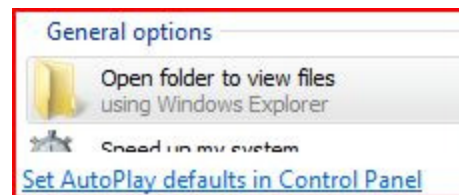


## Using the Epson Scanner on Windows 7 to Scan 35 mm Slides with image files on a Flash Drive

The model 4490 scanner is connected to PC 11. Open the scanner lid and look for the white backing plate which is located on the underside of the lid. The plate must be removed to scan positive or negative film. Locate the handle which is at the top of the lid and pull it up until the four ears slide out of the four slots.

The scanned images may be placed in a folder on the desktop. However, for a large number of slides it is preferable to save them on a flash drive.

To save onto a flash drive, carefully push the unit into a USB port. There are two USB ports near the bottom of the tower. The “Adobe Photoshop 6.0” window may appear; close it by clicking on the white “X” which is located at the upper right corner of the window. The AutoPlay menu will appear; notice that the computer has given the name “Removable Disk (I:)” to the flash drive. Look near the bottom of the AutoPlay menu for “Open folder to view files using Windows Explorer” and click on that line.



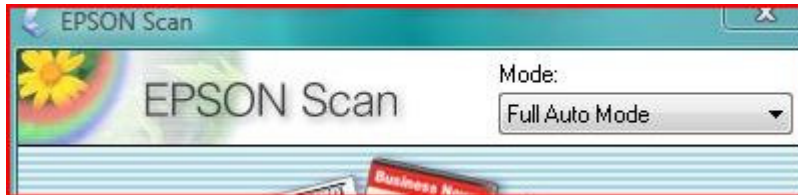
The “Removable Disk (I:)” window will open; slide the mouse pointer onto the white area which is on the right side of the window and right click. On the new menu, slide the pointer onto the word “New”. Another menu will appear; slide the pointer onto the word “Folder” and then left click. A folder named “New Folder” will appear; type the name “Old Slides” using the keyboard and then press the Enter key on the keyboard. Minimize the “Removable Disk (I:)” window using the white dash which is at the top right of that window.

The slide holder has four 2x2 holes; place it on the glass with the tab labeled C on the left side of the scanner frame. Place the slides in the holder with the sky toward the hinge of the lid; the slide number should be down. Close the lid.

Locate the EPSON Scan icon on the desktop and double click it. Look at



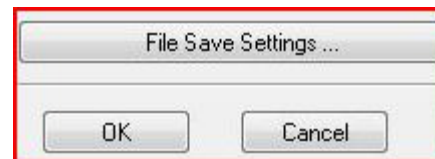
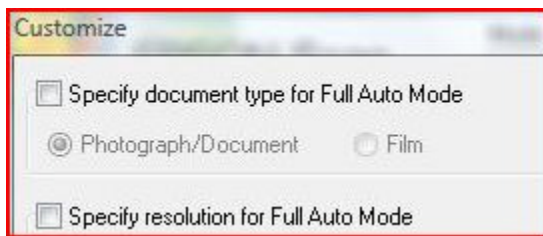
the upper right corner of the EPSON Scan window to see if the scanner is in the Full Auto Mode\*. If that mode is selected, click on the Customize button\*\* which is on the left near the bottom of the window.



On the Customize window, click to remove the check marks

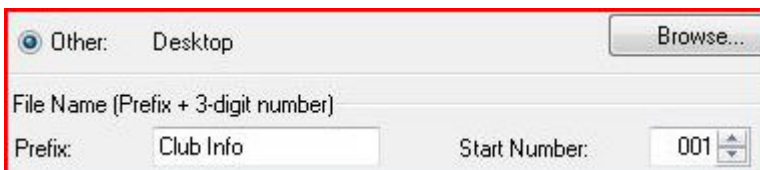


from the two boxes on the top left if they are present and then



click on the File Save Settings button which is near the bottom

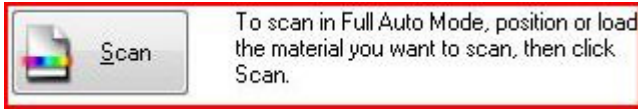
of the window. On the File Save Settings window, look for a dot in the circle which is labeled



Other. If the dot is not in the circle, click the circle to place the dot in it.

Click on the Browse button, click on Computer and then click on "Removable Disk (I:)". Find "Old Slides" and click on those words; at the bottom of the window click on OK. Also look at the Prefix and the

Start number boxes; the entries in those boxes (they may be changed by you) will be combined to name the first image file which is produced by the scanner. The Start number will be increased by one for each new image file. Next, look for the Type box; it should contain the characters “JPEG (\*.jpg)”. Click OK at the bottom of the two open windows and



then click Scan on the Epson Scan window.

While the scanning is being done, a window on the screen displays the operation which is currently in progress. When the slides have been scanned, the Old Slides folder will be displayed on the screen. Double click on one of the image file icons to display that image in the Windows Photo Viewer or the Picasa Image Viewer. The controls at the bottom of the window may be used to view each of the images. Click on the white letter “X” at the upper right to close the viewer. Minimize the Old Slides folder; use the minus sign at the top right of the window.

Place a new set of slides in the holder and double click on the Epson Scan icon which is on the desktop. Skip Customize and File Save Settings but click the Scan button which is on the Epson Scan window. Repeat the instructions in this paragraph until all the slides have been scanned.

Always check to be certain that the images are on the flash drive . The Old Slides folder appears in a folder on the task bar at the bottom left of the screen; click on the folder to open it; then click on the “Old Slides” icon. Double click on an image icon and it will be displayed in the Windows Photo Viewer or in the Picasa Image Viewer. Slide the pointer to the bottom of the image and click the plus sign to zoom in.

Please close any open windows, remove the slides from the scanner and leave the scanner power on. Remove the flash drive from the USB port properly (ask the lab monitor to help with this procedure).

The same folder or a new folder may be used when the next scanning session is initiated. Insert the flash drive into a USB port; the “Adobe Photoshop 6.0” window may appear; close it by clicking on the white “X” which is located at the upper right corner of the window. The

AutoPlay menu will appear ; notice that the computer has given the name “Removable Disk (I:)” to the flash drive. Close the AutoPlay window.

Double click the Epson Scan icon on the desktop. Click Customize and then click File Save Settings; on the File Save Settings window, check the dot which is left of the word Other and if it is not present, click the small circle to place a dot in it. Click the Browse button, Computer and then click “Removable Disk (I:)”. Find “Old Slides ” and click the words; click OK at the bottom of the window. “Old Slides ” should now be seen to the right of the word “Other” on the File Save Settings window. Click OK at the bottom of the Customize and the File Save Settings windows. To begin the scan, click Scan on the Epson Scan window and then proceed as indicated earlier on page 3.

\* If it is not in the Full Auto Mode, click on the V which is right of the Mode box and then click on the words “Full Auto Mode” on the drop down menu.

\*\* If the Customize button does not appear on the Epson Scan window, click the Close button which is located at the bottom of the window and start again.

G.Hans     January 2011 (revision)