



© ScanCanada.ca

# How To Double Your Productivity And Finish Your Scan Project Twice As Fast

A Proven System To Improve  
Your Scanning Workflow

Day 2: Scanner Setup



# How To Setup Your Scanner To Stream Line Your Scan Project And Get It Done Twice As Fast: Day Two

In Day 1, you learned how to organize your pictures. Today, in this training session, you're going to learn...

- ✓ You can't change how fast your scanner goes
- ✓ But there are ways to stream line your scanning work flow
- ✓ There are 5 actions that most people do to slow down their scanning project, and don't even know they are time wasters
- ✓ You'll learn how to eliminate those time wasting actions
- ✓ And you'll learn new habits to help you fine-tune your efficiency when scanning
- ✓ If you don't know these 5 actions that slow down scanning, you will get frustrated with your scan project
- ✓ And when you get frustrated, that's when you make more mistakes, and find ways to short-cut your scan project
- ✓ What you'll learn are NOT short-cuts
- ✓ They are systems to help you eliminate time wasting actions
- ✓ They are systems to get rid of bad scanning habits, and show you a productive way of scanning



Ready?

Wait. Before you and I begin, I want to make sure you have your scanner loaded up. It's important that you take the actions steps NOW. It's great to read the ebook. But the best way to learn is through ACTION. So follow along. These steps are easy. You'll learn some new insights. You'll learn some new habits that will dramatically improve your productivity whens scanning.

Let's go!

WELCOME TO ALBERTA

© ScanCanada.ca

## How To Load Your Photos, Slides, Negatives So You Don't Scan Them Backwards

This is a big mistake most people do when scanning: When they're done scanning they look at their digital images.... and they start noticing that some scans are backwards!

So now they have to waste MORE time opening the digital photo in an image editor. Flip the image. Save the image. Then move onto the next image that is backwards.

In this step, I'm going to show you a simple way to make sure that every scan is NOT backward. I don't want you to worry that at the end of your scanning project, you have to go back and find images to flip because they were scanned backwards.

Here's how...

### Action Step One: Loading Slides Correctly

Take a look at a slide, under a light. Flip it around, and look closely on both sides. You'll notice that one side is different than the other.

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 grooves, and will be dull.

The dull side, with the grooves, is the "emulsion" side. In Day 1, I told you about how film is "printed" using a chemical mix called emulsion.

I want you to remember to look for the emulsion side. Then place your slide with the emulsion side facing FACING YOU. In other words, the bumpy side with all the grooves will facing up.

The smooth, reflective side will be facing DOWN, toward the scanner window.

Why? Because if you always keep the emulsion side up, facing you, you will never scan your slides backwards. And you won't have to worry about double checking your digital photos and making sure they're not backwards.

So, remember... EMULSION UP.



Always have the emulsion side, up, facing you when scanning



## How To Load Your Photos, Slides, Negatives So You Don't Scan Them Backwards... Cont'd

### Action Step Two: Loading Negatives Correctly

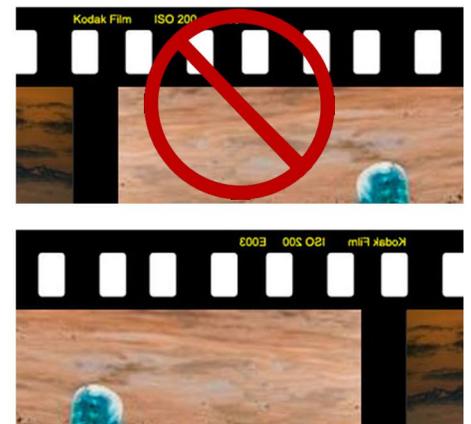
Negatives also have a shiny, smooth side. And a dull, bumpy side. Again, the dull, bumpy side is the emulsion side.

And just like slides, you will scan the emulsion side facing UP.

But negatives give you a clue so you don't have to keep looking for the emulsion side.

See the notes on the negative strip? Make sure that the writing is face DOWN when loading your scanner. In other words, when your scanner is loaded, you will see the writing backwards.

Load your negative so that the writing on the negative strip is wrong. This way you'll never get scans that are backwards.



Make sure to put your negative face DOWN when scanning

### Action Step Three: Loading Photos So They Go In Order

Photos are pretty easy not to mess up. Just make sure to place them face down. But most people make the mistake of putting the photo in the top left corner. If you do, your order will be wrong.

That's because your scanner starts from the top right, then moves to the top left, then bottom right, then bottom left.

Also, watch for your scanner's guides. You don't want to go past the gutter. If you place your photos past the gutter, the scan will be cut off.



Load your photos starting from the top right.



## Change This Scanner Setting So You're Not Saving Your Scans At Low Quality JPEGs

If you learn this technique I'm about to show you, you'll avoid getting LOW quality JPEGs. I'm not talking about resolution or DPI.

I'm talking about a default setting that comes with your scanner. What I'm talking about is "JPEG Compression".

Back in the 90s, JPEG images took forever to load up over the internet. To make the JPEG load faster, you could "compress" the JPEG to a smaller file size.

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

But one problem...

Smaller file size is great for loading times. But lousy for quality. More compression means LESS detail.

Now, here's the thing: your scanner will also compress your scans when saving them as JPEG images.

Why? Because... marketing.

When the scanner finishes your scan, it takes shorter time to load up a smaller JPEG than larger one. And when the marketing on the box says, "20 second scans", they are technically not lying.

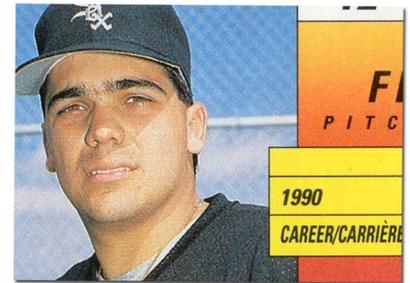
But, I rather have higher quality images than faster scans.

So, how do you change your scanner's JPEG compression so you're not getting low quality JPEGs?

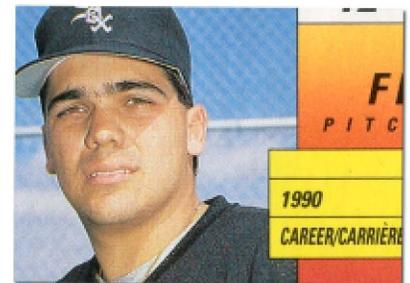
That's next...

### JPEG Compression Levels:

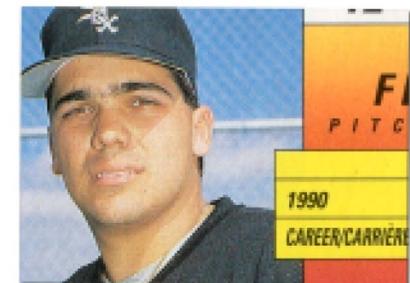
A scan of one of my baseball cards. Here's the same scan, saved at different JPEG compression levels (zoomed in):



Low Compression / Highest Quality JPEG (8 MB)



Mid Compression / Good Quality JPEG (2 MB)



High Compression / Lowest Quality JPEG (500 KB)



# Change This Scanner Setting So You're Not Saving Your Scans At Low Quality JPEGs... Cont'd

## Action Step One:

Boot up your scanner, and look for the "File Saving Setting".

I'm going to use Epson software. But you can follow along, too. These settings are universal when it comes to digital images.

But if you can't find this option box, then do a Help Search for "save setting" or "jpeg compression".

NOTE: if you have an all-in-one scanner (printer / scanner / copier combo) you won't have this option... sorry.

## Action Step Two:

: Once you've found your file saving options or JPEG options, look for "Compression Level".

Here's what mine default setting looks like...

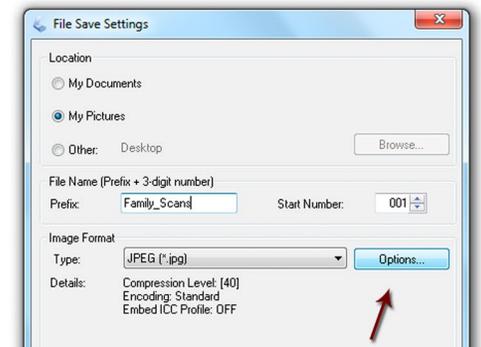
## Action Step Three:

Move the slider to HIGH QUALITY. Or, in other words, LOW COMPRESSION. Remember, you don't want to compress your JPEGs at all.

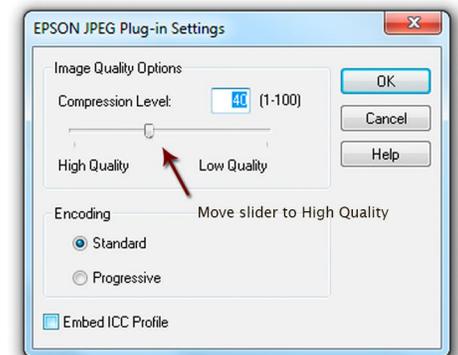
Once you set this up, you don't have to worry about it anymore (unless you reinstall your scanner software).



Step1: Find "File Saving Settings"



Step2: In "File Save Settings", find JPEG Options



Step3: Set your Compression Level to High Quality  
· by default your scanner might set it at Mid Quality  
· remember, HIGH compression = LOW quality  
· you only have to change this setting once  
· if you can't find this stuff, check your help for "compression" or "JPEG options"



# What Are You Scanning?

Remember in Day 1, I asked you to group your pictures into slides, negatives, photos? Well if you have, then you will get the most leverage out of this step.

What I mean is, the first thing your scanner will want to know is what are you scanning? Slides? Negatives? Photos?

Every scanner calls these different names. So below is a cheat sheet to help you with all the technical names you'll see...

- Slides: also called positives transparencies, positive film
- Negatives: also called negative transparencies, negative film
- Photos: also called reflective print, gloss print, documents

So, here's where the “magic” happens. If you DID NOT organize your pictures by slides, negative, photos... you would have to go back and adjust your scanner EVERY TIME you changed format.

In other words, if you scan a few slides, then some photos, then back to slides, you'll waste time adjusting your scanner everytime you make a change.

But since you're organized, all you have to do is adjust this setting ONCE. And forget about it until you move onto the next format (slide, negative, or photo).

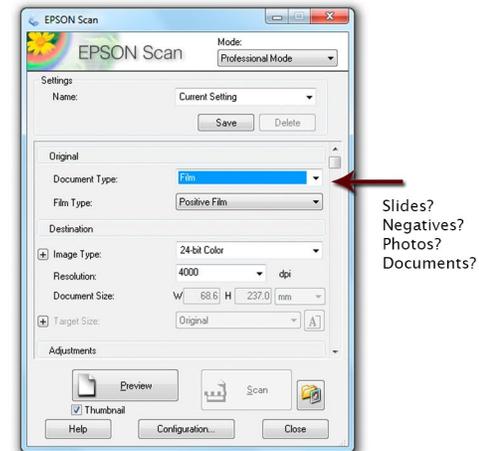
It doesn't seem like a big deal. But if you're scanning hundreds or thousands, taking the time to readjust your scanner, reset the settings, adds up. You'll find that you're spending MORE time adjusting your scanner than actually scanning.

## Action Step: Pick Your Format

Format is just another way of saying slides, negatives, or photos. Or, some scanners call it “type”. Your scan software will give you an option to pick your format. It's usually the very first option to pick.

See my example on the right.

What Are You Scanning?



Slides:



Also called: positive transparencies, positive film

Negatives:



Also called: negative transparencies, negative film

Photos:



Also called: reflective print, gloss print, documents



# A Fast Way To Pick Your Resolution No Matter What Size Or Format You're Scanning

The next thing your scanner will want to know is, what resolution do you want to scan your slides, negatives, photos?

So, what's the best DPI? Well, that depends. For example, a 35mm slide will need a different resolution than say a 75mm slide. A 2x3 photo will need a different resolution than a 4x6 photo.

To make things easy, I've included a "DPI Cheat Sheet" as a supplement. Use it every time you're not sure what DPI you should use... or what size you are scanning.

Now, remember in Day 1 I told to group your slides, negatives, and photos by their physical size? Now you see why. If you're scanning, say, 35mm to 75mm back to 35mm... or 2x3 to 4x6 back to 2x3... you'll have to go back and re-set the DPI. Every time you run into a different size picture, you're wasting time re-adjusting your DPI settings.

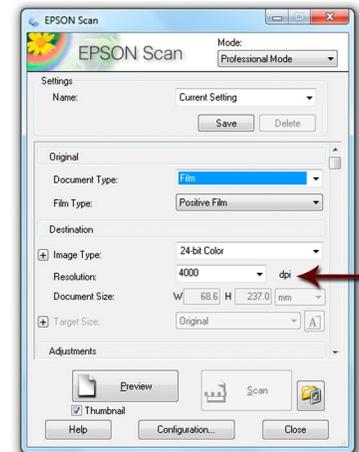
That's why it's important to group your pictures by physical size. You won't be wasting time adjusting the DPI and output size every time you run into a different sized picture. Here are your action steps...

**Action Step One:** Open up the DPI Cheat Sheet to help you determine the best resolution depending on what size and format you're scanning.

**Action Step Two:** In your scan software, pick the appropriate DPI for the size and format that you're scanning. For example, 35mm slide, use 6400 DPI.

**Action Step Three:** You're going to scan one batch at a time. For example, finish scanning all your 35mm slides before moving onto 75mm slides. When you're done scanning one batch. Go back to the DPI Cheat Sheet, and pick the best DPI for the next size.

Don't jump around from different size to different size. Setup your scanner DPI once. Finish that size. Setup your scanner for the next size. This little action will save you time re-adjusting your DPI every time you run into a different size format.



Pick your resolution in DPIs or PPIs



© ScanCanada.ca

# How To Make Sure Your Scans Are Not Cropped

To avoid your scanner chopping off parts of your digital image, here's what you need to know....

In most cases, your scanner will automatically crop your pictures. This is great because it automatically finds the edges of your pictures.

But there's a draw back....

It's not always perfect. Especially if you have slides or negatives bigger than 35mm.

You see, what's happening is, your scanner's default is to look for 35mm film. Or 4x6 photos. Any other size, it MIGHT get it right. But in most cases, your scans might get cut off.

But there is a fix. Instead of using auto crop, you'll need to switch to manual crop. Here's how...

**Action Step One:** Do A Preview Scan. If you're scanning film or photos other than 35mm or 4x6, double check the Preview Scan that nothing is getting cut off.

**Action Step Two:** If the Preview Scans shows our images are getting cropped, then you'll have to switch to manual cropping. To do this, find the "Thumbnail" option.

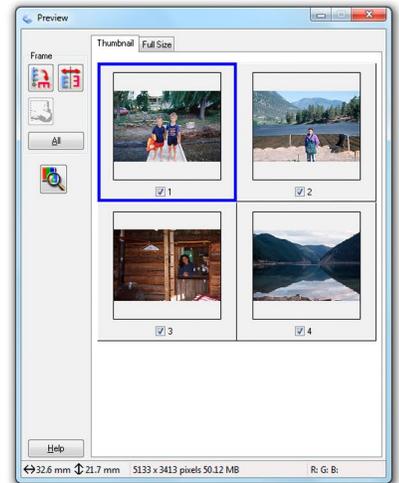
And click that OFF.

You may use a different scanner. But that's ok. If you can't find a "Thumbnail" option, do a search for "crop" or "marquee".

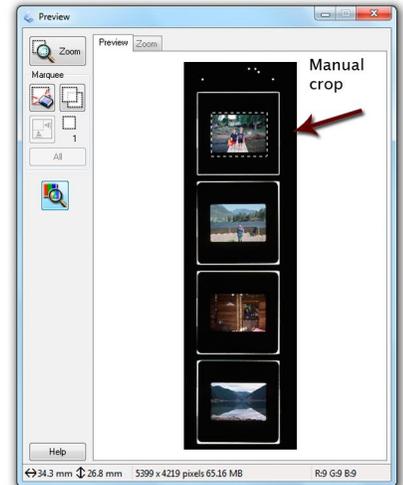
**Action Step Three:** Use the "Marquee" tool to draw a border around your image. This will crop your image correctly.

Next you'll learn a smart way to name your scans...

Your scanner will crop your images for you.



If your scanner is cutting off your scans too much, you need to setup your scanner for "manual" crop.



How To Get Manual Crop?



Click Thumbnail off to get manual crop options.



# File Naming Strategy So Your Images Are Neatly Organized And Easy To Find

Here's the fastest and easiest way to name your files: I always use this naming system....

DATE\_KEYWORD\_NUMBER

For example...

1950\_CALGARY\_001

I also like using all capitals. They are easy to read and see when you're looking at your files.

But! This only works if you organized your pictures from oldest to newest.

Remember in Day 1 how I asked you to go through your slides, negatives, photos, and stack them from oldest to newest? THIS is why.

Now, I know that its not always possible to know the dates of each picture. And it's not easy to stack all your pictures from oldest to newest.

But give it an attempt. Even if you don't know the dates, at least you'll know that your scans are ordered in some sort of neat fashion.

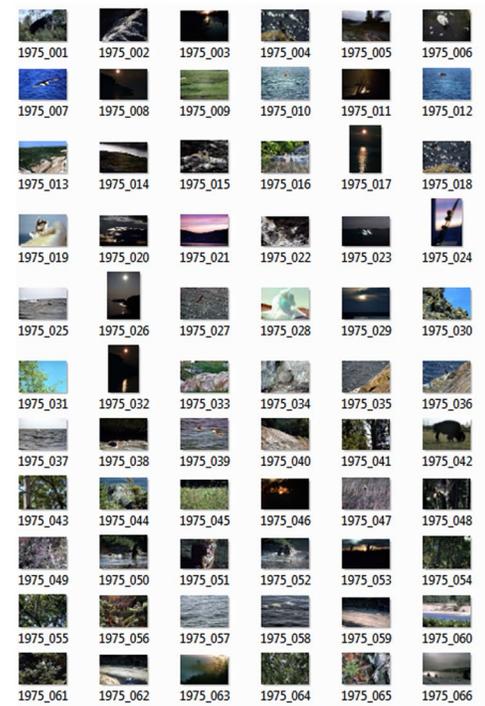
For example, if I don't know the date, I use the following naming strategy...

IMG\_KEYWORD\_001

For example...

IMG\_CALGARY\_001, IMG\_CALGARY\_002, etc.

When using this system of oldest to newest, I know that all my digital images are at least organized in some way. I know that the lower numbered images are the oldest.





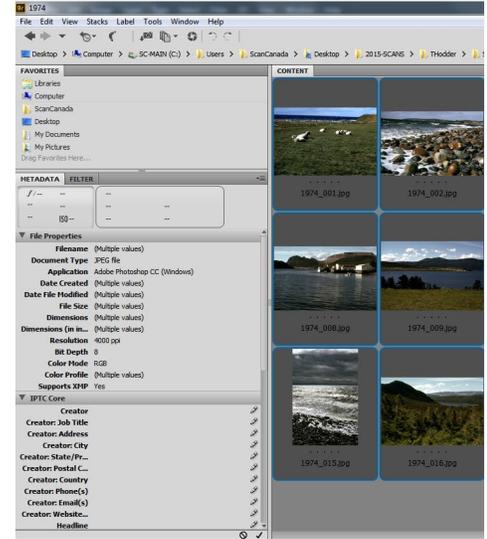
# File Naming Strategy So Your Images Are Neatly Organized And Easy To Find... Cont'd

Even using a very simple, very generic system like, "IMG\_001.JPG" works. Again, I know that the lower numbers are the older images, even though I may not know the actual date or any specific keywords.

Here's another reason I use this system. Later in the training, you'll learn how to manage your files using software. You'll learn how to add meta data to every file (places, names, dates, events). And you'll learn how to do it all in batches (not manually). Meaning, you can change hundreds of file names all at once.

That's why it's important to keep the filing system as simple as possible. Start with date, keyword (if you want), then the sequence number. Then later in image editing software, you can add more details in batches.

If you sit there trying to think of places, names, events for EACH scan, it's going to take forever. It's better to scan from oldest to newest. Keep it simple for now. Then add more details using file management software that allows you to do this task in batches.



You can use file management software to add more details to your scans, in batches

So, let's sum up everything in 3 actions steps...

**Action Step One:** Use this file naming system: DATE\_KEYWORD\_001. Or, keep it even simpler, DATE\_001. If you don't know the actual date, use IMG. But remember, start from oldest to newest. That way you know that IMG\_001.jpg is older than IMG\_433.jpg.

**Action Step Two:** Use file management software to add in other important detail. Such as meta data (names, places, author name, copy write, events). Later in the course, you'll learn the exact steps on how to do this using free and paid file management software.

**Action Step Three:** What about negatives? Using this strategy is a bit more tricky with negatives. But if you look at a negative strip, the very first one, you'll see a roll number.

Instead of DATE or IMG, use the roll number. For example 09040\_001. If you can't find a roll number, use ROLL1\_001.



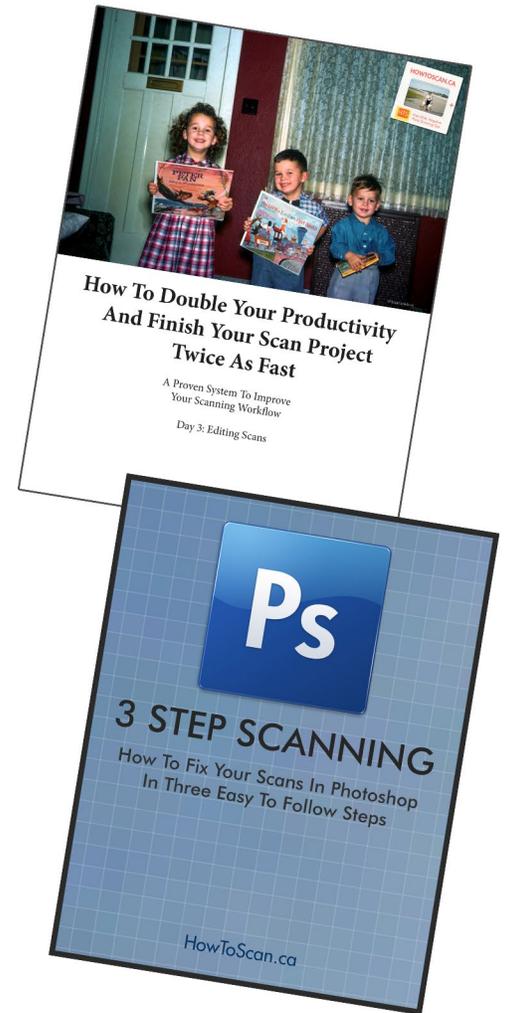
For negatives, try to find the "Roll" number. Use that as away to identify your scans



## Coming Up Next In... Scan Productivity Training Day 3

Here's what you'll learn in Day 3...

- ✓ How to use scan software to fix colours so your scans don't look flat and dull
- ✓ How to use scan software fix lighting so that details aren't hidden and shadows, or the image isn't way too brightness
- ✓ A fast way to remove dust and scratches using your scan software
- ✓ Bonus Ebook: If scan software isn't giving you the quality you expected, then try my "3 Step Scanning with Photoshop and GIMP" supplemental ebooks
- ✓ Bonus Ebook #2: You will also get "3 Step Scanning With Lightroom, Elements, And CorelDRAW" in the new year



# If You Want Higher Quality Scans And Improve Your Productivity So You're Not Wasting Your Free Time Scanning All Day, Then This Advanced Training Is Designed For You...

Here's what you'll discover in this advanced scanning training program...

- Insights showing you how to improve your scanning workflow
- If you implement these insights, you will improve your productivity
- You won't spend all day scanning and editing because these strategies are designed to cut scanning time by 50%
- Discover how to use Lightroom, Elements, Photoshop, GIMP, or CorelDRAW to quickly fix your scans and improve how the scans look
- Get scans that look 10 to 100 better quality than if you used any other method
- The training program is broken down into 3 parts
- Each part will show you, step-by-step, what to do, where to start, what to click, what to open, and how to use what you've learned so you see results in real time
- The program is designed so you jump in right away, no fluff, no wasting time
- Use the scan training program along side with you when you scan
- You don't have to be a pro at scanning... and you don't have to buy the most expensive software
- That's why you also get GIMP – it's a free image editing software that does what Photoshop can do
- The training program is designed by somebody who has been scanning almost every day for 12 years
- My scan training works – I've helped thousands of people with their scan project since 2005
- And I charge \$2.50 per scan – that's how valuable this scan training program is
- It's not technical and you don't have to be a professional graphic designer to understand what's going on
- The training program is specifically designed to fix slide, negative, photo scans – and the problems that come along with scanning those formats
- There is no other program like it that shows you how to fix scans using Lightroom, Elements, Photoshop, GIMP, or CorelDRAW

So if you want to learn how to get higher quality scans... and improve your productivity so you're not wasting time scanning all day... click this link below...

[Click Here To Download Advanced Scan Training](#)

Konrad  
March 28, 2017  
Brantford ON Canada



Canada

AP Associated Press



Email Me Anytime...  
help@howtoscan.ca