1800, and your HDTV is 1080 x 1920.

For 35mm slides, negatives, use 1500 DPI to get a 4x6, 1200 x 1800 digital image.

If you use these resolutions, you’ll be safe. You’ll get HD quality scans, and your scanning speeds will be faster.

But! I don’t recommend these resolutions. I rather have too many pixels than too little. Here’s what I recommend...

4” x 6” photo scanned at 900 DPI = 24 x 36, 3500 x 5400 digital image.

35mm slides/negatives at 4000 DPI = 24 x 36, 3500 x 5400 digital image.
What Are The 3 Main Buttons Every Scanner Has?

3.) Click The Preview Button And Crop Your Pictures

I’m skipping the Adjustment section. This section is too big for here. But tomorrow I’ll show you how to fix your scans so they turn out stunning, and they look brand new.

But for now, click the Preview button. I want to show you another VERY important step.

Hit the preview button, and you’ll see a Preview Window come up.

In your Preview Window you’ll see that your images have been “cropped”. What I mean is, your scanner found the edges of your slide, negative, and photo “cut” it for you.

Or your Preview Window might show your pictures AND the scanner window. This means YOU have to crop the images manually.

In most cases, your scanner will automatically crop your pictures. But this does have a drawback.

Sometimes the scanner will automatically crop off a part of your scan.

For example, what if you have panorama pictures or negatives? The scanner might crop off part of your panorama because it was looking for a 4x6 photo or 35mm negative.

Your scanner is probably setup to automatically crop your pictures. So if you’re finding that your scans are cut off, you might have to switch it to manual cropping.

My scanner has a “Thumbnail” option. When this option is clicked on, my scanner will automatically crop my photos.

When it’s clicked off, I will get to the Preview Screen with options to manually crop my scans.
Before You Go, Do This RIGHT NOW

What I want you to do RIGHT NOW is load just ONE slide, negative, or photo.

Make sure you pick the correct TYPE (meaning, is it a slide, negative, or photo).

Then pick your resolution.

Then hit the preview button.

Check to see if your scanner is automatically cropping your pictures, or not.

Next, I’ll show you how to use the Adjustment so you prevent your scans being too scratched, faded, and get images that look brand new.

1.) What Are You Scanning?

2.) Pick Your Resolution (DPI / PPI)

3.) Click Preview Scan

Tomorrow I’ll show you how to fix your scans so they look brand new!
How To Fix Scans So You Don’t Waste Your Time Scanning Worthless Digital Images

Let’s learn about how to fix your scans so they look brand new -- with no scratches, dust, or colour fades. These tips took me 7 years to learn. But it’ll only take you one hour.

And if you learn and use the tips I’m about to show you, you’ll avoid wasting weeks scanning and ending up with worthless scans that look worse than the original.

Let’s go!

The general rule is that a scan will have THREE issues.

The 3 Main Issues Every Scan Has

Issue #1: Noise, Dust, And Scratches

Your scanner is going to pick up EVERYTHING. Minute dust and scratches. Oils from fingerprints. Film grain. Stuff you can’t see with the naked eye.

So your first step is clean up your scan from all this debris.

Issue #2: Dull / Faded Colours

Next, you’ll need to brighten up those faded colours.

Here’s the funny thing: it’s not time that caused your pictures to fade.

It’s your SCANNER.

You see, your scanner is also going to scan the SURFACE of your picture. Just look at a negative, slide, or photo. You’ll notice the surface of that picture is usually glossy. Your scanner also picks that gloss. It’s called “colour casting”. And it’s what causes your scans to look faded.
The 3 Main Issues Every Scan Has

**Issue #3: Over / Under Exposure**

Another funny thing your scanner will do is make darks too dark, and the brights too bright.

You most likely have slides from a Christmas morning. Well, since the photo was taken in low light, the people in those images might be hiding in shadows.

Or do you have any pics on the beach? The white sand and sunlight might make the faces look washed out.

So, how do you fix this stuff? Glad you asked...

**Here Are 3 Software Programs To Solve The Three Scanning Issues And Get Beautiful Scans You’ll Be Proud To Show Your Family**

Your first step is to choose a good digital image editing program first. Once you’ve chosen your favourite application, I’ll show you how to use them, step-by-step and help you fix your scans.

Here are your options...

1.) **Digital ICE (Your Scanner’s Software Features)**

Your scanner will most likely have a built-in feature to fix your scans. Digital ICE is the most popular.

**Benefits of Digital ICE**
- It comes with your scanner’s software package
- It’s easy to use -- you only have to press a few buttons
- Because there’s only a few buttons to press, it saves time

**Drawbacks of Digital ICE**
- Sometimes dust removal also removes important detail
- Colours come out wrong (greens are purple)
- The less expensive scanner you have, the less Digital ICE options you have
- You can’t use Digital ICE on black and white negatives
- You can’t use Digital ICE on photos
Here Are 3 Software Programs To Solve The Three Scanning Issues And Get Beautiful Scans You’ll Be Proud To Show Your Family

2.) GIMP Image Editing Software

GIMP is software DESIGNED to fix digital images..

Benefits of GIMP
• Since it’s open-source software, it’s FREE
• Download GIMP here, www.gimp.org
• It’s far more powerful than Digital ICE
• It has all the same features as Photoshop

Drawbacks of GIMP
• More complicated to use than Digital ICE
• But don’t fret, I’ll show you how to use GIMP, step-by-step

3.) Photoshop

Photographers, artists -- all professionals use Photoshop to edit digital images.

Benefits of Photoshop
• Has obscure features you need to fix a scan perfectly

Drawbacks of Photoshop
• It costs a lot... Almost $1200 with all the other apps
• Too many features over complicate simple things

How To Fix Your Scans

Next, I’m going to show you how to fix your scans, step-by-step using Digital ICE.

I personally don’t use Digital ICE. When I first started my scanning company in 2004, my clients complained too much about the quality of their scans. Since then I never used Digital ICE. I use Photoshop or GIMP.

So if you’re serious about fixing your scans like a pro, I have another ebook: “3 Step Scanning With GIMP and Photoshop”.

To get those ebooks, check your email and confirm your subscription. Or email me, help@howtoscan.ca. I only send this guide to people who are serious about getting the highest quality scans possible.
Step-By-Step Guide On How To Fix A Scan Using Digital ICE

In this tutorial, you’re going to turn old scans and make them look brand new using Digital ICE.

If you learn and use what I’m about to show you, you’ll avoid wasting time trying to figure out how to use your scanner to fix your scans.

Remember the three main scanning issues I just talked about? Let’s go through each one, and I’ll show you how to use Digital ICE to fix those problems.

**Issue #1: How To Remove Dust / Scratches**

1. **Get A Preview Of Your Scans And Click On Digital ICE**
   Once you’ve loaded your slides, negative, or photos, hit the Preview Scan button.

   ![Digital ICE Interface]

   To fix dust and scratches, click Digital ICE and Dust Removal.

   To make sure your scan doesn’t look too grainy, click Grain Reduction.

   You can choose what LEVEL of dust or grain removal you would like.

   But be careful!

   You might also remove important image detail.
Issue #2: Brighten Faded Colours

2. Click Color Restoration
First, check your Preview Window and see if your scans colours are dull or faded.

Do your colours look dull or faded in the Preview Window?

Here’s how to brighten up those colours.

Simply press the Color Restoration button to enhance the colours.

Other names for Colour Restoration are..
- Digital ROC
- Scan Image Enhancer
- Colour Fix
- Auto Colour Curves
- Auto Colour Levels.

Quick tip: Every time you make a change, keep checking the Preview Window.

Make sure the colour is exactly how you like it before you hit the SCAN button.
Issue #3: Scans Are Too Bright Or Too Dark (Exposure)

3. How To Fix Exposure Levels
Just like the colour fix, check your Preview Window and see if your scans are for exposure.

Are your images too bright or too dark?

Here’s how to fix exposure.

Exposure has a lot of names.
My scanner calls this Histogram Adjustment.

Here’s some other names for Exposure Fix...

- Curves
- Exposure Levels
- Tone Adjustments
- Brightness and Contrast
- Digital DEE

Here’s how to use Exposure Fix...

If your image is too dark, move the GREY arrow toward the WHITE arrow.

Too bright? Move the GREY arrow toward the BLACK arrow.

That’s it!
Congratulations, You Can Now Hit Your SCAN Button!

Good job. I know there’s a lot of technical stuff there, so congrats for going through it.

And if you just learn to scan ONE picture, the rest will go smoothly. You’ll start getting an intuitive feel with every scan: do I need to add more colour? Is the scan too dark? You’ll start getting better with every scan.

Here’s Three Reasons Why I Don’t Use Digital ICE

Don’t get me wrong -- Digital ICE is a great program designed for the novice. It’s get quick and easy to use.

But here are three problems I run into with Digital ICE:

1. Digital ICE gets rid of dust -- but detail too!

   ![Image of a baby and an old man with Digital ICE applied](image)

   If you look closely, there’s something wrong about the eyes!

   Digital ICE “thought” that the whites of the eyes were dust specs and filled them in.

2. Grain reduction makes my scans look like a painting.

   ![Image of a family](image)

   Grain is what makes your images look SHARP. And it defines the edges.

   But if you take away too much grain, those edges go away. And now your scan looks like a painting.

3. Colours come out all all wrong.

   ![Image of a child](image)

   Sometimes Colour Fix goes too far. It over saturates one colour, and you end up with colours TOO bright.

   Or you get a colour that is totally wrong.

So what can you do? That’s next...
If You Are Not Getting The Quality Scans That You Expected, Then You Need This New Innovative Scan System

Dear friend,

If you're finding that your scan project is getting frustrating and time consuming, then I have a NEW scan training program to help... all free. Here are the details...

**What You’ll Learn In This Free Scan Productivity Training Program**

Want a proven scan system that will improve your workflow and give you expert advice on how to professionally edit your scans? Then please expect these ebooks in your email soon...

**Day 1: How To Organize Your Pictures Before Scanning**

- It's 10x more productive to organize your original photos BEFORE you scan them
- By organizing your pictures now, you will reduce inefficiencies later when you start scanning
- Learn how to safely clean your pictures before scanning them to reduce dust and debris
- Learn how to quickly remove your slides, negatives, photos from albums and carousels without damaging them

**Day 2: How To Setup Your Scanner To Save Time Loading**

- How to load slides and negatives so you don't scan them backwards
- How to load photos so when they're scanned they're in order
- Best resolution when scanning slides, negatives, photos -- no matter what size they are
- How to make sure your scans are not getting cut or cropped off

Keep reading for details about Day 2 and 3... and more free books!
Scan Productivity Training Program Cont’d

Book 3: How To Edit Your Scans Fast
- How to fix color so your scans don’t look flat and dull
- How to fix lighting so you see more details and definition
- How to remove dust and scratches
- Learn how to edit your scans using scan software, Photoshop, and GIMP (Lightroom, Elements, CorelDRAW editing tips coming soon!)

Book 4: How To Organize Your Digital Photo Files
- Don’t name your files manually... learn how to do this task using Batch Naming
- Learn how to add more information like places, dates, names, events, and other keywords using Meta Data
- Learn how to neatly organize your files so you can find your scans fast using keywords

PLUS You Get These Bonus Ebooks To Help You Even More...

Get All of This For FREE!

The value of these ebooks is $97.00. However, since you’ve signed up, you’ll get it free! So, check your email in a few days to download your free scan training program.

Thanks for signing up! Talk to you soon.

Konrad