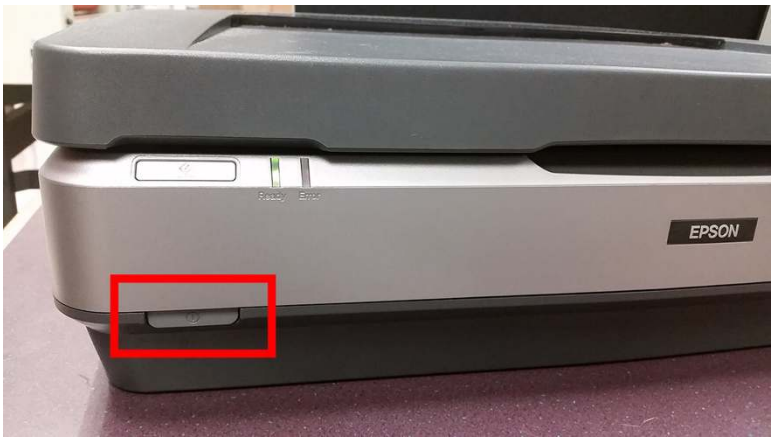
Flatbed Scanning Instructions



Power Button

Document Cover In Place for Paper Items

Document Cover Removed for Negatives

Document Cover is Stored on the top of the scanner when not needed

Film Tray Guide – Nothing goes in the area for negatives, but paper items can go anywhere on the document bed.

Open the Silverfast software

Opening Window

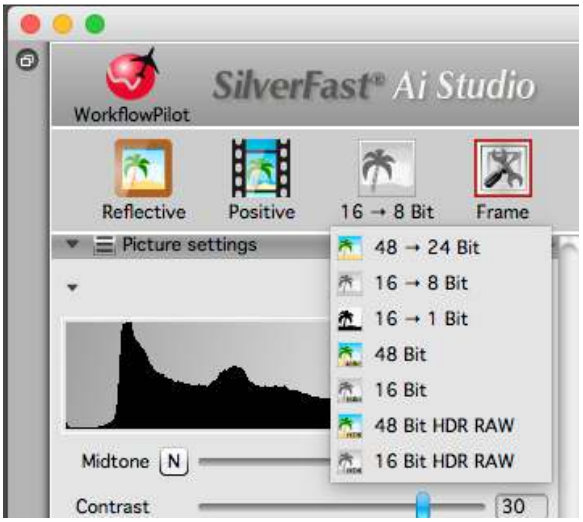
If the Image Source line is blank the scanner is not turned on.

(close software, start scanner, restart software)

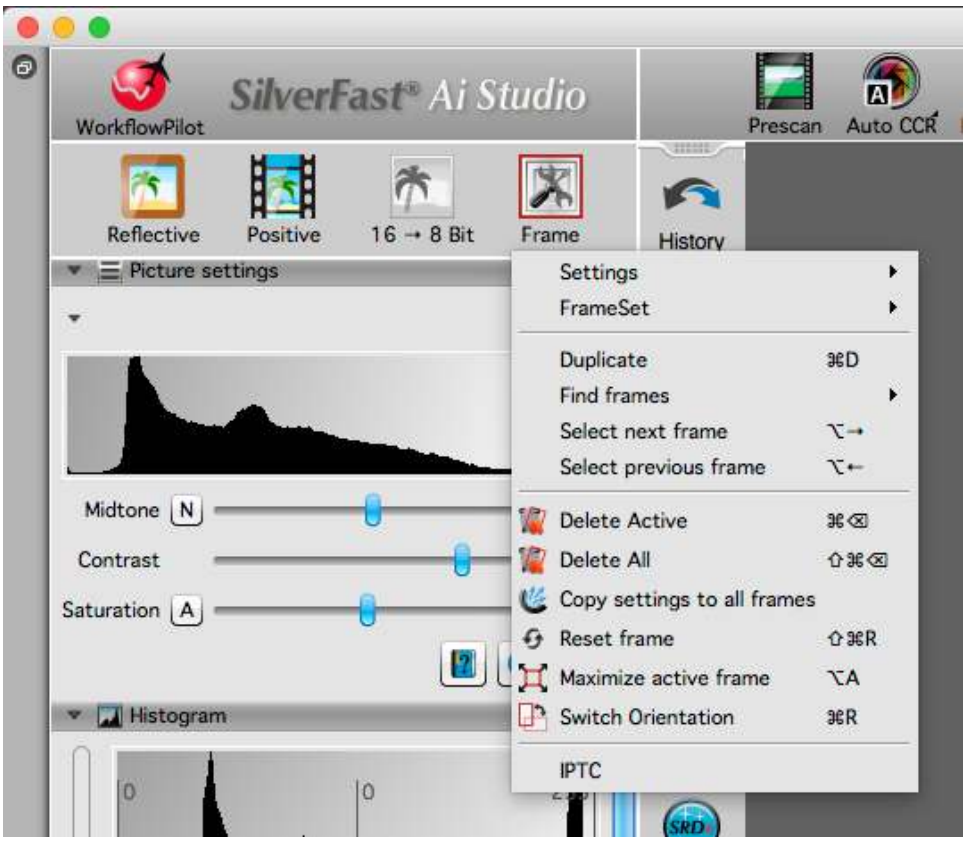
Press the start button to open the software

Start in the Upper Left Corner
Reflective – Paper
Transparency – Negatives

Positive is the only option for Reflective (paper) items. All three are available for transparency. Select Negative for Film so that it inverts it automatically during the scan.

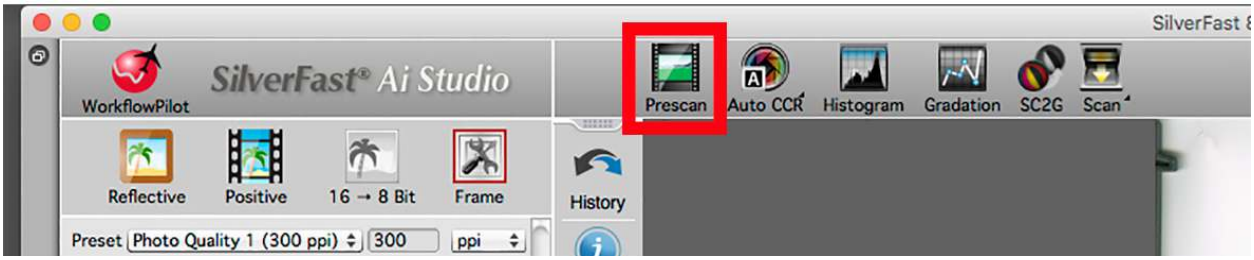


48 – 24 Bit = 8 Bit Color
16 – 8 Bit = 8 Bit Black & White
48 Bit = 16 Bit Color
16 Bit = 16 Bit Black & White
HDR Items need to be processed with another program

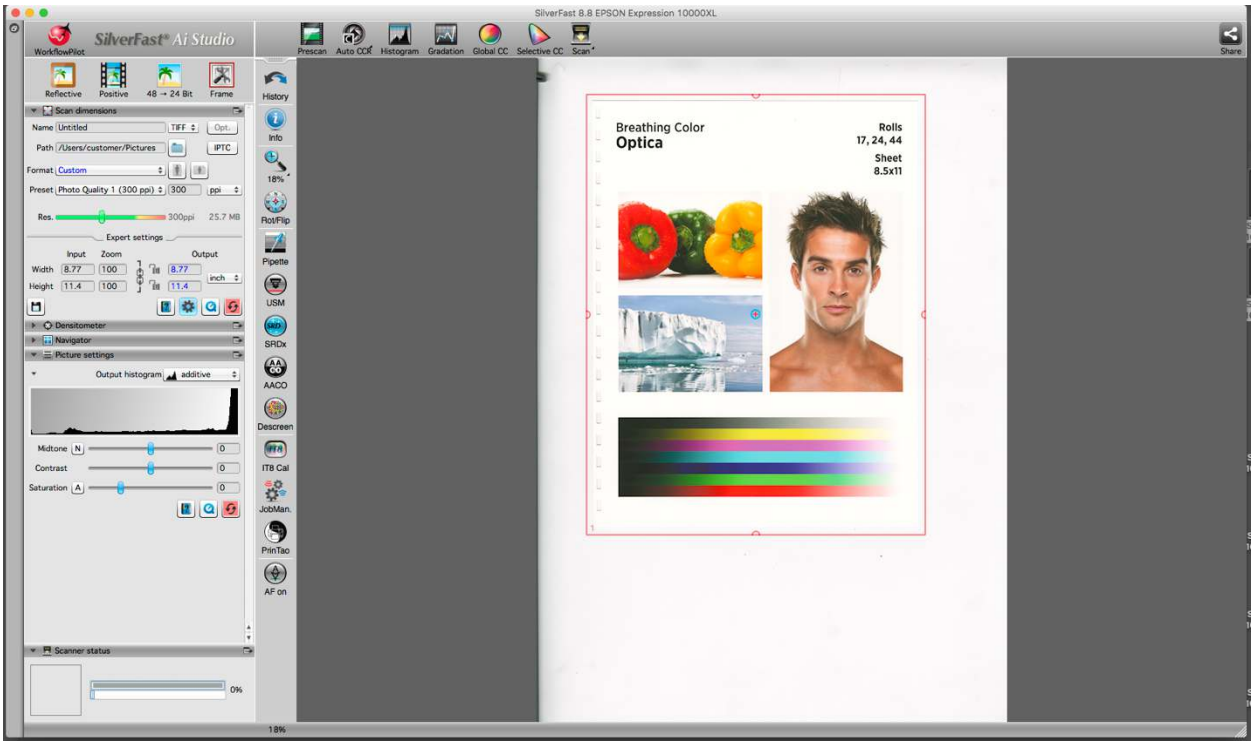


Delete All – will delete all boxes on the scanning area (if there are multiples that need to be removed)

Copy setting to all frames – will copy the settings from the selected box and paste those settings onto all other boxes



Once the settings on the left are set, press Prescan

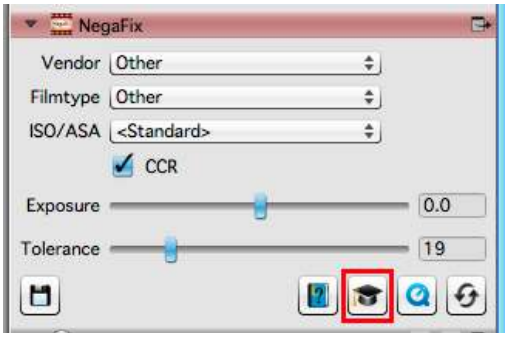


Draw a box around the area you want to scan
(the knobs in the middle are for rotation, not resizing)

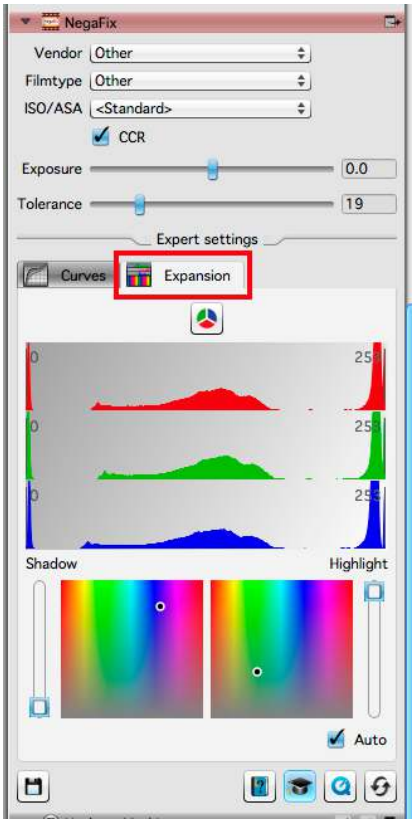
Contact Sheets – additional steps

If you are **scanning negatives** in a group for a contact sheet in the transparency setting.

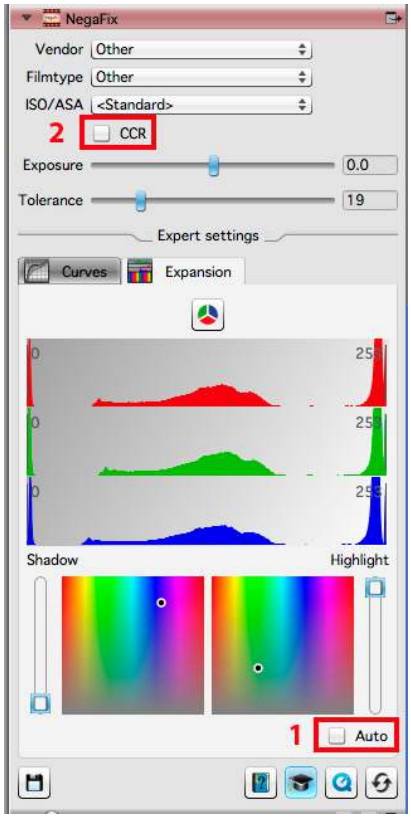
Draw a box in a single negative. Then go to NegaFix in the left bar.



Click on the Graduation Cape for the Advanced Settings

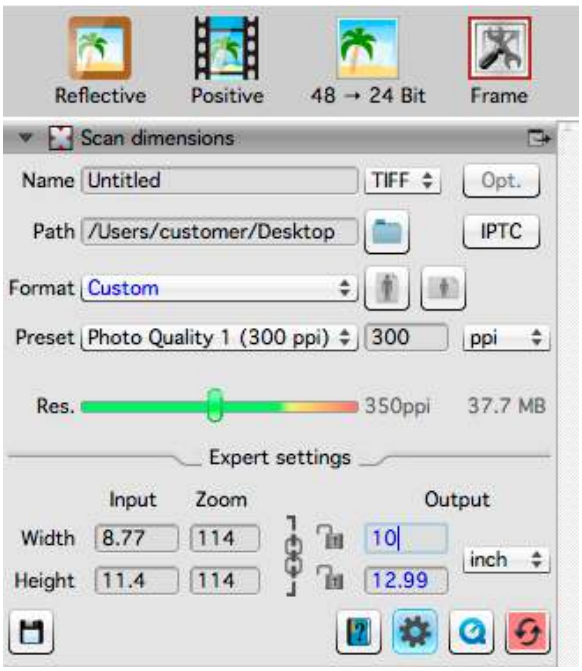


Click on Expansion



Uncheck Auto and then CCR.
This prevents the software from auto adjusting your image.

Now expand out the scan box to include all of your negatives in one box.
Contact sheets are usually scanned at a little higher resolution since they are so small.
600 dpi is a good starting point.



Once the box is drawn, fill in the setting requirements.

Name – either put in a name or leave as Untitled. Make sure it is set to TIFF, don't scan in JPEG.

Path – save files to the computer's desktop. If there are many files make a folder.

Format – ignore

Preset – set PPI to 300dpi for printing

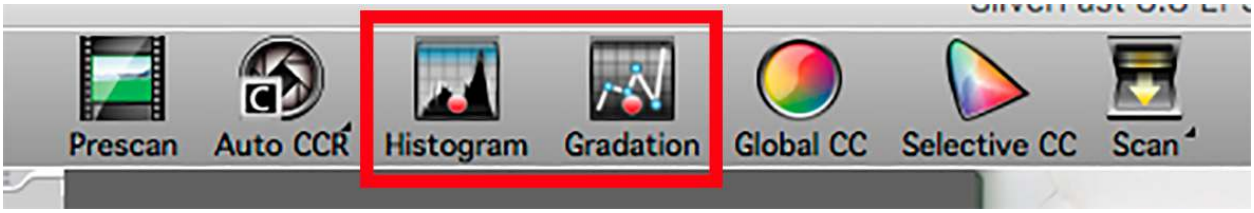
Under Expert Settings

Input is the physical size of the box you selected

Output is your desired size

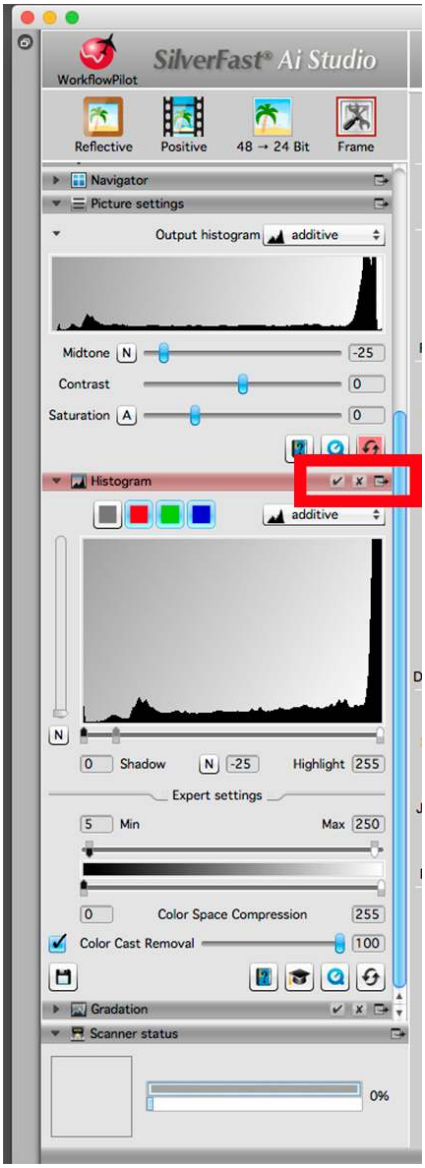
If you want the same size as the original make the numbers the same as the input area.

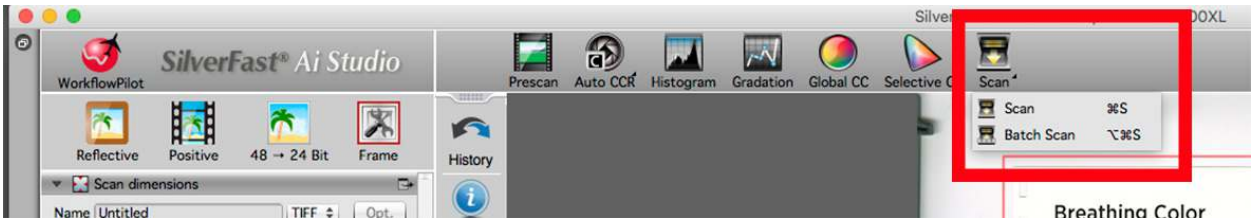
If you want to enlarge, i.e. film negative, put in the size you want to enlarge to.



If there are red dots, there is an edit being applied such as a levels change.

To Remove any pre-applied settings click either Histogram or Gradation and press the X for that feature on the left side.
Histogram – Levels
Gradation – Curves



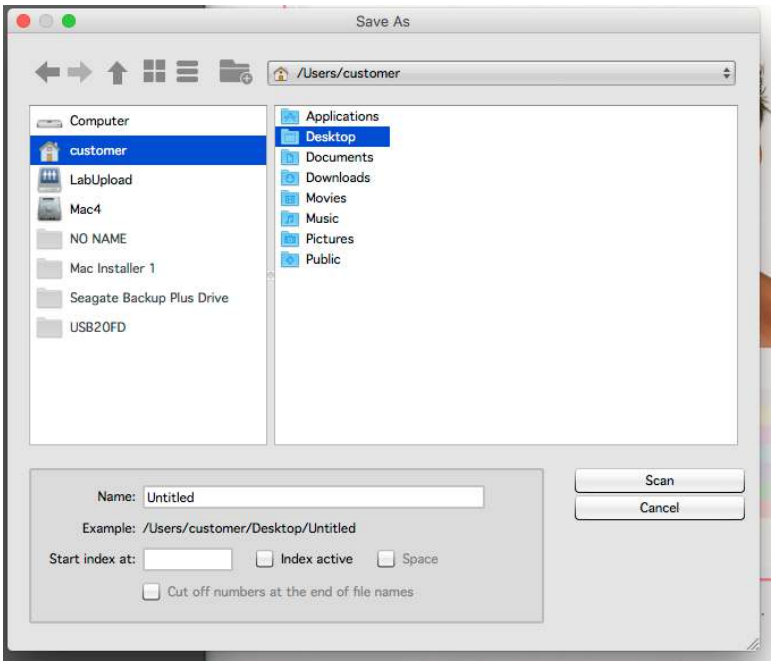


If you press and hold the scan it will give 2 options.

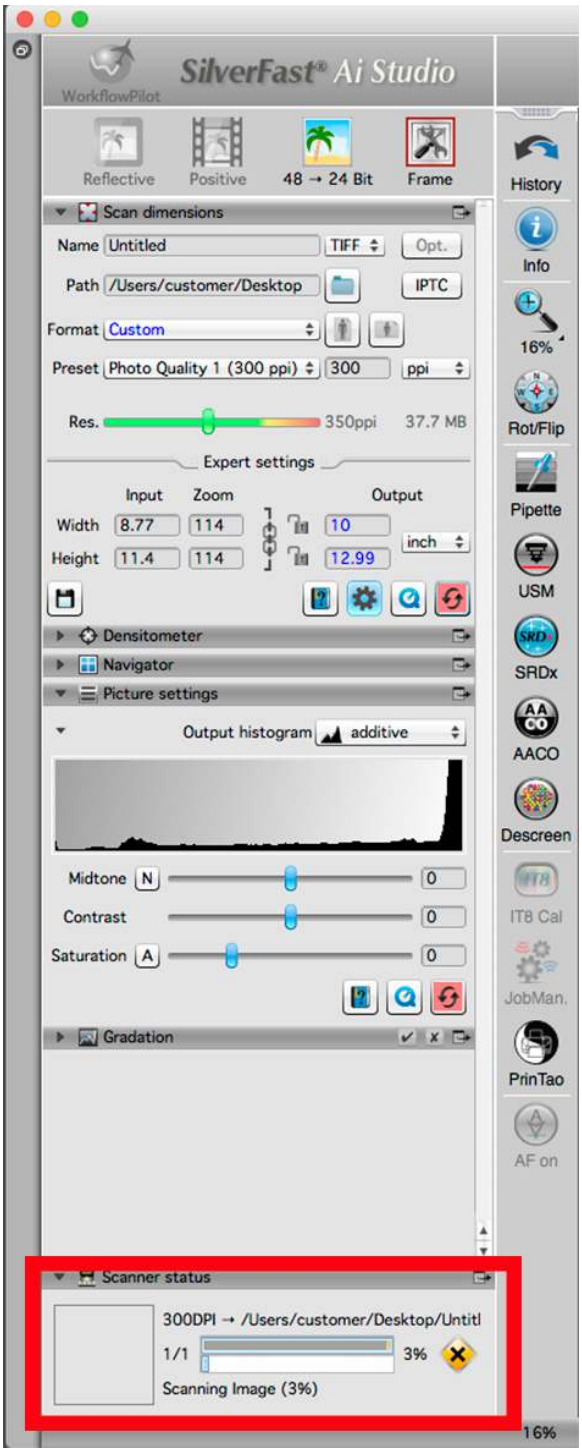
Scan – scans only 1 box

Batch Scan – scans all boxes on the page

Remember that each box has its own set of settings.



Batch Scan will open an additional dialog box for names / numbering.

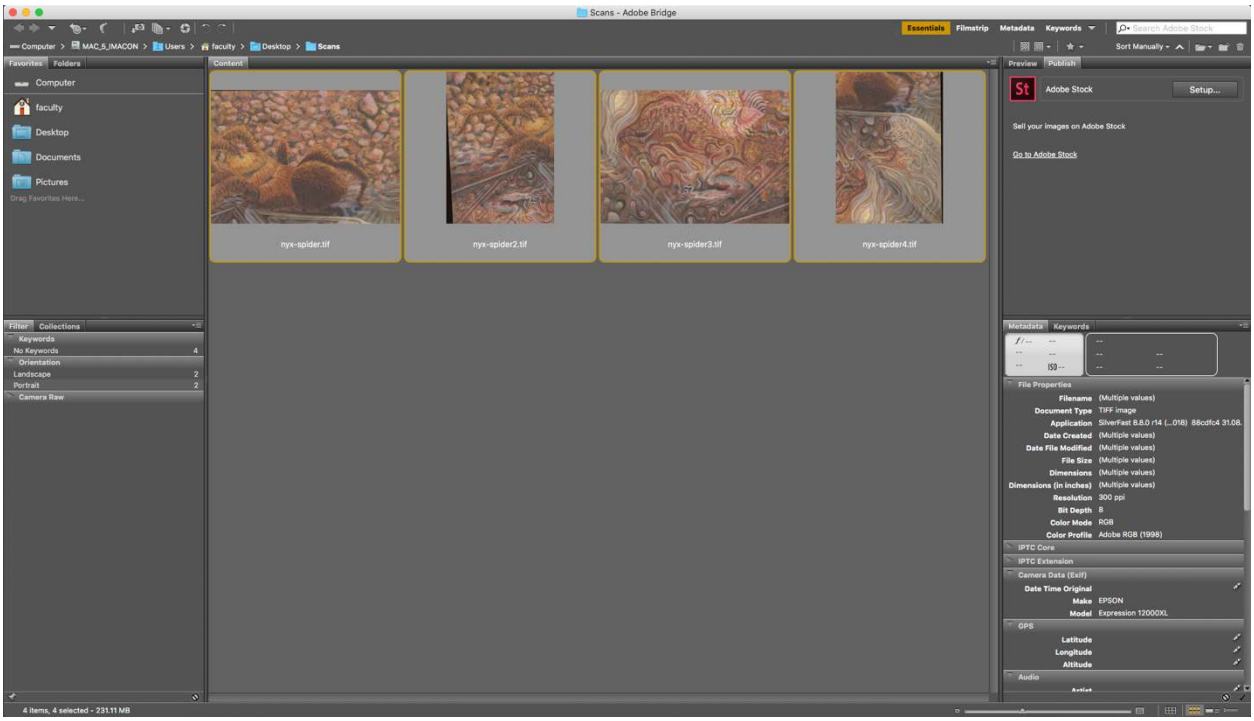


Scanner Progress will be listed on the lower left of the program. Do not close the program when anything is happening in this box, wait until it says finished.

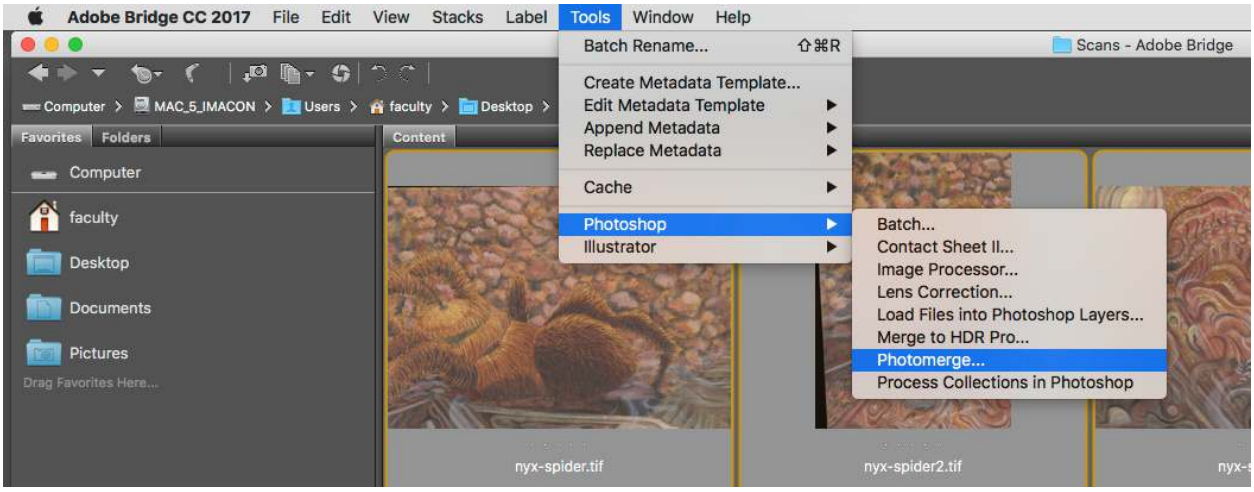
Scanning Large Items

Scan a large piece in sections making sure there is an overlap so Photoshop will know how to line everything up.

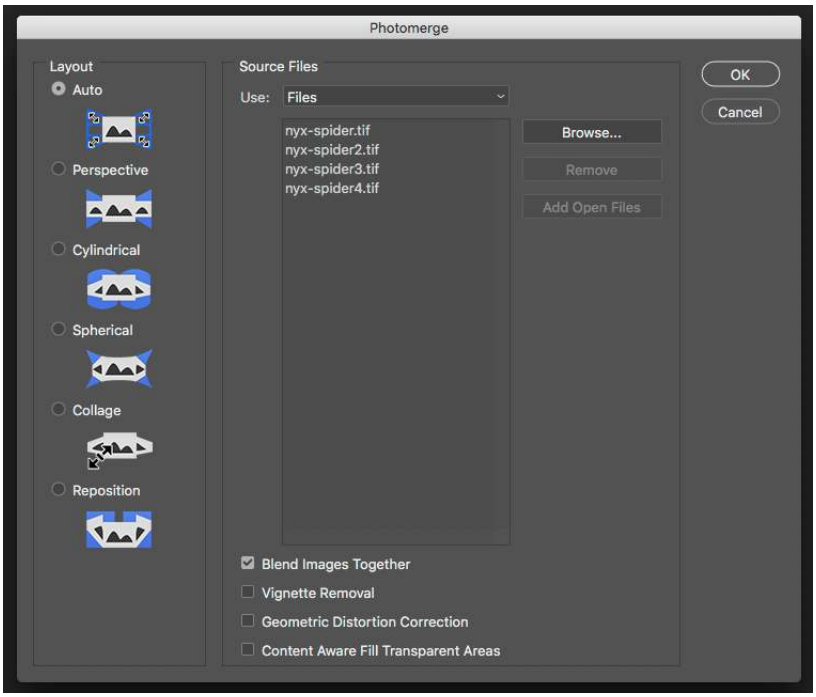
-Open Adobe Bridge
-Navigate to your scanned files
-Select all files (images can be rotated at this phase if desired)



Once files are selected go to:
Tools > Photoshop > Photomerge



Once in Photomerge, under Layout select Auto and then press OK. The files will be merged in Photoshop.



If you have any stitching issues try stitching again with the Reposition option instead of Auto.