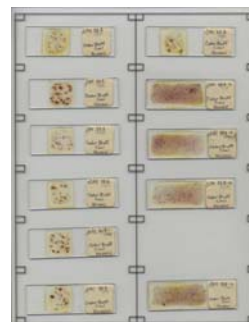
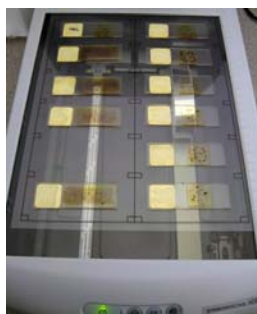


# Paleobotany, Micropaleontology, & Mineralogy Collection Sam Noble Oklahoma Museum of Natural History

## Scanning an Overall Microscope Slide or Thin Section Cheat Sheet

1. Gather Slide Box of Microscope Slides/Thin Section Slides
2. Prepare Computer & Software, Scanner & Slide Template
3. Prepare Slide Location & Scanning Form
4. Place Slides/Thin Section Slides onto Slide Template Transparency in Correct Area & Close Lid

7	43	79	1	37	73
19	55	91	13	49	85
31	67		25	61	97
8	44	80	2	38	74
20	56	92	14	50	86
32	68		26	62	98
9	45	81	3	39	75
21	57	93	15	51	87
33	69		27	63	99
10	46	82	4	40	76
22	58	94	16	52	88
34	70		28	64	100
11	47	83	5	41	77
23	59	95	17	53	89
35	71		29	65	
12	48	84	6	42	78
24	60	96	18	54	90
36	72		30	66	



(Image of the SNOMNH Slide Template Transparency with numbered locations, bigger chart available)  
(Photo & Scan of the SNOMNH Slide Template Transparency with some slides ready to be scanned with 1 empty slot/area)  
**If a slot is empty, the corresponding area of the Slide Template Transparency is left without a slide in the scan.**

5. Within Photoshop, Choose "Import" & Select "EPSON TWAIN 5..."
6. Once Pre-Scan Complete Check That Template & Slides Are Squared Up
7. Draw Box Outside Black Lines of Template
8. Verify Scanner Settings, Then Click Scan
9. Once Scanned, Close EPSON TWAIN 5 Window (NOT one labeled as Untitled1.jpg)
10. Save & Close File (Filename Format: OPC\_#####-SB#####\_#\_#.jpg)
11. Fill Out Slide Scan Log & Photo Checklist
12. Flip Any Slides With Writing Underneath Label & repeat steps 5 to 11
13. Return Slides Slide Box  
**Please use the SNOMNH Slide Location & Scanning Form you created to ensure they are returned to the correct slots.**
14. Repeat for Remaining Slides in Box, as Necessary
15. Fill Out Slide Checklist
16. Return Slide Box of Microscope Slides/Thin Section Slides to Storage