

Using the Nikon Scanner and a PC

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 A (PC) and the scanner is on. Look for the green light at the upper left corner of the scanner.
2. Right click to create a new folder on the desktop and name it. 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” icon to open the scanning software.
4. Click on Settings at the top left of the Nikon window. Choose one of the following:
 - a. Select 1600 x 1200 Digital ICE OFF which is a faster process. The image size and number of pixels are more than adequate for most people. This setting is recommended.
 - b. Select 1600 x 1200 Digital ICE ON. ICE is a computer image cleaning process that removes spots and blemishes. This may be useful if your slides are old.
 - c. Selecting Reset to Factory Defaults will provide a much larger image than most people need or require.

**PLEASE CHECK EACH SLIDE FOR DUST BEFORE INSERTING IT INTO THE SCANNER.
PLEASE USE THE AIR BRUSH EVEN IF IT DOES LOOK CLEAN**

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” especially to cut out any dark borders which are displayed however, it is not necessary to crop at all. Use the mouse to select the picture area that you wish to scan. Place the mouse pointer on one of the dashed lines which surround the picture; the pointer will change to a double-headed arrow. Depress the left

button and keeping it depressed, drag the line to the desired position and then release the button. Follow the same procedure to move the other three lines in order to define the portion of the picture which will be scanned.

7. To the left you will notice the image size that will look like W:1900 H:1240. This will change as you crop the image. If the image is cropped to 1600 by 1200 or smaller the file size will be around 500 – 600KB. The preview image may be a little out of focus.
8. The next step is to click “Scan” (i.e. the green button next to the Preview button). The “File Saving Options” window will open. “Prefix” and “Suffix” boxes should be empty and the “Number of Digits” should be two. Type the number one into the “Starting Index” box. The “File Format” should be JPEG and the “Compression Level” should be “High Quality”. Click OK at the bottom of the window. The scan will take about 60 seconds and the image file named 01.jpg will be placed on the desktop.
9. Preview and scan 5 – 10 slides using steps 5, 6, 7 and 8. Click OK on the “File Saving Options” window each time that it opens.
10. Click the minus sign which is located at the top right of the Nikon Scan windows to move them 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. Place a blank CD-R disc in the CD-RW burner drive and close the drawer.

A window will open which has the title “CD Drive(H:)”. Click on “Open writable CD folder using Windows Explorer” and then click “OK” at the bottom of the window.

Another window opens which has the same title. Move this window so that the image folder is visible on the screen. Drag and drop the image folder onto the white area of the “CD Drive (H:)” window. The “Confirm Stream Loss” window opens. Click on the small box at the lower left and then click on “Yes”.

The image folder icon now appears on the “CD Drive (H:)” window. Look in the left panel under “CD Writing Tasks” and click on “Write these files to CD”. The “CD Writing Wizard” opens and the CD may be given a name using the keyboard. Click “Next” to start burning the image folder and its contents on the CD.

When the burning operation is complete, the drawer opens and the CD may be removed. Click “Finish” on the “CD Writing Wizard” window. It is a good procedure to also write the

images on a flash drive and to check both the flash drive and the CD to be certain that the images are present.

Important: If you are using a CD-R that already has images on it, a window named “_____ (H:)” will open. The blank will contain the name of the disk which was typed when the images were burned on it. Click on “Open folder to view files using Windows Explorer” and then click “OK”. Drag and drop the image folder onto the next window and follow the steps in paragraphs 3 and 4 in section 12 above. Note that the CD may be used many times to store several hundred images.

Please replace the dust cover and leave the power on.

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