

# Scanning Photographs



## Step 1: Prepare scanner

- Make sure that the scanner is powered on. If the light near the silver “Start” button is green, the scanner is on.



- If there is no power light, press the grey power button once. The power button is located on the lower left-hand side on the front of the scanner.



- Lift the lid and gently clean the scanner’s bed with an anti-static cloth.

## Step 2: Open Epson Scan

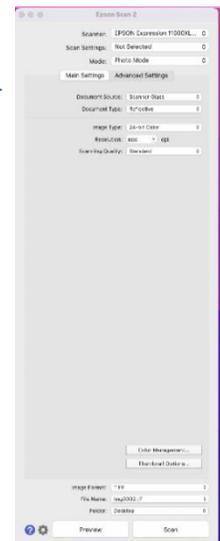
- Connect your USB storage device to the Anker USB hub.
- Select the **Epson Scan** software from the dock at the bottom of the screen.



- **Epson Scan** will open to the window shown here.

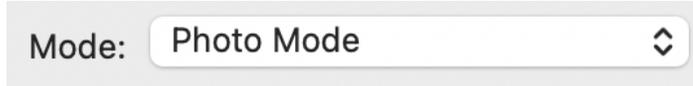
## Step 3: Place your image

- Handle your photos by the edges only to avoid fingerprints.
- Place your image face down on the scanner bed and align it to the upper left corner with the arrow, being careful not to scratch the scanning bed.
- You can place more than one image on the scanning bed at once, just make sure there is enough space between their edges so the scanner can differentiate them.
- Close the lid.



## Step 4: Settings and preview

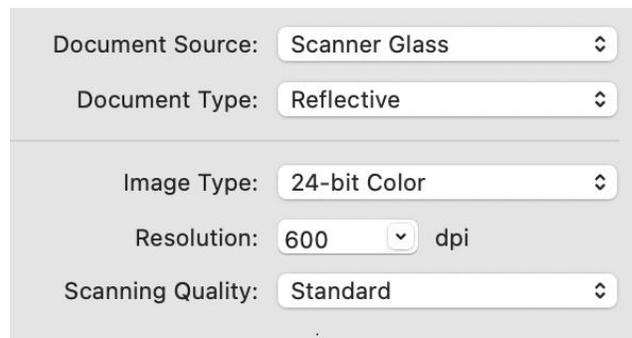
- In **Epson Scan**, leave **Scan Settings** at “Not Selected.”
- **Mode** should be set to “Photo Mode.”



- *Optional:* You can select **Advanced Settings** to make more detailed decisions about your image. If you are unfamiliar with scanning software, we recommend leaving these settings alone.
- **Document Source** should be set to “Scanner Glass.” **Document Type** should be “Reflective.”
- Under **Image Type**, use “24-bit color” for color images. For black & white images, use “16-bit grayscale.”
- Use the table below to determine the recommended **Resolution** in DPI (Dots Per Inch):

Long Edge	Recommended DPI
10" or larger	400 DPI
7"	600 DPI
4"	800 DPI
Smaller than 4"	1200 or higher

- Leave **Scanning Quality** set at “Standard,” or choose “High” for better quality images and much larger sized files.



- Although you can use **Color Management** to adjust the color of your image, we recommend leaving these settings at their defaults.
- Choose your **Image Format**, JPEG or TIFF. TIFFs use more memory but will prevent image loss if you need to resize your image in Photoshop or other photo editing software.
- Use **File Name** to give your document a unique name that describes what it is, e.g. “BirthdayParty1988”.
- Use **Folder** to select your storage device so that scanned images will be saved there.

Image Format:	TIFF	⌵
File Name:	img0002.tif	⌵
Folder:	Desktop	⌵

- Finally, select **Preview** to create a preliminary scan of your image. You should hear the scanner working. Give it a few seconds.
- A preview of your scanned image will appear on the screen.
- To see a thumbnail of your image, make sure the box is checked next to the **Thumbnail** option at the top of the window.
- If the edges of your images get cut off by the auto-generated thumbnail previews, unselect the **Thumbnail** option.
  - Click Yes on the pop-up window.
  - If necessary, use the rotate tool (just under **Thumbnail**) to adjust the orientation of your images.
  - Use the cursor to manually select the edges of all your images.

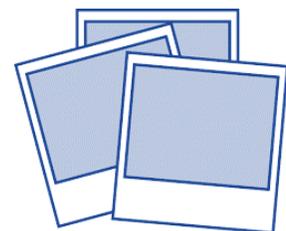


### Step 5: Scan

- If you wish to change anything, go back to the start of **Step 4** to adjust the settings, then select **Preview** again to review your image before finalizing the scan. If the preview of your photograph appears correct, select **Scan** to finalize your image.
- Wait until the scanner has completed its task. This can take a minute or two.
- A window with the folder where you saved your image will pop up. You can select your file and rename it at this point if you did not do that previously.
- **Remove your image from the scanner bed.**
- If you have more images to scan, return to **Epson Scan** and start over at **Step 3**.

### Step 6: Finish up and check out

- Make sure your files are saved to your USB storage device.
- Safely eject your device from the computer by dragging its disk image to the eject icon (trash can) on the bottom of the desktop. Or you can click on the drive and select File → Eject.
- **Notify a staff member to be checked out of the DIY Digi Lab.**
  - **IMPORTANT:** If you are not checked out of the DIY Digi Lab by a library staff member, **you will not be allowed back.**



**Don't forget your photos and storage device!**

