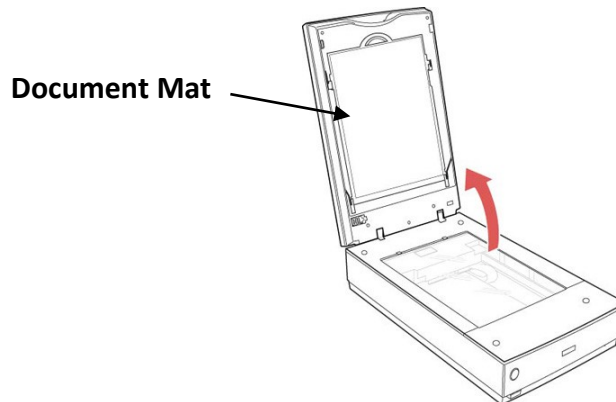# Scanning Photographs and Documents

**#1**  **Prepare the scanner**

1. Open the scanner cover. Make sure the white document mat is installed inside the cover.



**Document Mat**

2. Clean the scanner surface with an antistatic cloth and air puffer before placing your photos on the glass. Dust is your enemy during scanning.

**#2**  **Prepare the Photographs**

1. Place your original facedown on the scanner glass with the top edge facing as shown. Slide the original to the edges of the indicated corner. You can place multiple originals on the scanner glass. Make sure they are at least 0.8 inch away from each other.
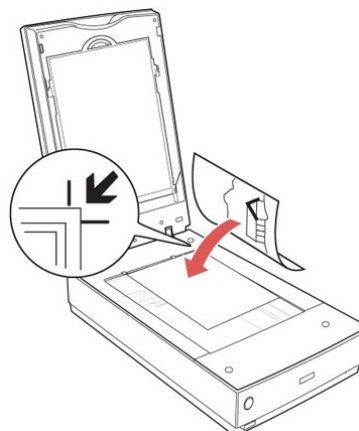


2. Close the scanner cover gently so that your original does not move.

**#3**  **Set Up the Scanning Software**

1. Make sure the scanner is powered on.

2. Connect your USB drive or other external storage device to the computer's USB port.

3. On the computer desktop, open the folder called "Photo and Image Digitization," and click the **Epson Scan** icon. You should then see a window similar to this:

**#4**  **Choose Scan Settings**

*Settings from top to bottom:*

1. **Mode:** At the top right of the window, select "Professional Mode." This will give you expanded options, which you can adjust depending on what you want to scan.

2. **Document Type:** Select "Reflective" whether scanning photos or documents.

3. **Auto Exposure Type:** Choose either "Photo" or "Document."

4. **Image Type:** Choose "24-bit Color" for most scanning needs. "16-bit Grayscale" may be appropriate for purely B&W document scanning.

5. **Resolution:** This determines the overall sharpness of your scan. For typical photos, 300 dpi will be fine. If you plan to enlarge and print the photo later, Increase the resolution by the same amount you will increase the image size to retain quality. For example, if the resolution is 300 dpi and you will double the image size later, change the Resolution setting to 600 dpi.

6. All other settings can be left as is, unless you choose to apply them.
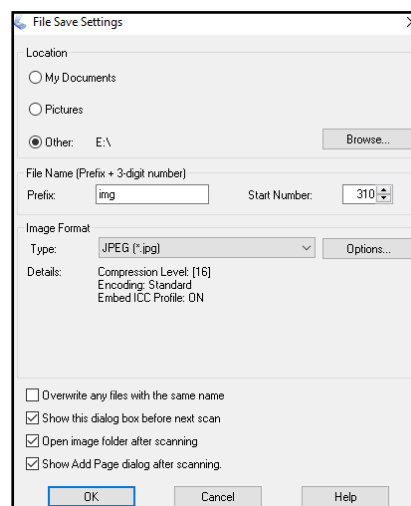
7. Click "Preview."
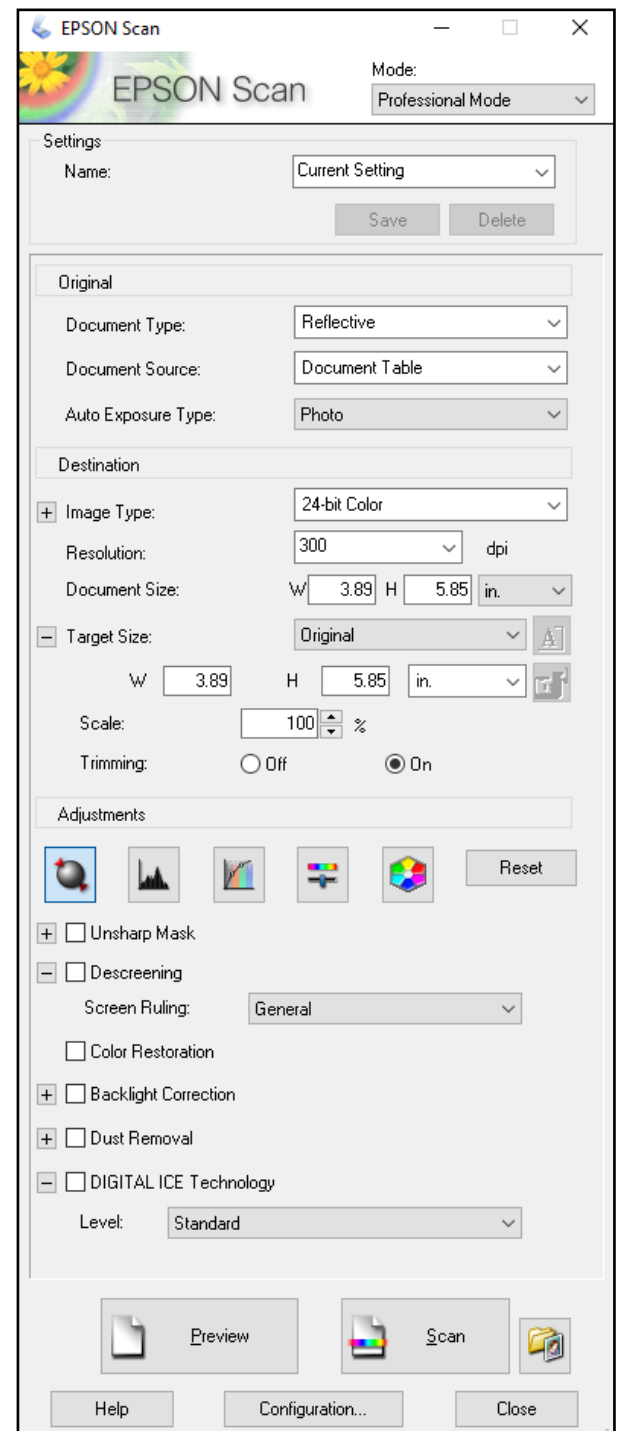
# #5    Scan and Save

1. After clicking "Preview", the scanner will do a quick interpretation of photos or documents.  If you have more than one photo on the scanner glass, click the **THUMBNAIL** tab in the Preview window. The scanner should automatically recognize your photos as separate files. It should look something like this:
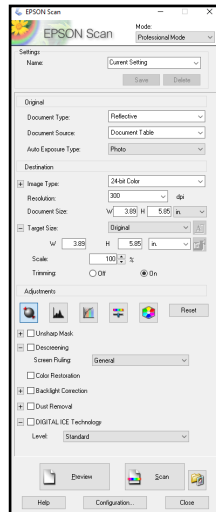


**Thumbnail tab**

2. In the Preview window, you can click on a thumbnail and rotate your image or reverse it using the buttons under **Frame** on the left of the window. You can also uncheck the box below a thumbnail if you do not want to scan that image. All images are selected by default.

3. Click **Scan**.

4. In the "File Save Settings" window that opens, under **Location**, choose **Other**, and find your USB drive or other external storage device. Under **Image Format Type**, choose how you want to save your files. For photos, JPEG is smaller and more common. TIFF files are 4.5 times larger and have more fidelity. Use JPEG for most common scans, and TIFF when every pixel is important. Use PDF for scanned documents.



5. Click **OK**. All the images that were checked in the Preview window will be scanned and saved to the location you specified.

**#6**   <u>Last Steps</u>

1. Retrieve your photographs or documents from the scanner.

2. Clean the scanning bed with antistatic cloth.

3. Put cleaning supplies away, return film holders to their bag, and place them in the drawer.

4. Make sure scanner is closed.

5. Eject your storage device and be sure to collect all your personal belongings.

6. Let a librarian know you have finished.

7. Have a great day.