

How To: Scan Slides Using Nikon Scanner



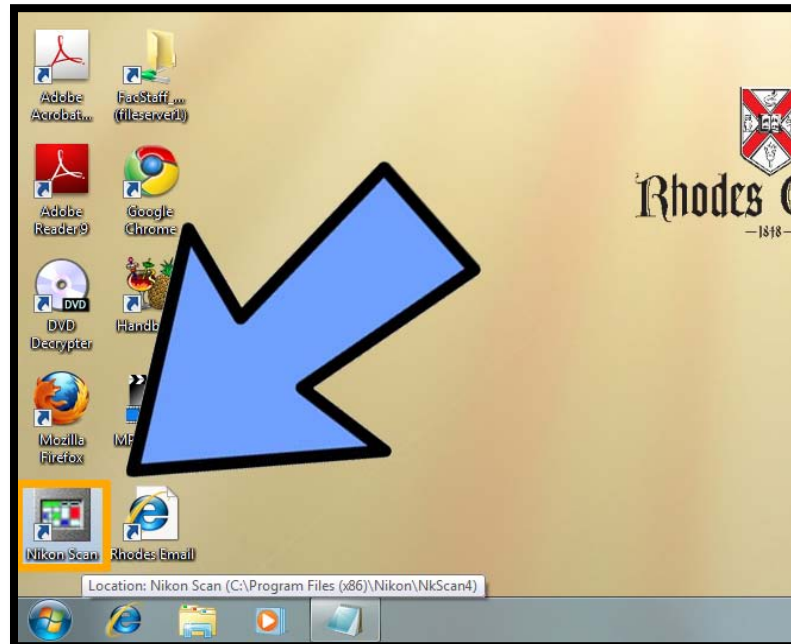
1. Turn on the scanner by pushing the power button.



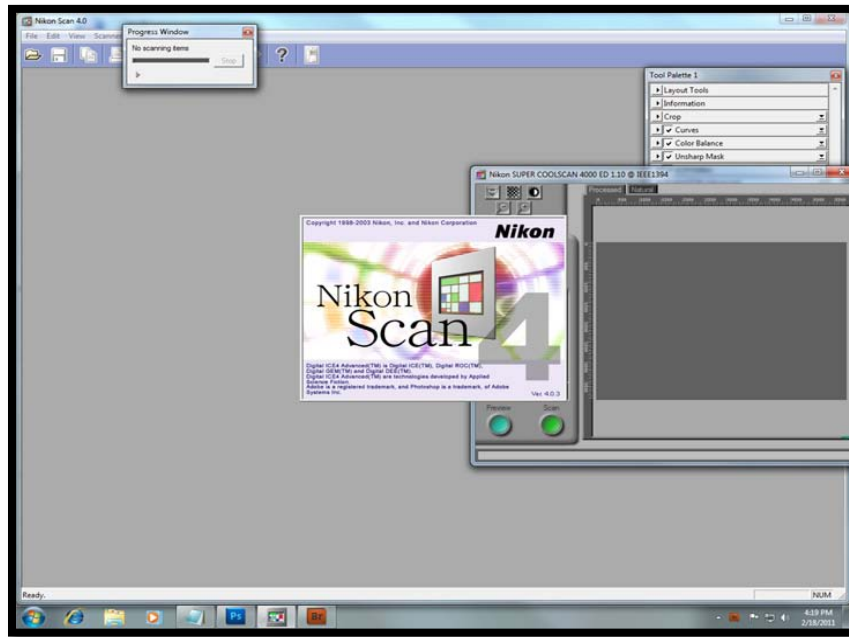
2. Prepare a slide to scan.
Make sure to hold the slide as shown in the picture above,
so that the numbered side is on the left and the chipped corners are located
on upper right & bottom left corners.



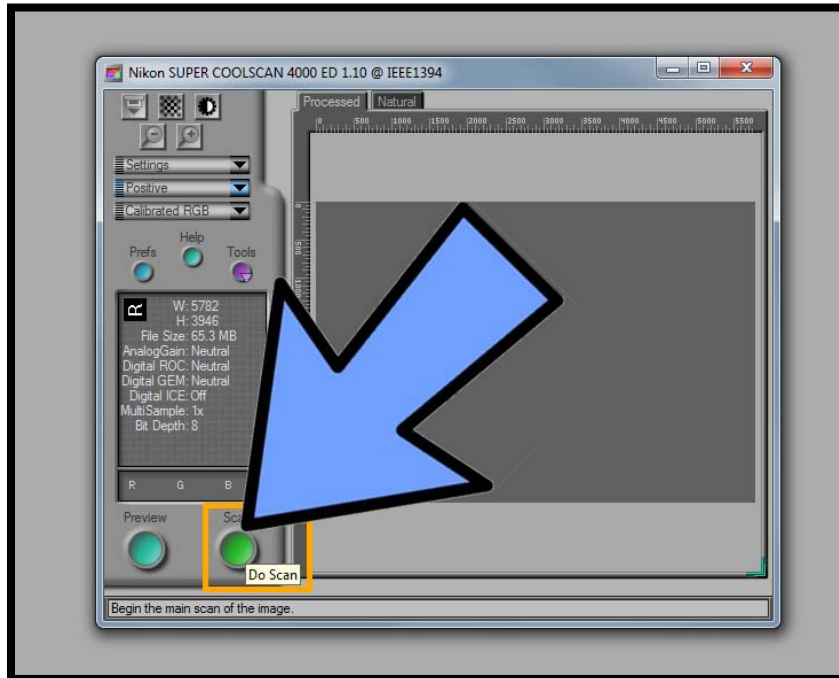
3. Insert the slide into the scanner.



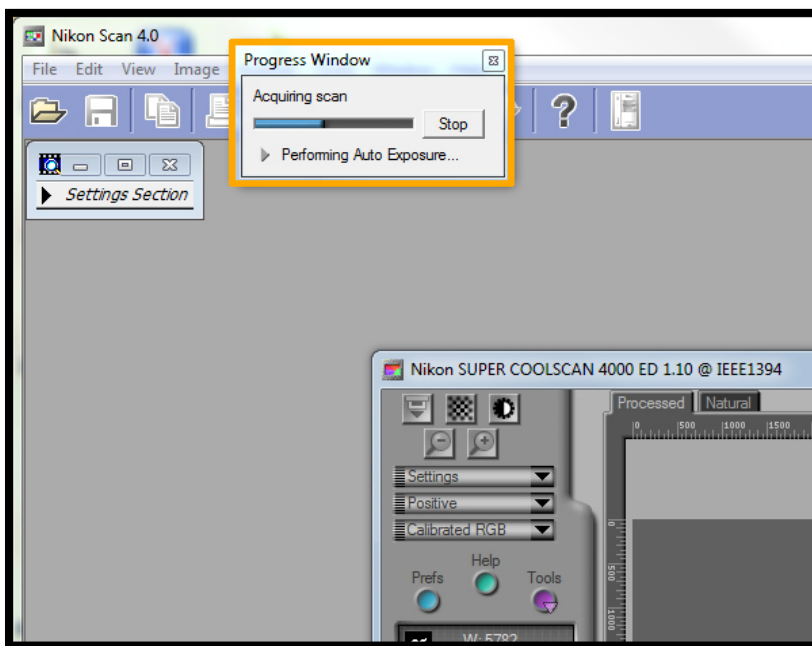
4. Double-click on "Nikon Scan" icon on your Desktop.



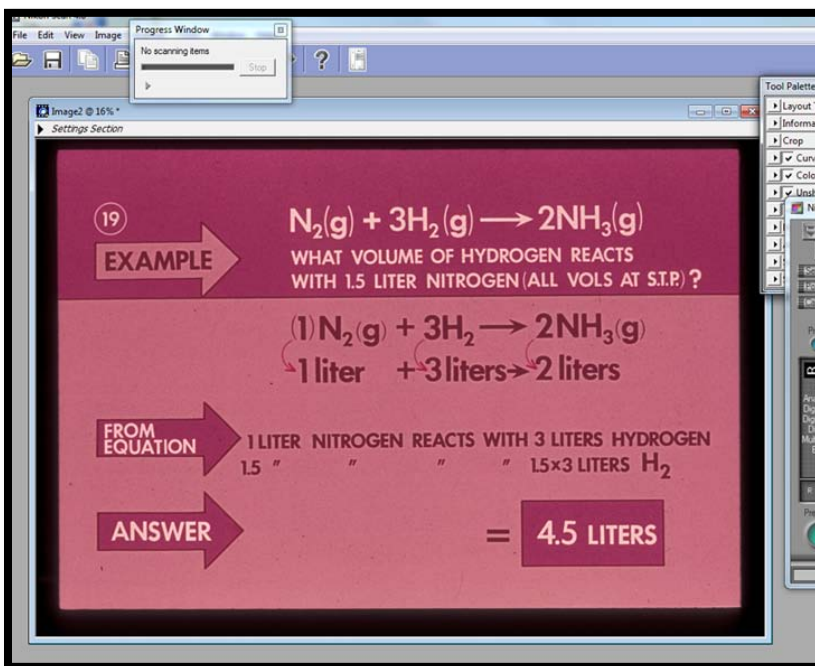
5. Nikon Scan will start.



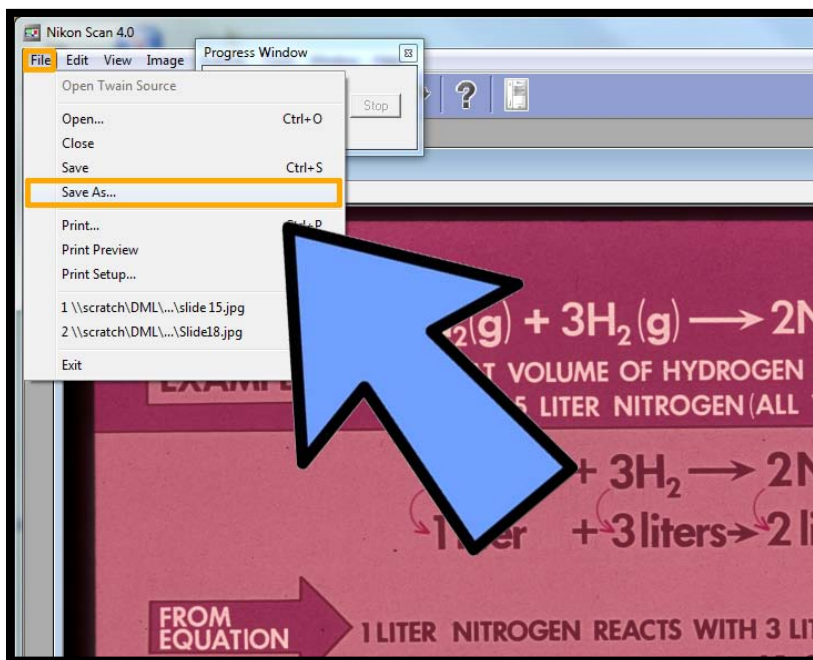
6. Click on the green "Scan" button.



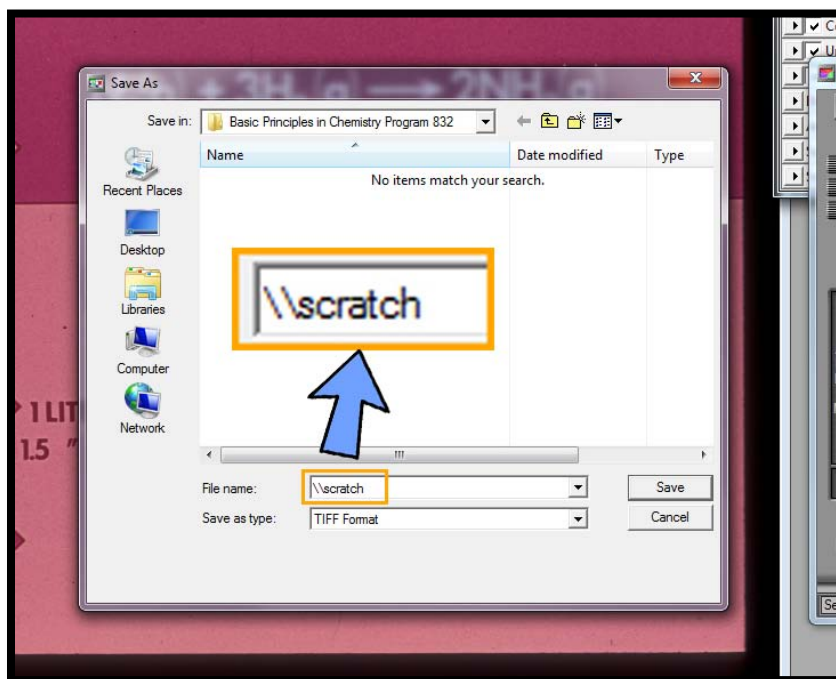
7. Scanning process will begin.



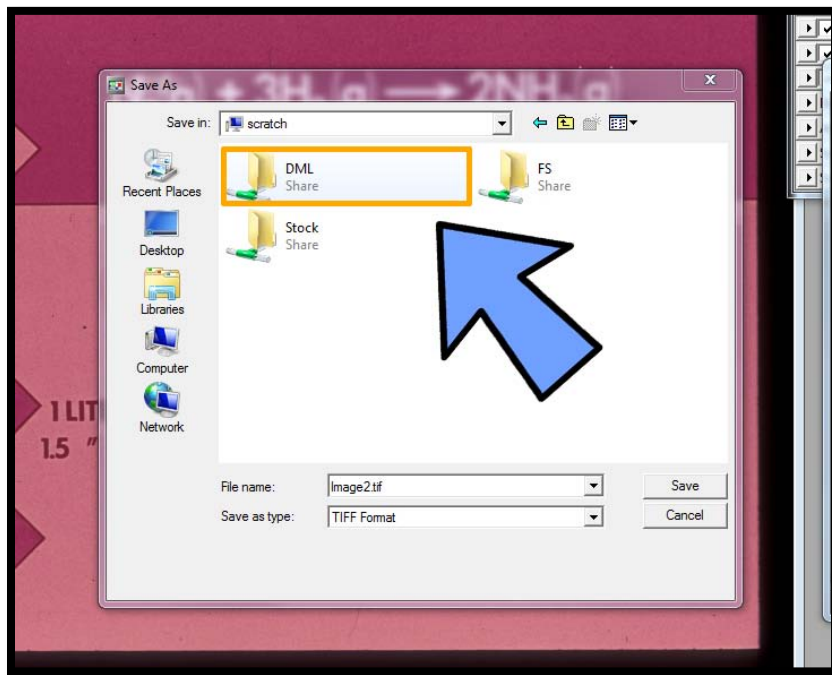
8. When finished, the scanned image will be shown.



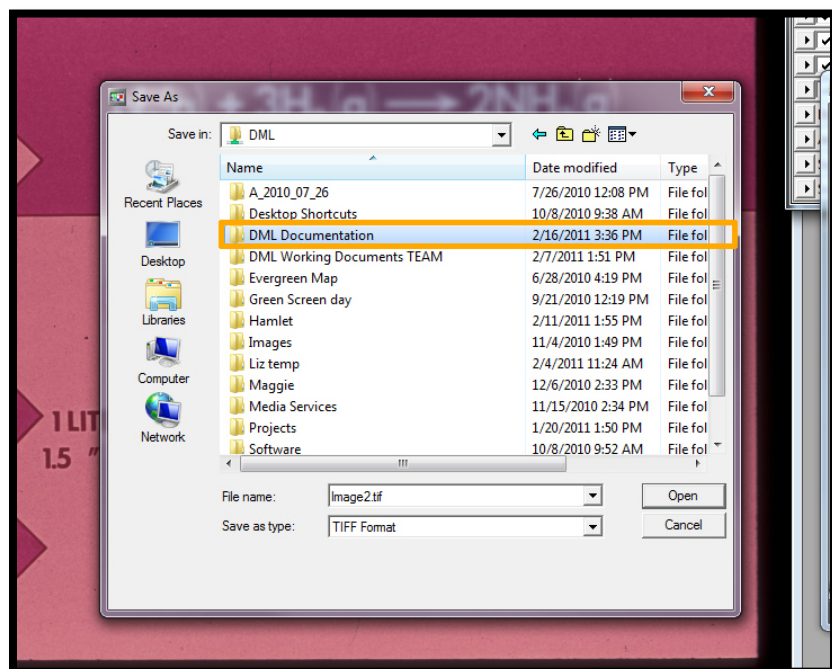
9. In order to save the scanned image, go to "File" -> "Save As."



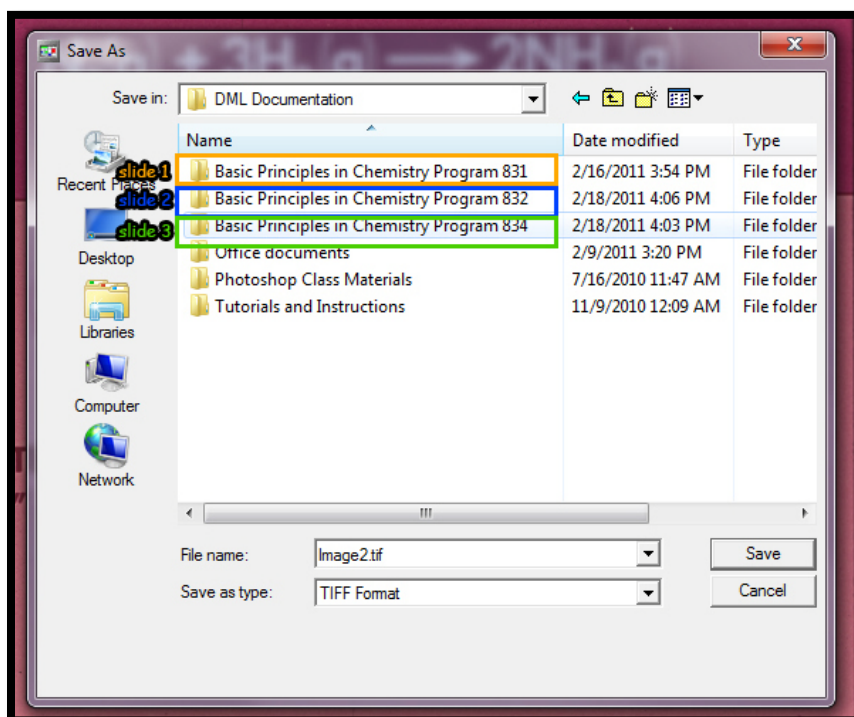
10. Locate the folder you wish to save the image.
For the purpose of this tutorial, we will save the image on DML folder.
In order to access DML folder, type in [\\scratch](#) in the space for file name.



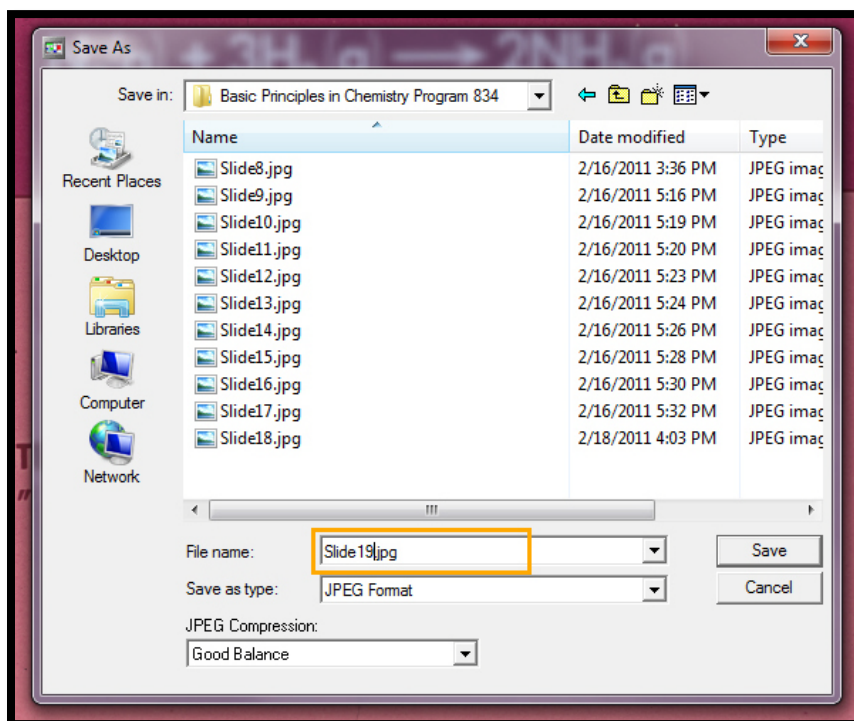
11. Double-click on “DML” folder.



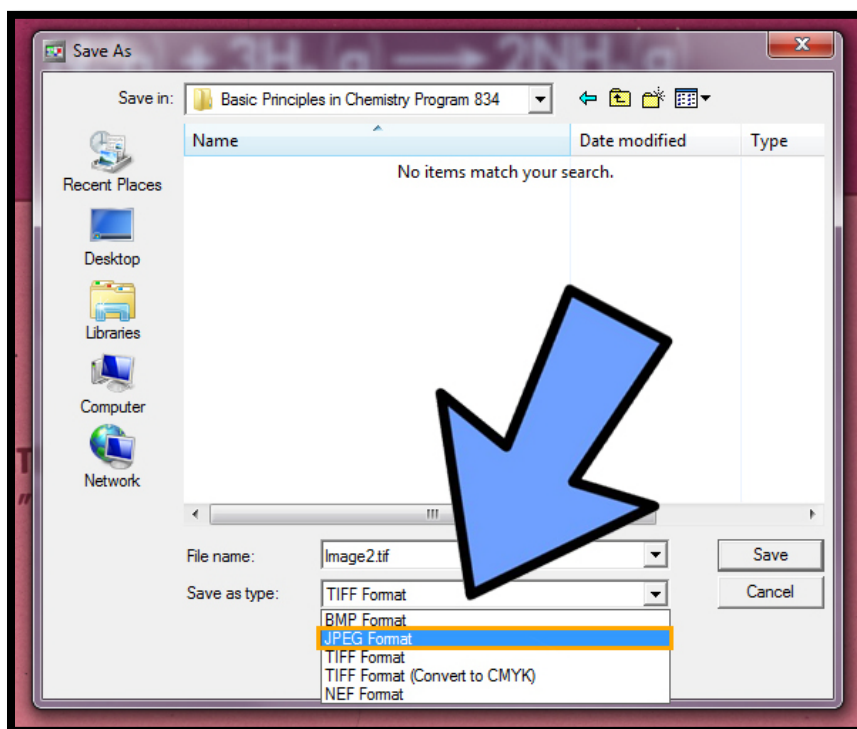
12. Double-click on “DML Documentation”



13. Select a folder according to your slide's designated section.



14. Change the file name.
It is preferred to save it as your slide number to avoid confusion.



15. Change the file format to “JPEG format.”



16. Eject the slide by pushing the button located bottom-right corner of the reader.
Repeat the step 2~15 to continue scanning, if necessary.



17. When finished scanning, turn off the scanner by pushing the power button. Make sure to save everything you need. Close the Nikon Scan program and log off.