Scanning Slides using PolaColor Insight

1. Open PhotoShop. If you use the Launcher, first select the Graphics button, then the PhotoShop button.

2. Select “Import” -> “PolaColor Insight Import” under the “File” menu. This will launch the sub program PolaColor Insight within PhotoShop.
3. Select the "preview" tab which appears along the top left of the window (it may already be selected depending on the status of the last scan).

4. The window you see should be blank. Take a slide from your job pile, dust it off using the can of air and insert it firmly into the scanner's slide loading slot. Once the slide has been inserted, select the "Preview" button, located in the middle left of the window controls.
5. If you have loaded the slide in a different orientation than desired, the software will allow you to make changes without starting over. The “Orientation” options in the lower left of the window give you rotational control over the image.
6. The next step is to make sure that the full outline of the image is selected. To get a rough approximation selected automatically, control click on the image area (hold down the control key on the keyboard while clicking the mouse). A menu will pop-up which will give you the options to "crop to landscape" or to "crop to portrait". Choose the item appropriate for the image you are scanning.
7. The last fine tuning step for the Preview is to manually adjust the crop lines. Using the mouse, roll over to an edge of the white crop mark. By hovering along the line you will notice that the cursor turns into arrows. By clicking and moving the mouse you will adjust the location of the white line. Note that this step is not always necessary; it is a fine-tuning requirement for when the automatic cropping step does not include the entire image desired, or when only a small part of a slide is desired.

8. Select the "Scan" tab which appears along the top right of the window.
9. At this point there may be additional crop adjustment necessary. For some unknown reason the program often (not always) selects an inset of the previously cropped image (indicated on the example image by the three arrows pointing towards the white crop marks). Fortunately there is a quick and easy way to compensate for this. Placing the mouse anywhere within the image area, control click on the image (again, hold down the control key on the keyboard and click the mouse). Select the option “Crop to Full Image”
10. Now you need to enter the final output settings. Under the “Output” menu, enter the resolution (dots per inch) and scaling appropriate for the target application. If you prefer, you can enter the output’s dimensions in final dimensions (shown in inches, but other units are available).

Some suggested resolutions and scaling:

For 5x7 print
300 dpi; 575% scaling
For slide output
2000 dpi; 100% scaling

11. Select the “Scan” button below the Output menu (lower right of the window).
12. A new window will appear - this is where you indicate how to save the scan. First, make sure that you are in the correct destination folder (item “A” on the diagram below). Next, give the scan a filename (item “B” on the diagram below). Finally, hit the return key or the “Scan” button (item “C” on the diagram below).

That is all it takes to get a slide scan done. To continue with more slides, simply select the Preview tab again (head back to step 3 above). When you are finished, select “Quit” from the File menu. You will then be in PhotoShop to edit any of the open images.