

Media Digitisation Station

Digitise Photos, Negatives & Slides

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Important Information

Storage and Data

- Please bring your own USB or external storage device to save your work.
- It is the responsibility of the user to ensure that all data is saved to an external device before the end of their two-hour session.
- All data is automatically deleted from the system at the end of each session.

Computer Skills

- Users are required to have intermediate computer skills to operate the equipment and software provided.
- If you are not confident using technology, you must bring someone to assist you.

Copyright

- Users are responsible for checking the copyright status of any material before digitising.
- For further information and guidance, please refer to the Australian Copyright Council at www.copyright.org.au.

Liability

- The City of Darwin Libraries accepts no liability for any damage or data loss incurred by users during their digital media station session. Please take your media to a professional if they are fragile or extremely precious.

Set up scanner and place your images

1



Turn on the scanner.

- If the Epson scanner isn't on, please press the black power button.
- A green light will appear above the power button to indicate the scanner is on.

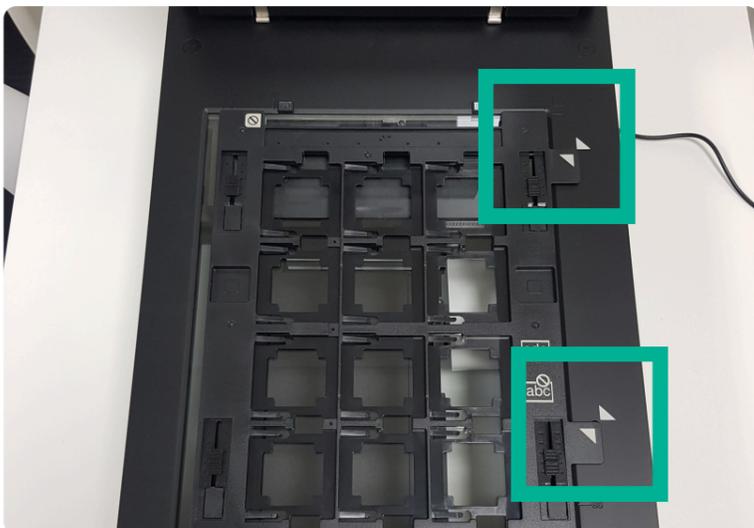
2



Pick a picture frame holder for your images

- Place your image face-down in the holder.
- If none of the holders fit your media, you can place your image directly on the scanner glass, facing down.

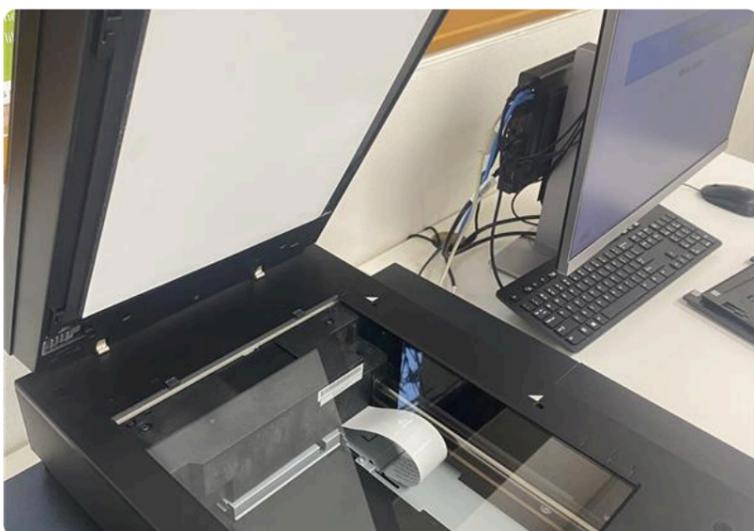
3



Place holder inside the scanner

- Lift the lid of the scanner.
- Make sure the white triangles on the holder are on the right side as they will fit into the slots in the scanner.
- Put the scanner lid down.

4



Final checks before scanning

- If you are not doing printed photos, please make sure to remove the white document slide from inside the scanner.
- Close the lid once this is done.

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If the scanner does not work or the program does not allow you to start, please talk to staff for further assistance.

Open the scanning program and preview your images

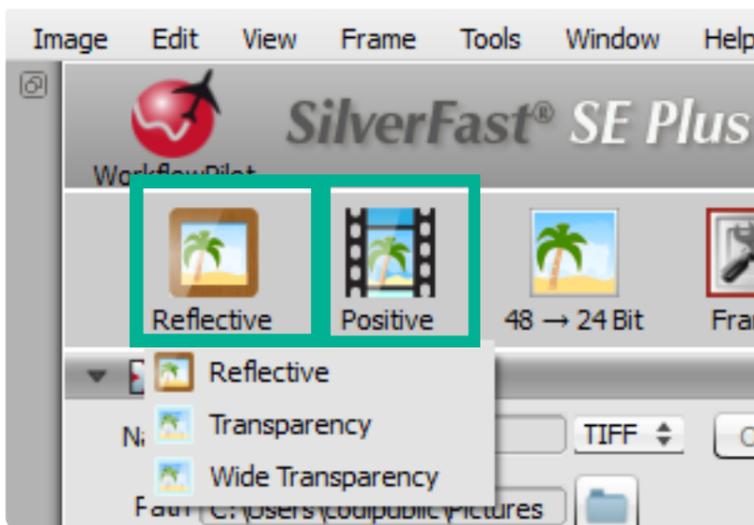
1



Access the computer

- Double-click the SilverFast icon on the desktop to open the program.
- When it opens, click Start in the bottom-right corner of the screen.

2

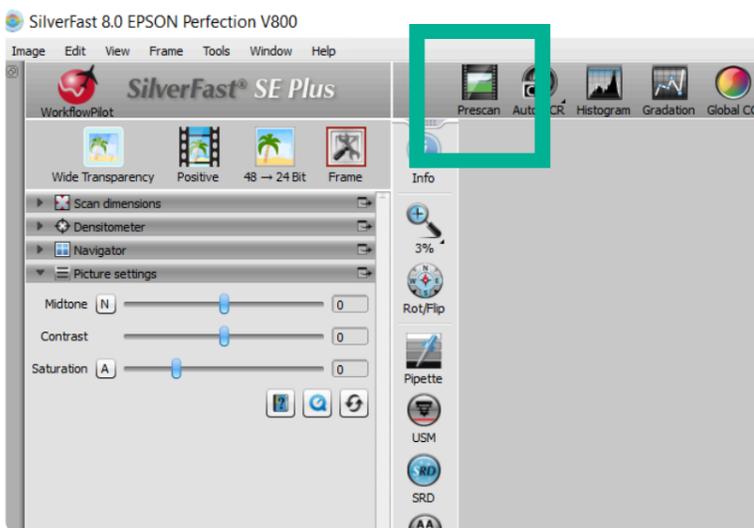


Setting up the scanner in the program

The green squares show the two buttons that control how the scanner operates. Click each button and choose the settings that match your image type:

- **Reflective** – for printed photos
- **Transparency** – for negative strips, slides, etc
- **Positive** – for colour images
- **Negative** – for black & white images

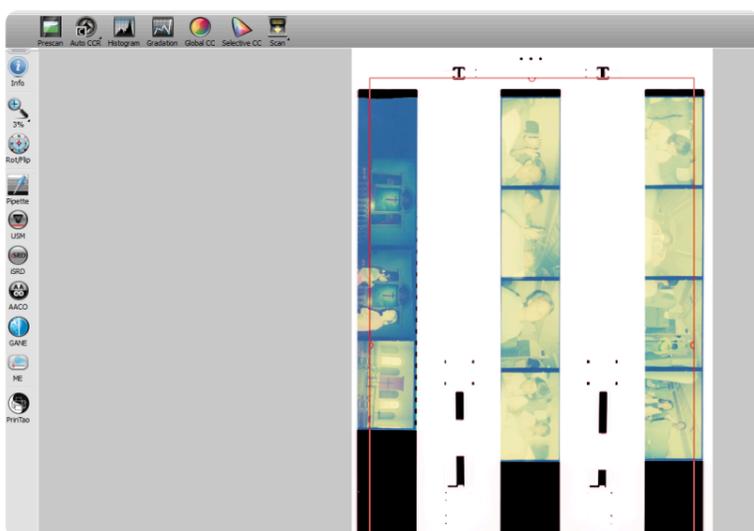
3



Press the Prescan button

- Once the prescan button is pressed, the scanner will begin.
- Please wait a few moments.

4



After the Prescan

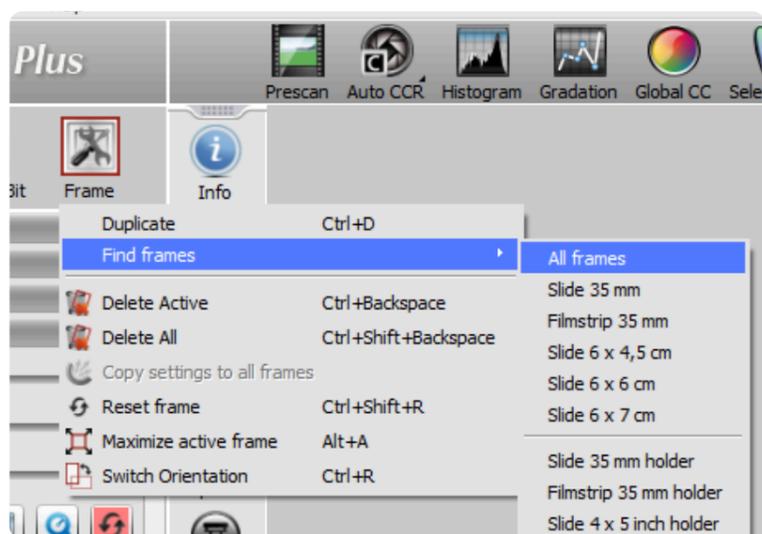
- A preview of your scan will appear after the prescan is completed.
- This is only a preview, not the final image.
- The red rectangle around the image is the selection box also known as a “Picture Frame Selector”. This shows the area that will be scanned.

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If your images do not look right after the prescan, please try some of the other settings from the image in step 1.

Create and adjust frames around each photo

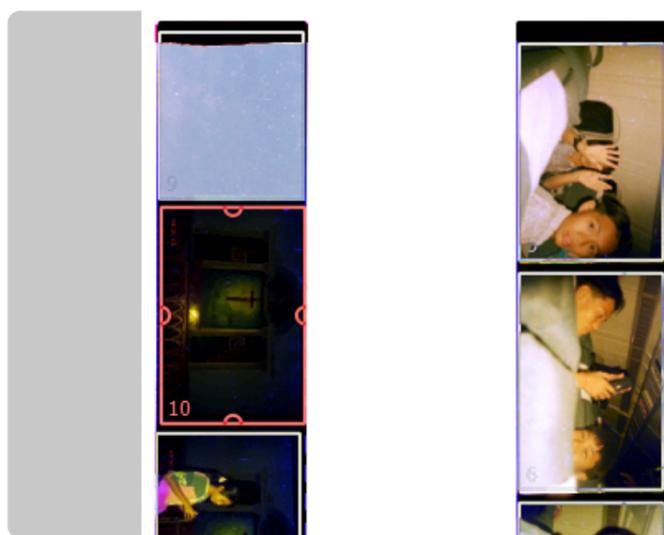
1



Auto-select your pictures

- Before scanning, the computer can try to automatically detect all the images.
- Click Frame → Find Frames → All Frames.
- If the results aren't perfect, you can manually adjust the selections afterward.

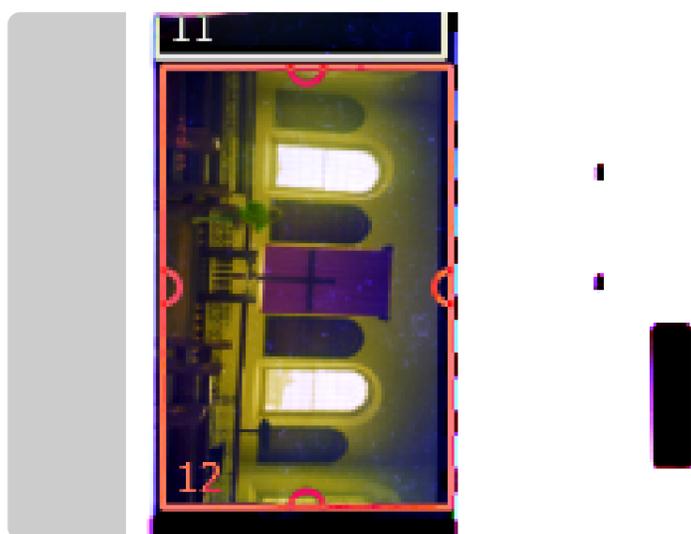
2



Adding/ Editing Picture Frame Selectors

- Picture Frame Selectors appear around each image in grey/white or red.
- If some images don't have these boxes, you can add or delete frames using the Frame button by selecting **Duplicate** or **Delete Active** (see the image from Step 1).

3



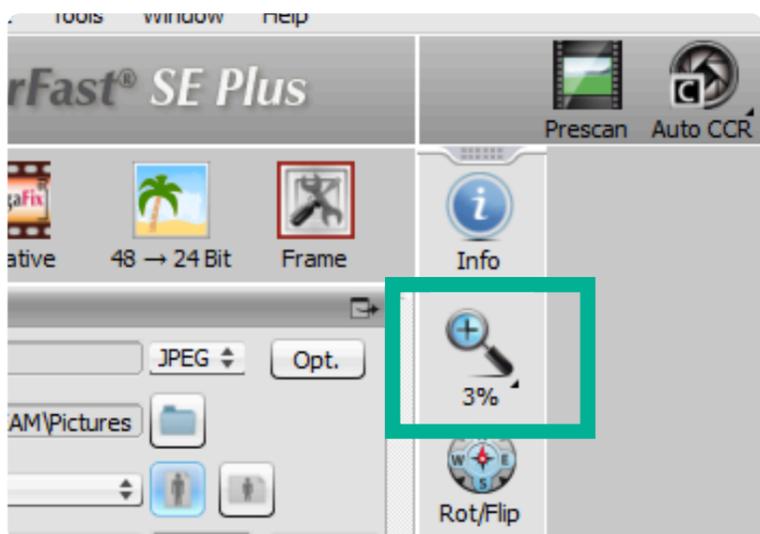
Adjusting a Picture Frame Selector

Click a frame to select it (it turns red).

Then:

- **Rotate:** Drag the semi-circles to straighten.
- **Resize:** Drag the edges (not the semi-circles).
- **Move:** Drag from the middle to reposition.

4



Zooming on an image to edit the frame

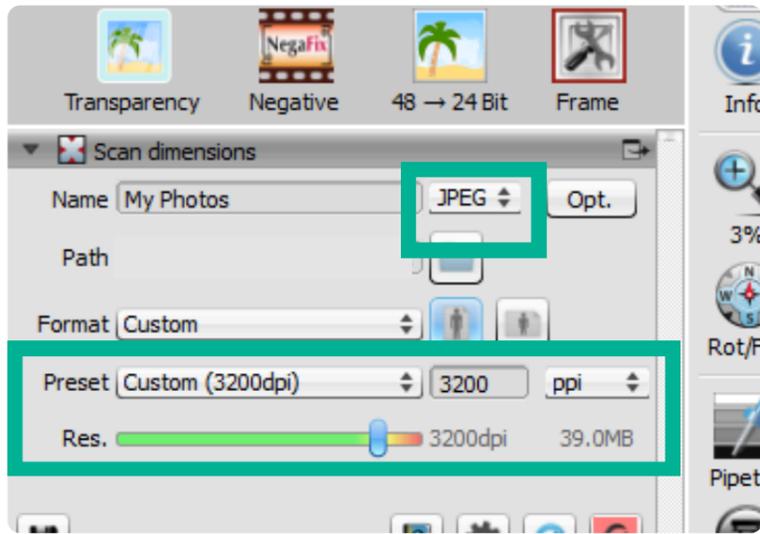
- Click a frame to select it (it will turn red).
- Click the magnifying glass to zoom in on the frame as this lets you adjust or edit it more precisely.
- When finished, click the magnifying glass again to return to the main screen.

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If you run into any issues, please ask staff for assistance.

Choose your scan settings for quality and colour

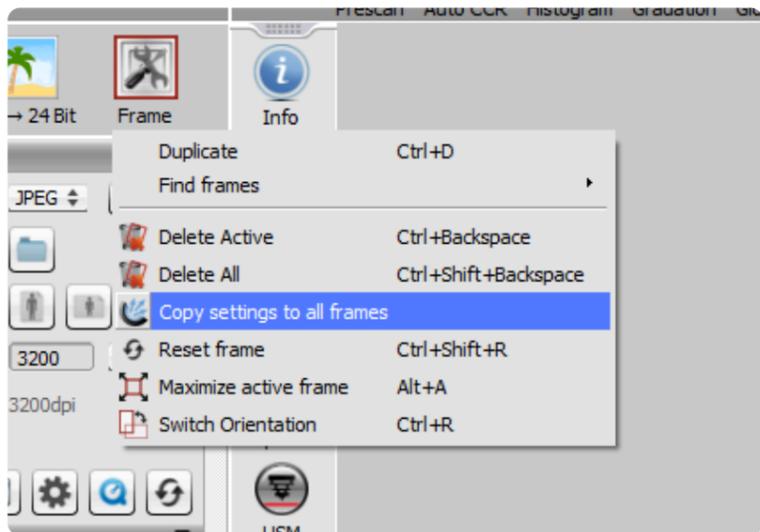
1



Preparing for the final scan

- **Scan Dimensions** determines the quality of your final images.
 - **Recommended Settings:**
File type: TIFF or JPEG
Resolution: At least 300 DPI / PPI
- Other settings can be adjusted later.

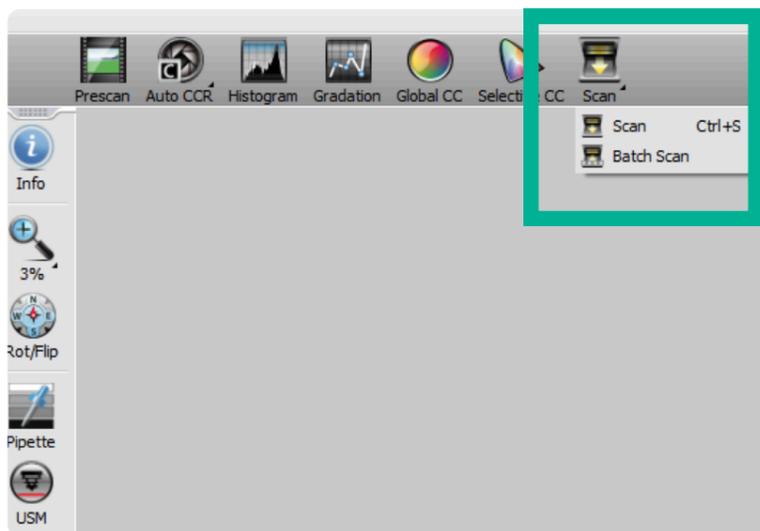
2



Copying settings to all images

- To make sure all images scan at the same quality.
- Please make sure to click the **Frame Button** > **Copy settings to all frames**.

3



Hold down the scan button

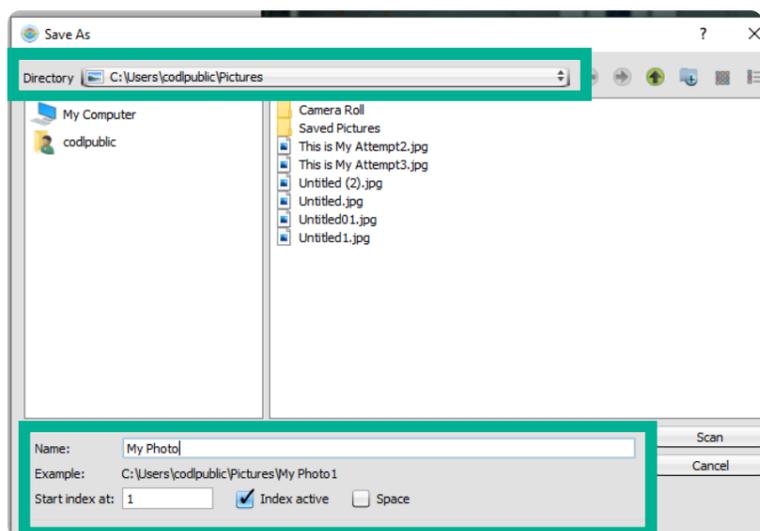
Scanning Your Images

- Single image: Click Scan
- Multiple images: Click Batch Scan

First Scan glitch:

- During your first scan, a “Save As” window may appear. Click Scan immediately, then an error message may pop up — click OK. After this, click Scan or Batch Scan again, and it will work normally.

4



Saving your images

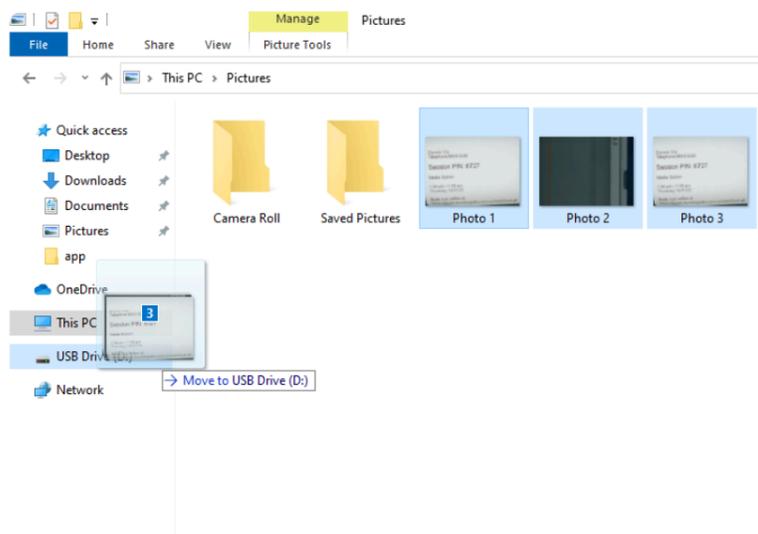
- Make sure the directory is as shown in the image.
- Click the box labelled “Index Active.” Set the “Start Index at” number.
- Example: If your start number is 1, and your photos are called “My Photo,” they will be saved like this: My Photo 1, My Photo 2, My Photo 3

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SilverFast saves files to the PC's 'Pictures' folder by default. Remember to save your work to a USB drive, as any unsaved files will be deleted when the session ends

Transferring to USB

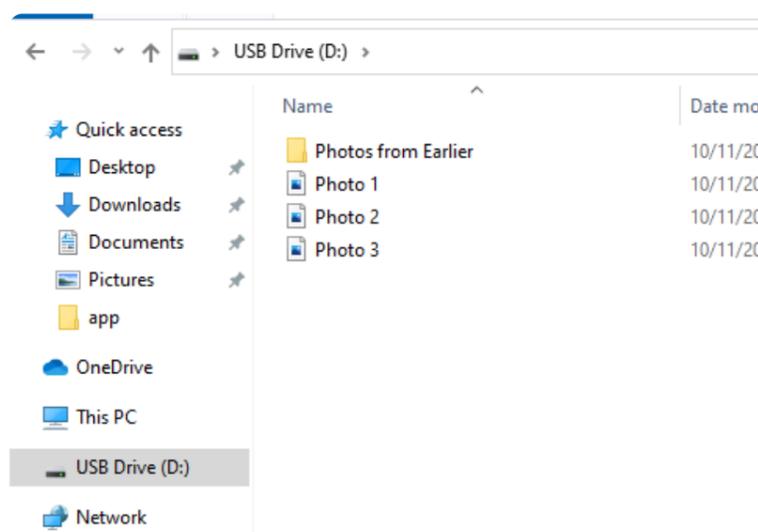
1



Transferring images from the computer

- Open up the folder and go This PC > Pictures. Your images will be shown in here.
- Click over them so they're highlighted as shown in image 1.
- Drag them over to the USB as shown in image 2.

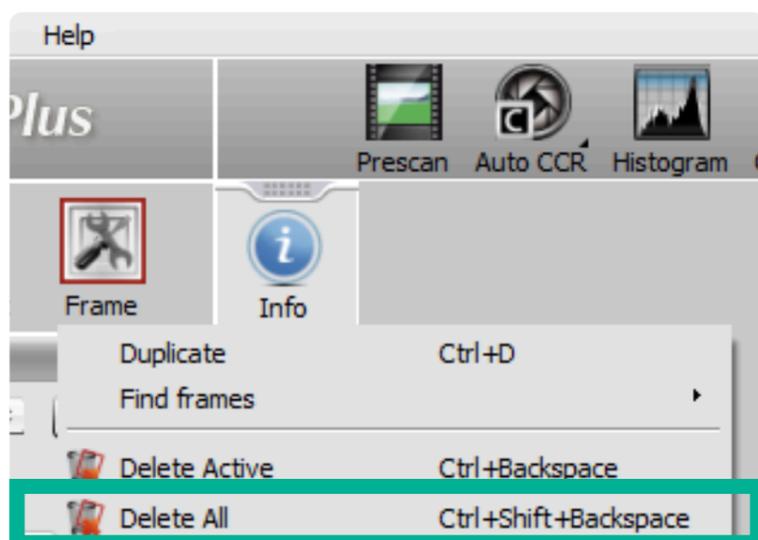
2



Checking the images on your USB

- If you click on your USB Drive (D:), your images will be shown on your USB.
- If they are not, please try clicking and drawing your images from This PC > Pictures again.

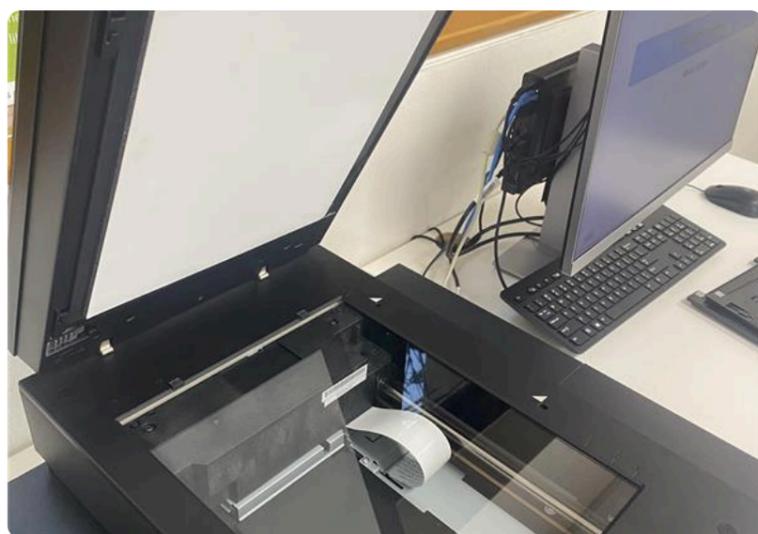
3



Preparing for a new scan

- Now that your first scan(s) have been completed and saved to your USB, open SilverFast again.
- Click Frame > Delete All to clear the previous selections.
- You're now ready to start your next scan. If you need help, please return to page 1 for assistance.

4



Finishing

Close SilverFast and return all items to Customer Service.

Remember to remove your originals from the scanner bed and your USB from the computer.



Ensure that you transfer ALL of your files from the desktop to your external storage device, as all photos and information will be wiped from the computer when your session ends.

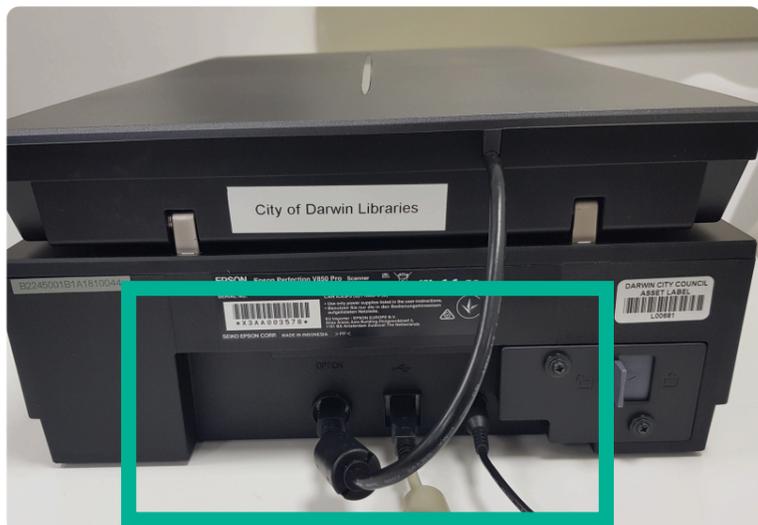


Troubleshooting Media Digitisation Station

Troubleshooting - Scanner Issues

If issues persist, please talk to the Programs Team.

1



The scanner won't turn on

- At the back of the scanner, there should be 3 plugs hooked into the scanner.
- The power cable needs to be plugged into a power point.

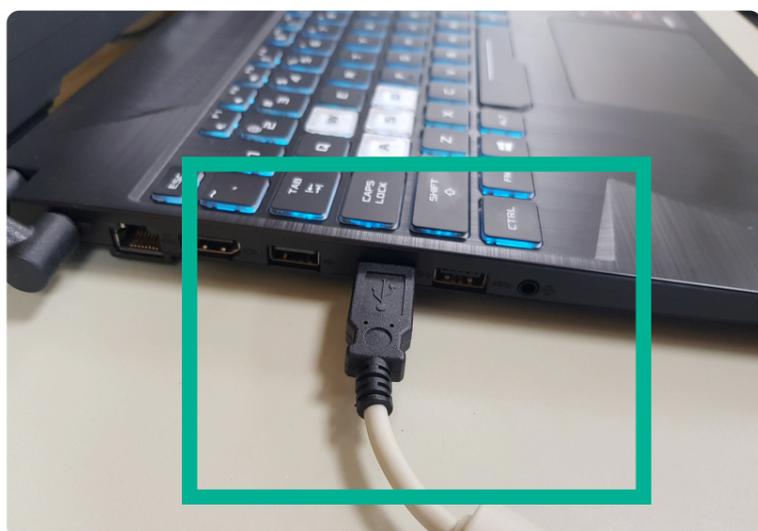
2



The scanner cannot be opened

- At the back of the scanner, locate the locking switch and make sure it is set to Unlock

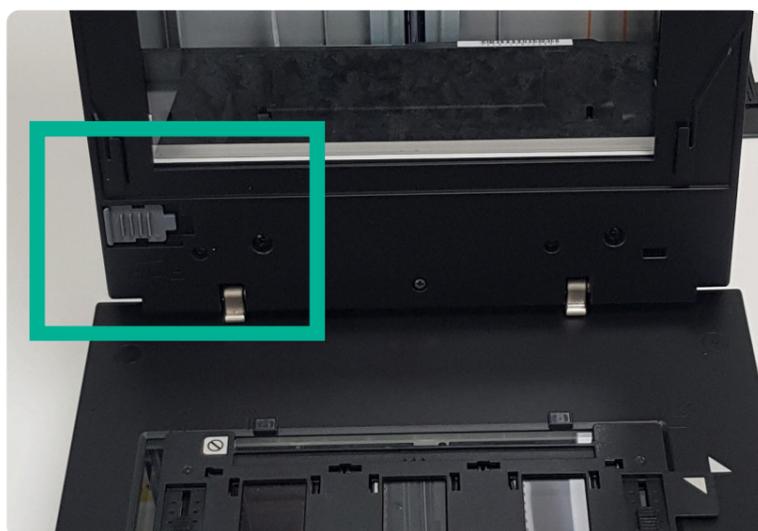
3



The scanner isn't showing on the computer

- Please make sure the USB cable for the scanner is plugged into the PC.

4

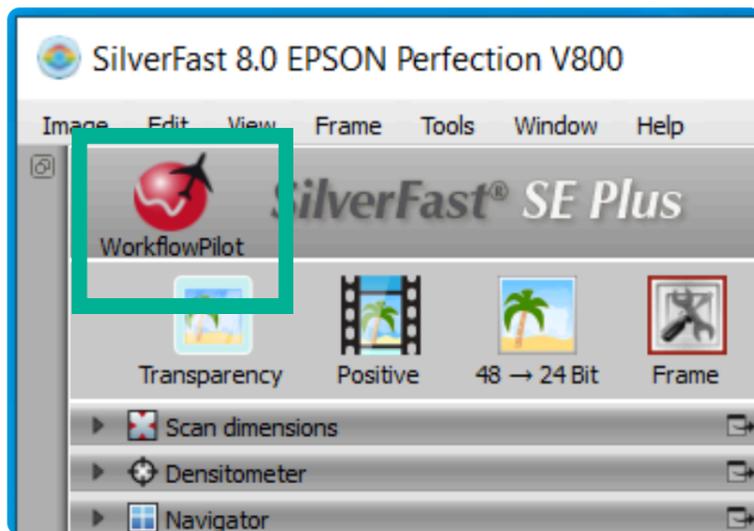


The scanner makes odd noises while scanning

- On the left side, you'll find a locking switch.
- Slide it to the side to unlock the scanner's internal mechanism and enable scanning.

Troubleshooting - Program Issues

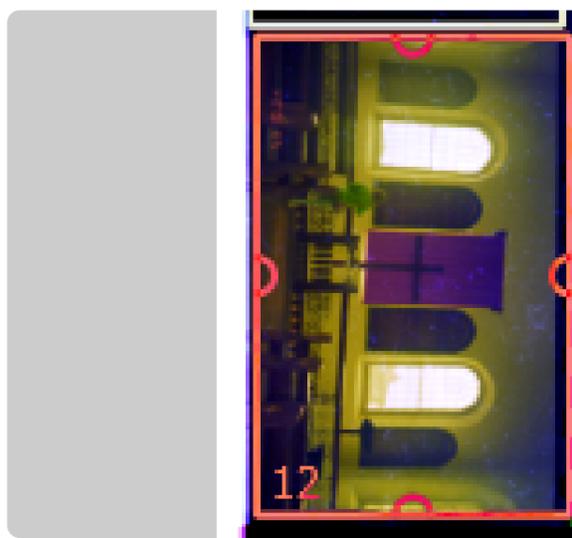
1



The buttons are different to the manual

- Make sure “WorkflowPilot” is set to red.

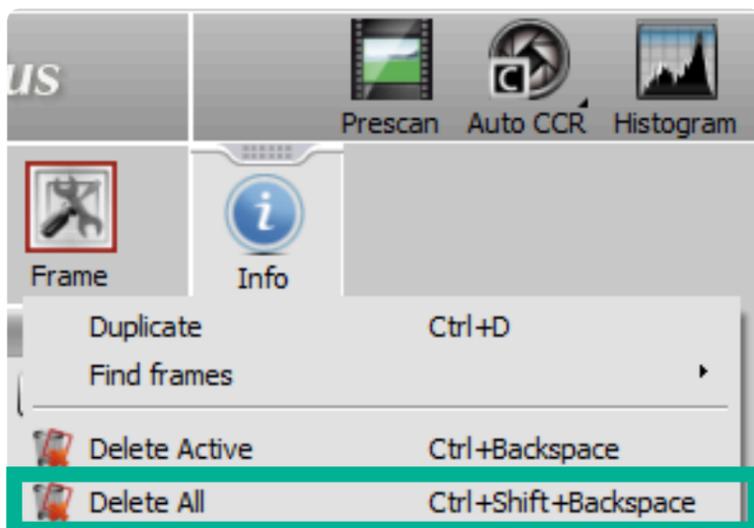
2



I don't know which frame I have selected

- There will be only one red frame on the screen. This is your current active one.
- Click on any other frames and they will become active instead.

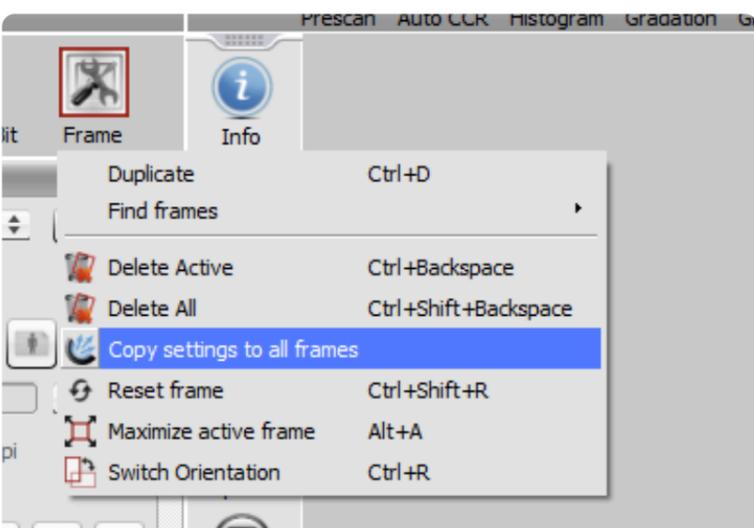
3



I have lots of frames on the screen

- Click the “Frame” button and hit “Delete All” to begin afresh.

4

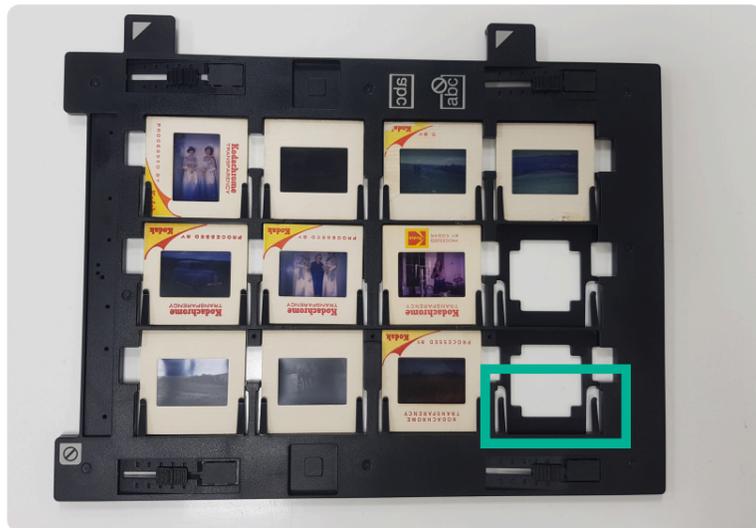


My images are different quality levels OR The program takes forever to process

- The images have been done at different levels of quality. Redo those images and make sure to click “Copy Settings to all frames”.

Troubleshooting - Using the Picture Holders

1



The 35mm slide doesn't have an open latch

- Slides need to slid into these area. Remember to make sure the “front” of the image is facing down.
- Use the instructions on the side of the holder for further assistance.

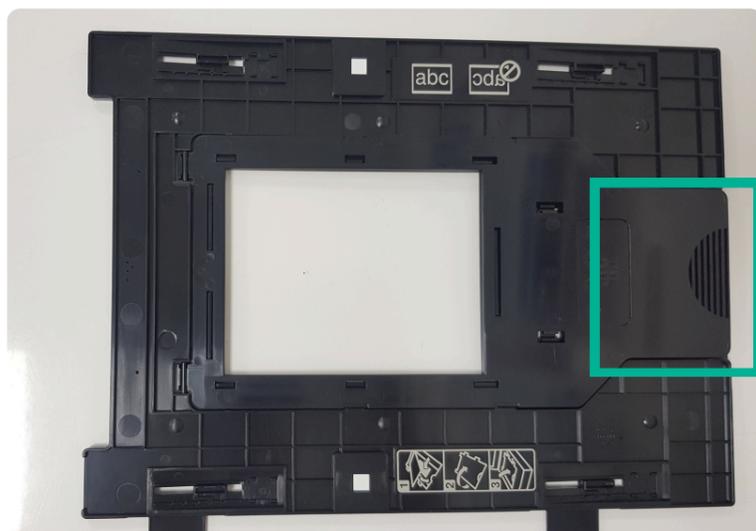
2



How does the film negatives slide open

- It opens on one of the short sides as shown.
- Use the instructions on the side of the holder for further assistance.

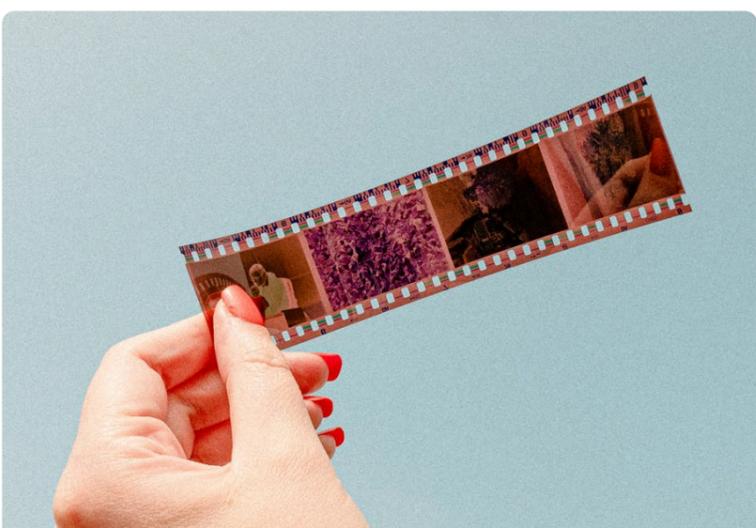
3



How is the 4x5 inch negative holder opened?

- The green rectangle square indicates where the holder can be opened from.
- Use the instructions on the side of the holder for further assistance.

4



How do you tell which way to place an image

- The “shiny” side of a negative or slide is the “front”.
- The less glossy matte side is considered the “back.”