

CIT Lab How-To: Use the Nikon Slide Scanner on the PC

Converting your existing slides to digital images is a simple procedure with the Nikon slide scanner and Photoshop. Follow these instructions to convert your analog 35mm slides into a digital image collection, which you can place in PowerPoint presentations, archive to CD-ROM, email to colleagues, and place on the Web, among other tasks and uses.

To scan a 35mm slide:

1. Before you begin, be sure the slide scanner is turned on. The power button is at the bottom left corner on the front of the scanner. You do not need to restart the computer if the scanner was not powered on.
2. Place the slide into the scanner as shown in **Figure 1**. DO NOT FORCE IT into the scanner. Gently place it into the scanner to the point where it will not go in any further.
3. Launch **Adobe PhotoShop** from the applications folder.
4. In the **File** menu, go to **Import**, then select **Nikon Scan 3.0**.

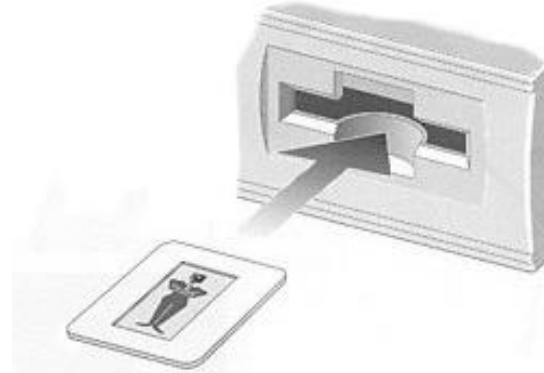


Figure 1 : Insert the 35mm slide longitudinally.

5. The Nikon Scan window should appear, as shown in **Figure 2**. The scanning process is as simple as A,B,C. First, click the Preview button as diagrammed just below the letter **A** in **Figure 2**. Next, select (click and drag) the region you wish to scan in area **B**. To select the entire slide, double-click the image. Once the desired region is selected, click the Scan button (**C**); now close the Nikon Scan window.
6. The image should now appear in Photoshop, which you may use to edit the image further. Choose **Rotate Canvas** from the **Image** menu if you need to rotate or flip the image. Once you are ready to save the image, go to the **File** menu and click on **Save As...**

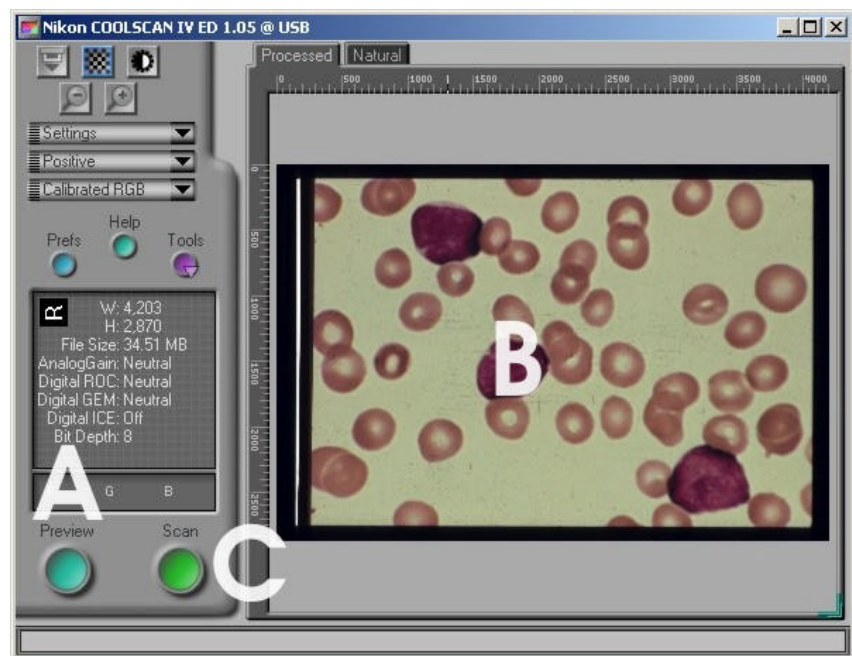


Figure 2: Click Preview (A), select the desired region (B), then click Scan (C)

7. You will need to specify where to save the file, the name of the file, and the file format. For the location of the file, choose the **D:** drive and create a folder with your name on the D: hard drive if it is not already present. Please do NOT store any files on the **C:** drive. The name of the file is your choice, but be sure that the file extension (e.g. ".jpg") is included at the end of the file name, especially if you wish to use these images on a Mac. The list of file format options may seem a bit extensive, but the safest choices are **PSD**, **JPEG**, **PNG**, and **TIFF**. PSD is the choice if you edit the image using PhotoShop and wish to alter those edits later using PhotoShop. If disk space is a premium, choose JPEG. If you don't mind larger file sizes, PNG or TIFF images will give you slightly improved quality and will not degrade each time you edit and save the file. Once you have finished scanning all of your slides, be sure to transfer them from the PC to a 250 MB Zip disk or to a CD-R/RW, which you can create using Roxio Easy CD Creator 5. For more information on the latter, see the PC CD-Burning How-To.