

Digitizing Slides (SlideSnap Pro)

MIDWEST GENEALOGY CENTER

Getting Started

Welcome to the Slide-Snap Pro slide digitizer. Review the next few pages to introduce yourself to the equipment you will be using. Then, you will begin the do-it-yourself digitization process.

Before beginning, please make sure you brought everything you need:

- 35mm slides
- Memory device such as a USB drive, external hard drive, or SD card
 - Please allot 1 to 2 GB of space for every 200 photos

Getting Started: Equipment

Slide-Snap Pro:



Canon camera:



Getting Started: Slide-Snap Pro

On/Off switch



To power on the device:

Slide the black power switch from the leftmost position to the rightmost position under the glowing lightbulb icon.



Overview of Digitization Process

Now that you are aware of the equipment you will be using, you are now ready to digitize your slides.

The digitization process is broken down into 3 parts:

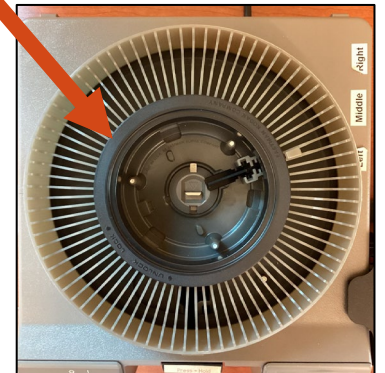
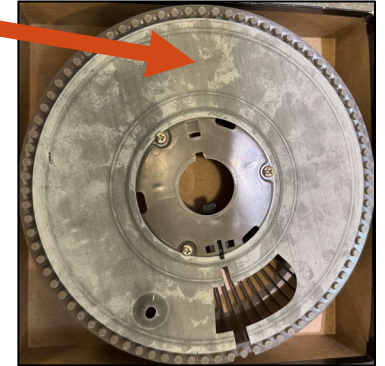
- Loading the carousel
- Digitizing/Photographing slides
- Transferring files

Loading the Carousel

Before you load the tray, check to be sure that the *metal slide retainer plate* on the bottom is locked in the correct position. If it's not, turn the metal plate until you feel it lock into place.

Begin loading your slides in the carousel provided or by placing a pre-loaded carousel into the digitizer, if you own a compatible model.

1. Turn the black locking ring on the carousel counter-clockwise to remove.
2. Load up to 80 slides into the carousel tray. (See next page for tips.)
3. Replace the black locking ring to the center of the carousel and twist into the locked position.
4. Turn on the camera and remove the lens cap from under the black metal lens hood.



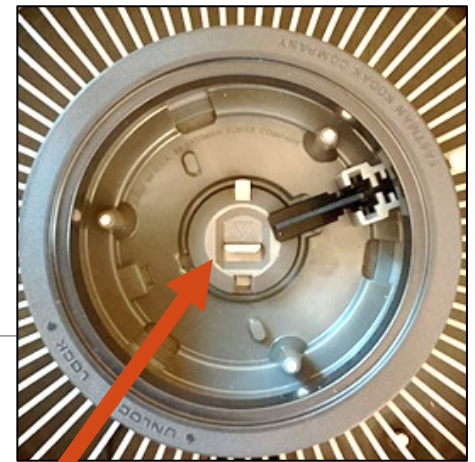
Press the *Live View (LV) button* on the camera to view the slide. If the slide in the viewer is blurry or out of alignment, notify staff and they can adjust the camera as needed.

Tips for Loading Slides

Here are a few tips for placing slides into the slots of the carousel tray.

1. Make sure your slides are as clean as possible. Warped or damaged slides can cause jams.
2. Use the metal release in the center to remove the carousel tray from the device. This may make it easier to load the tray comfortably.
3. If you are struggling to see the image on the slide, use the lamp provided to illuminate the slide.
4. The shiny side with the logo (if present) should be facing the lens. Otherwise, the image will be reversed.

Condition of Slides: Slide film can degrade with long-term light exposure, but the film may also fade over time even if kept in dark storage. Keep in mind that this can affect the quality of your scans.



Digitizing Your Slides



The **right button** is used to skip to the next slide and the **left button** is to return to the previous slide.

1. Now, **press the middle button to begin scanning**. The process is automatic.
2. Once the scanning cycle begins, it will automatically stop if it detects a jam, a blank slide, or reaches the end of the carousel tray.
3. The camera should click and capture a picture of each slide. If it does not, please notify staff.
4. To stop the scan cycle manually, press the middle button once.

Camera Settings



Do **NOT** adjust the camera settings, focus, or the distance from the projector window.

Instead, please notify a staff member if:

- You notice there is a focus or alignment issue in the viewfinder of the camera
- If the flash begins to go off during the automated digitization process
- Your slides are a format other than standard 35mm mounted slides

Transferring Your Files

After you have digitized your slides, it is now time to transfer them from the SD card to your memory device.

1. When the scanning is complete, turn off both the camera and slide digitizer.
2. Carefully reattach the lens cap to the camera and remove all slides from the carousel tray.
3. Now, **ask a staff member** to help you remove the SD card and transfer your files to your personal flash drive or cloud storage.

Finishing Up

Once your files have been transferred to your memory device, you are almost finished with the digitization process.

After a staff member has transferred the files from the SD card to your flash drive, you will have the chance to check your flash drive to ensure your files transferred successfully.

At that point staff will delete your images from the SD card and the process is complete.