Guide to Scanning Soccer-related Photographs, Slides, Negatives, and Documents at Home

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1. Items Required:

1.1.   Flatbed Scanner

For general scanning of photographs or paper, a generic flatbed scanner or all-in-one printer will suffice. To digitize slides and negatives, you will need a special scanner with a built-in transparency unit and film holders (included but not built-in), but this type of scanner is more expensive. The Epson Perfection V600 Color Photo, Image, Film, Negative & Document Scanner is a good product.

1.2.   Slide Tray

When you remove the document mount, it allows the scanner's backlight to be used, but you need a slide tray to hold the slides or film in place on the glass. A slide tray is required to scan slides and film, so be sure you order a scanner with one of the slide trays included. The Epson Perfection V600 Color Photo, Image, Film, Negative & Document Scanner is sold with a slide tray when purchased new. Otherwise, you can purchase a slide tray separately.

1.3.   Photo-Editing Software

If you plan to edit any of the scans, you will need photo-editing software. Photoshop is a great product, but also a costly one. GIMP (GNU Image Manipulation Program) is a free alternative, which you may download from http://gimp.org/downloads/.

1.4.   Gloves

Nitrile gloves are the best to wear while handling photograph or documents. Archival white cloth gloves often are "one-size fits all" but typically not an accurate fit for larger hands and are prone to catching on and/or tearing documents.

2. Scanning Process

2.1.   Documents

1. Open your scanner's lid
2. Place the document on to the scanner
3. Close the scanner's lid
4. Open your computer's scanning program
5. Customize your scan settings.
    a. Mode: Professional Mode
    b. Document Type: Reflective
    c. Document Source: Document Table
    d. Auto Exposure Type: Photo
    e. Image Type: 24-Bit Color
    f. Resolution: 600 DPI or higher [lower than 600 DPI is low quality]
    g. Document Size: [should autodetect]
6. Click "PREVIEW"
7. Align the square around the image you wish to scan
8. Click "SCAN" to bring up "File Save Settings"
    a. Location: [your choice]
    b. File Name Prefix: [change if you wish]
    c. File Name Start Number: [change if you wish]
    d. Image Format Type: JPEG
9. Click "OK"
10. Open your photo-editing software
11. Crop the scan further if necessary

The following are optional steps:
12. Rename the file from the automated File Name to be more specific
13. Return to the scanning program
14. Click "Scan" to bring up the "File Save Settings"
    a. Location: [your choice]
    b. File Name Prefix: [your choice, change if you wish]
    c. File Name Start Number: [change if you wish]
    d. Image Format Type: PDF
15. Click "OK"
16. Open your photo-editing software
17. Crop the scan further if necessary
18. Rename the file using the same File Name in Step 12

2.2. Photographs

1. Open your scanner's lid
2. Place the photograph on to the scanner
3. Close the scanner's lid
4. Open your scanner/computer scanning program
5. Customize your scan settings.
    a. Mode: Professional Mode
    b. Document Type: Reflective
    c. Document Source: Document Table
    d. Auto Exposure Type: Photo
    e. Image Type: 24-Bit Color
    f. Resolution: 600 DPI or higher [lower than 600 DPI is low quality]
    g. Document Size: [should autodetect]
6. Click "PREVIEW"
7. Align the square around the image you wish to scan
8. Click "SCAN" to bring up "File Save Settings"
    a. Location: [your choice]
    b. File Name Prefix: [change if you wish]
    c. File Name Start Number: [change if you wish]
    d. Image Format Type: JPEG
9. Click "OK"
10. Open your photo-editing software
11. Crop the scan further if necessary
12. Rename the file from the automated File Name to be more specific

The following are optional steps:
13. Return to the scanning program
14. Click "Scan" to bring up the "File Save Settings"
    a. Location: [your choice]
    b. File Name Prefix: [your choice, change if you wish]
    c. File Name Start Number: [change if you wish]
    d. Image Format Type: TIFF [this makes an editable master copy]
15. Click "OK"
16. Open your photo-editing software
17. Crop the scan further if necessary
18. Rename the file from the automated File Name to be more specific

2.3. Slides and Negatives

1. Open your scanner's lid
2. Remove the document mount
3. Insert the slide/film tray
   a. Depending on the format (slide or film), you might need to change the orientation of the tray. Be sure to line up the slides or the film slots with the backlight
4. Insert the slides or film into the tray
5. Close the scanner's lid
6. Open your scanner/computer scanning program
7. Customize your scan settings.
   a. Mode: Professional Mode
   b. Document Type: Film
   c. Film Type: Positive Film (for slides), B&W Negative Film, Color Negative Film
   d. Image Type: 24-Bit Color
   a. Resolution: 600 DPI or higher [lower than 600 DPI is low quality]
   e. Document Size: [should be autodetected]
8. Click the preview button
9. Align the square around the image you wish to scan
10. Click "scan" to bring up the "File Save Settings"
   a. Location: [your choice]
   b. File Name Prefix: [your choice, change if you wish]
   c. File Name Start Number: [change if you wish]
   d. Image Format Type: JPEG
11. Click "OK" – slide/film will then scan and save in the designated location
12. Open your photo-editing software
13. Crop the scan further if necessary
14. Rename the file from the automated File Name to be more specific

The following are optional steps:
15. Return to the scanning program and Click Scan to bring up the "File Save Settings"
   a. Location: [your choice]
   b. File Name Prefix: [your choice, change if you wish]
   c. File Name Start Number: [change if you wish]
   d. Image Format Type: TIFF [by scanning it as a TIFF, you have a master copy that you can edit in the future]
16. Click "OK" – slide/film will then scan and save in the designated location
17. Open your photo-editing software
18. Crop the scan further if necessary
19. Rename the file from the automated File Name to be more specific