

HOW TO SCAN SLIDES (Epson 2400)

1. Open up the scanner. Remove the white inner cover, if it is there, by pulling it up and out of the scanner's lid.
2. Take the slide holder (a black plastic piece found next to the scanner) and put it down on the glass face of the scanner's bed so that the red arrow fits into the far right end of the flatbed's scanning surface.
3. Take the slide you want to scan and place it on the flatbed so it fits into the cut-out of slide holder #1. The slide should be face-down.
4. Shut the lid of the scanner, making sure you don't move the slide out of place as you do so.
5. Open up "Adobe Photoshop". The icon is located on the bottom of the screen on the "DOCK"
6. Go up to FILE→IMPORT→EPSON PERFECTION 2400
7. A new window will now appear. Make sure that the settings window is set to "Slide" (as seen below, if it isn't click on the up/down arrow and select it)



8. Once that is set. Just press the "Preview" button on the bottom of the screen. (THE PRINTER MAY NEED TO WARM UP)

9. Once the preview is done, a new window will open up and you will see an image like

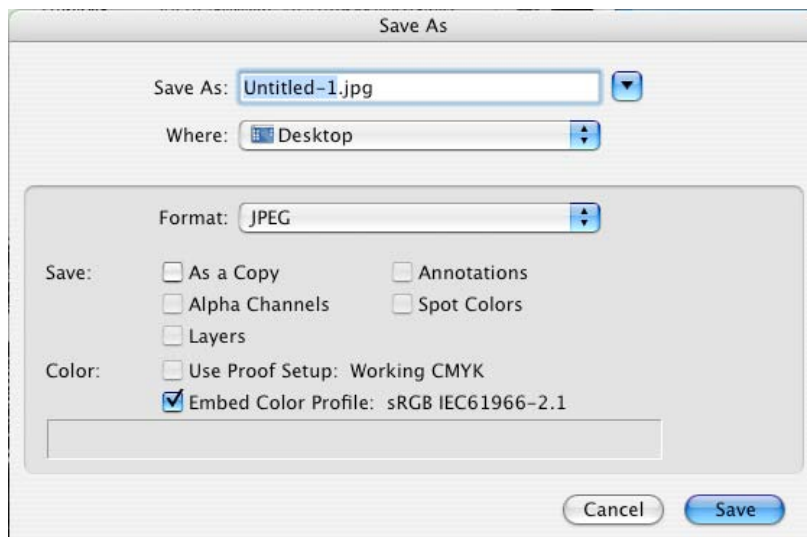


this: However you will need to create the dotted lines around the area of the image you want scanned. To create those dotted lines simply take your cursor to the top left hand corner, click, hold down and drag it to the bottom right hand corner of the slide.

10. Once the preview looks like the above picture hit the “Scan” button.

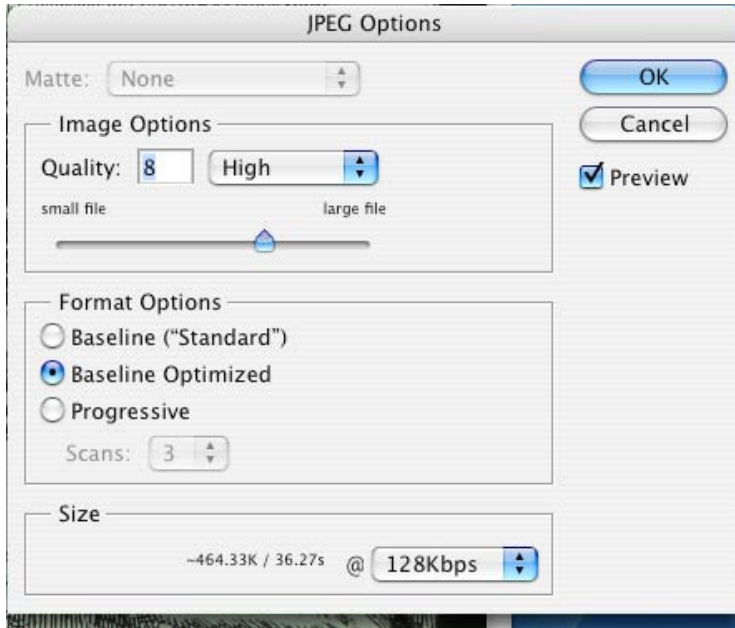
11. Once scanned the Epson Scanning window will close and you will be back in Photoshop with the image.

12. If the image is to your liking, GO TO FILE→SAVE AS a new window will open:



13. Make sure the Format is set to JPEG and save all files onto the Desktop (see above image)

14. After you click on the save button another window will come up:



A quality of 8 is more than sufficient for Power Point Presentations. I don't recommend a higher quality setting because it will make the image much too large.