

Creating TIFFs and JPEGs from Slides and Negatives

Purpose: to create a 2400 dpi archival TIFF image using the Nikon Super Coolscan 4000, then compress to 450 dpi presentation JPEG image.

Make sure the slide scanner is on before turning on the computer.

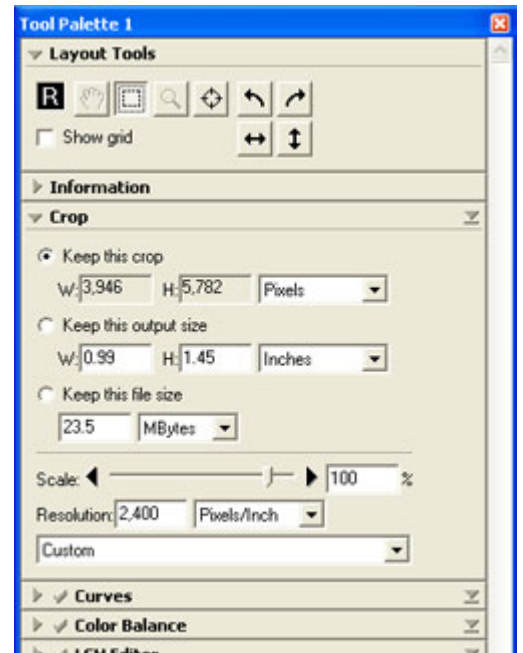


Scanning slides

1. Make sure slide scanner adapter is inserted properly
2. Place the slide in the slide scanner adapter face-up, lengthwise ("portrait" orientation).
3. Open Adobe Photoshop and select **File > Import > Nikon Scan 3.1**



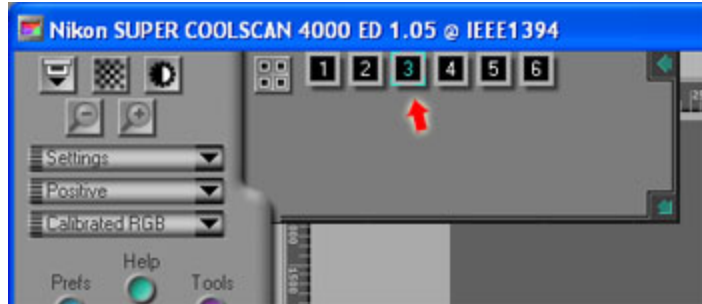
4. On the main controller pad, "Positive" should be selected.
5. Click on the "Preview" button for a preview.
6. Click the purple **Tools** button and open the **Tool Palette**
 - o If the edges of the image are cut off by the margins of the scan area, click one of the rotation arrows under "Layout Tools"
 - o Under "Crop," make sure Scale is set to 100%. Resolution should be 2,400 Pixels/Inch.
7. Click the **Scan** button. Close progress window and Scanner software to proceed.



Scanning negatives

1. Make sure negative scanner adapter is inserted properly
2. Insert film strip, emulsion side down, into adapter. Two to six frames of 35mm film can be inserted into adapter. Once the film has been inserted the adapter's feed mechanism will be activated and the film will be loaded automatically.
3. Open Adobe Photoshop and select **File > Import > Nikon Scan 3.1**
4. On the main controlled pad, select "Neg (Color)" or "Neg (Mono)" (or "Positive" for positive film strips).





5. Click the **thumbnail drawer** tab to open the thumbnail drawer. Choose the frame to be scanned from the thumbnail drawer.
6. Click on the "Preview" button to get a preliminary view
7. Click the purple **Tools** button and open the **Tool Palette**
 - o Under "Crop," make sure Scale is set to 100%. Resolution should be 2,400 Pixels/Inch.
 - o If the margins of the scan do not properly frame the image, under "Scanner Extras" adjust **Strip Film Offset** and click **Preview** again
8. Click the **Scan** button.
9. Eject the film strip using the "Eject Film" button.

Save as a TIFF File

1. If image is rotated sideways, select **Image > Rotate Canvas > 90° CCW or CW**
2. Select **File > Save As ...** to save the image as a TIFF file
3. Use the accession number, call number, or other identifying string to name the file. Detailed guidelines for naming files for specific projects can be found at <http://digital-library.csun.edu/workflow.html#naming>
4. Select "IBMPC" Byte order, with no compression.

Convert to JPEG:

Instructions for converting TIFF images to JPEG format are at http://digital-library.csun.edu/jpeg_resize.html