

## Using the Nikon Scanner and a Mac

**Note:** Using these directions will allow you to scan your slides and save them into a folder on the desktop. The folder and its contents may then be written (burned) onto a CD.

1. Be sure the switch box which is left of the scanner is set to B ( Mac ) and the scanner is on. Look for the green light at the upper left corner of the scanner.
2. Look for the word "Finder" in the upper left corner of the screen; click on the word "File" which is next on the top line. On the drop-down menu, click on the words "New Folder". An untitled folder appears on the desktop; type a name for the folder on the keyboard and then press the Return key. The pictures will be stored in this folder prior to burning them to a CD.

### To scan slides:

3. Double click on the "Nikon Scan 4" icon to open the scanning software.
4. The scanner is set to use Width (W) of 4203 pixels and Height (H) of 2870 pixels; these are the Factory Defaults and the result is high resolution (2900 dpi). Digital ICE is off.
5. The 35mm slides are wider than they are tall. If the sky is next to the wide side of the slide, the picture is referred to as the landscape position. Put the slide into the scanner slot with the sky or the subject's head to the right. The Kodachrome label should be facing down and the slide number should be facing up. If the pictures are in the portrait position (they are tall with the sky at the top), put the slide into the scanner slot with the sky toward the rear of the scanner.
6. Generally it is a good idea to "preview your slide" by clicking on "Preview" (i.e. the blue button at the bottom left on the screen). After a few seconds you will see the image of your slide. This is the time to "crop your picture" using the mouse; however, it is not necessary to crop at all. If there are no dashed lines on the preview image, move the pointer to the upper left on the image (it changes to a plus sign) and press the left button; hold the button down and drag the plus sign to the lower right on the image. Then release the button; a rectangle of dashes should now surround the portion of the image that will be scanned. The sides of the rectangle may be adjusted by dragging them new positions.
7. To the left you will notice the image size that will look like W: 1750 and H: 1130. This will change as you crop the image. If the image is not cropped, the file size will be around 5 - 6 MB.
8. The next step is to click "Scan" (i.e. the green button next to the Preview button). The "Save: NikonScan" window will open. Type a name for the image file in the "Save As" box; the name must end in ".jpg". The File Type box should contain "JPEG File" and the File Quality box should contain "Excellent Quality". Click "Save" at the bottom right of the window. The scan will take about 60 seconds and the image file named "\_\_\_\_\_.jpg" will be placed

on the desktop. The blank will be filled with the name that was typed above. Remove the slide using the small button which is near the slot on the right.

9. Preview and scan 5 – 10 slides using steps 5, 6, 7 and 8 and type a different name for each of the image files.
10. Click the red dot which is located at the top left of the Nikon COOLSCAN window to move it out of the way. Drag and drop each image file on the desktop into the folder which was created in step 2 of this procedure.
11. Preview and scan additional groups of slides using the same procedure. Each group of files must be moved into the folder which was created earlier.

Be sure to remove the last slide from the scanner when you finish the session. Close all open windows on the Desktop. Please replace the dust cover and leave the scanner power on.

### **To write (burn) the folder and the scanned images onto a CD.**

12. Close the Nikon COOLSCAN window by clicking on the red dot at the upper left.
13. The Toast Titanium icon is on the dock at the bottom of the screen; it looks like a toaster. Double click the icon. Find the left panel and click on “Mac Only” or “Mac & PC” to make the disc according to how it will be used. Drag the Toast window to the left until the image folder is visible.
14. Drag and drop the image folder/s onto the white area at the right side of the window.
15. Click the large red button at the lower right and click “Advanced” on the next window. A dot should be in the circle which is left of the word “Write Session” and if it is not there, click on the circle. Then click on the Record button which is at the lower right.
16. Insert a CD (label toward the front of the monitor) in the slot which is on the right side of the monitor. Wait 30 seconds.
17. Click on “Verify” and when the “disc ready” message appears, click on “Eject”. This CD may be used for several sessions of scanning during which several hundred images may be written on it.
18. Another good procedure is to make a back-up copy of the image folder/s and this may be done on a flash drive.

### **Check the CD and the flash drive to make sure that the image folder/s are saved on them**

19. Close the Toast window by clicking on the red dot which is at the top left.

20. Insert the CD into the slot (label forward) which is on the right side of the monitor. Wait about 30 seconds until session icons which look like CD's appear on the screen. There will be an icon for each session saved on the disc.
21. Look for "Finder" at the upper left of the screen and find "Go" which is to the right of it.
22. Click "Go" and then click "Computer" on the drop-down menu.
23. Click "View" at the top and then click "as Columns" on the drop-down menu.
24. Each session is listed by name next to an icon in the form of a CD. Click on the session which is to be checked. The image file names appear in column two. Click on a file name; a preview and some data appear in column three. Check one or more image files to verify that the images were saved on the CD.
25. Close the Computer window with a click on the red dot which is at the upper left.
26. Double click a session icon on the screen; another window opens. Find "Eject" on the top near the center of the window and click it.
27. Click on "Eject All" which is at the bottom of the next window. Take hold of the CD as it is ejected to prevent a fall onto the equipment which is below it.

**Very important: When you get home insert the CD into your computer and look at the images to be sure that your computer can display the pictures. If all is okay, when you return to the Computer Lab, delete your image folder.**