

Preparing for scanning

Equipment required:

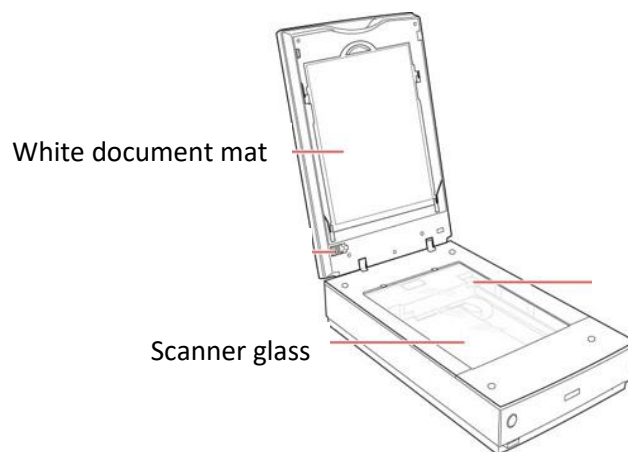
- Your own external storage (USB Stick, external hard drive, 8GB minimum recommended)
- Flatbed scanner

Things to remember:

- Be gentle with the scanner
- Do not press on or place heavy object on the scanner glass
- Do not place anything on top of the scanner top

1. Let staff know if:

- a. The scanner glass is not clean
- b. The white document mat is missing



2. Place photo(s) on scanner

(see diagram on the right)

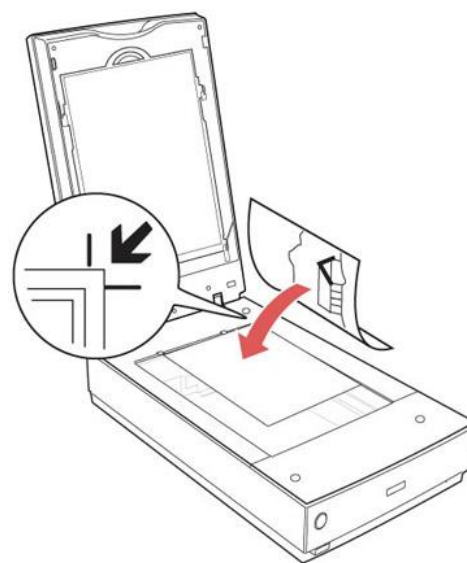
- Face-down
- Top edge lining up with the arrow at the top, right corner of the scanner glass

If you are scanning multiple photos:

Place photos 1 inch apart, horizontally or vertically

If your photos have a white border:

Best to scan them one at a time



3. Close the scanner cover gently to keep your photo(s) in place

Scanning

Please note:

At the end of your session, the computer will be restarted for your privacy. **Any files temporarily saved on the computer will be deleted.** Please make sure you transfer all your files to your own storage device (USB, Cloud storage, etc.)

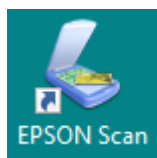
1. Press the power button to turn on the scanner.

Wait until the power button stops flashing, and turns solid green

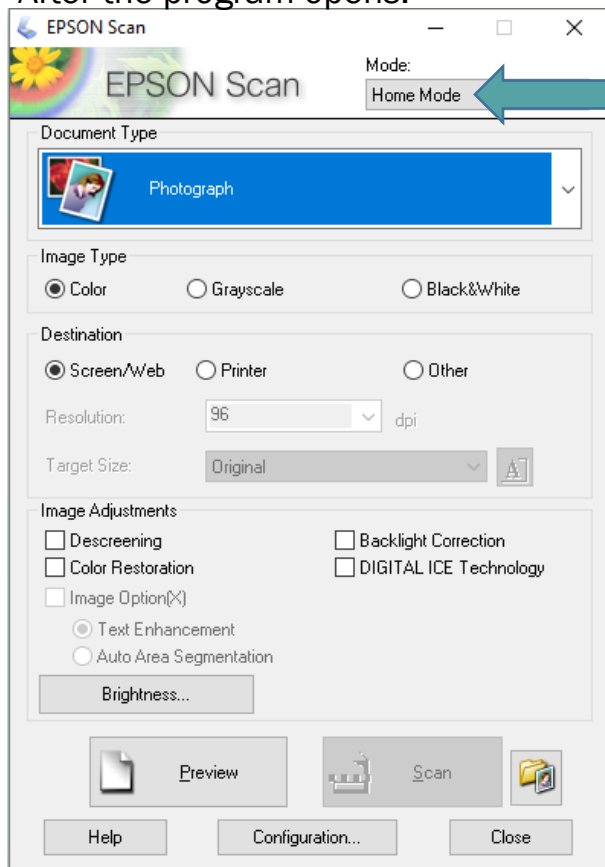
2. Plug your USB into the computer.

If any windows open up as a result, you can close them

3. Double click the scanner icon on the computer desktop to open the program.

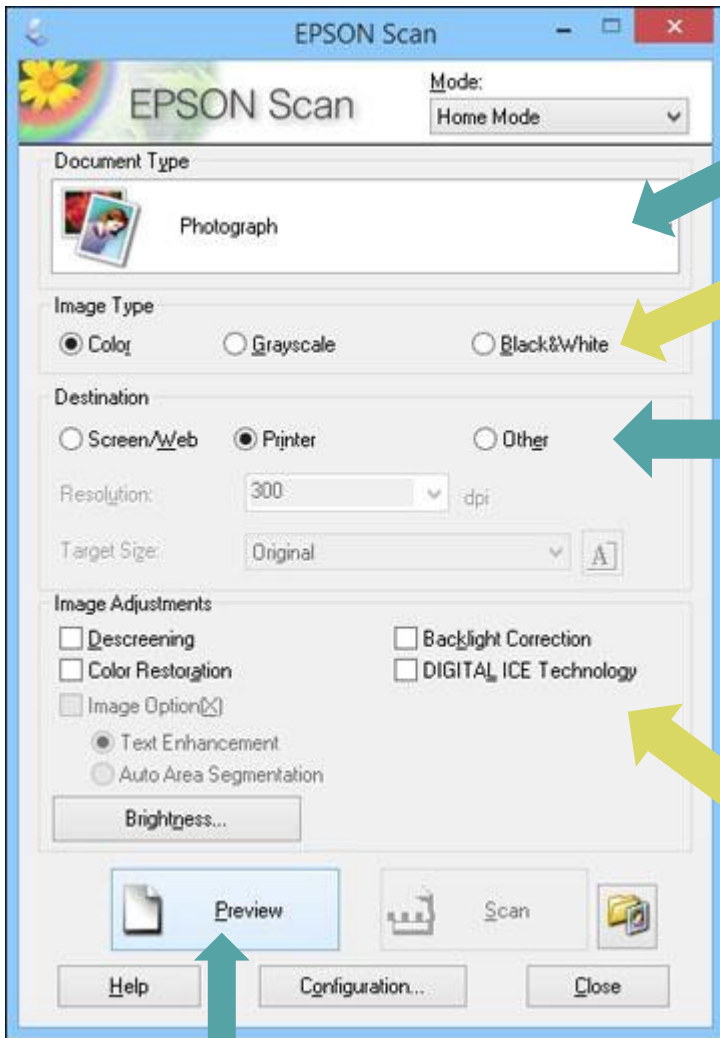


After the program opens:



In the top, right corner, choose **Home Mode** in the dropdown menu.

4. Adjust settings



Choose **Photograph**

Choose **Type**

- **Colour** for colour photos
- **Grayscale** for black & white photos

Choose how you intend to use or view the photo

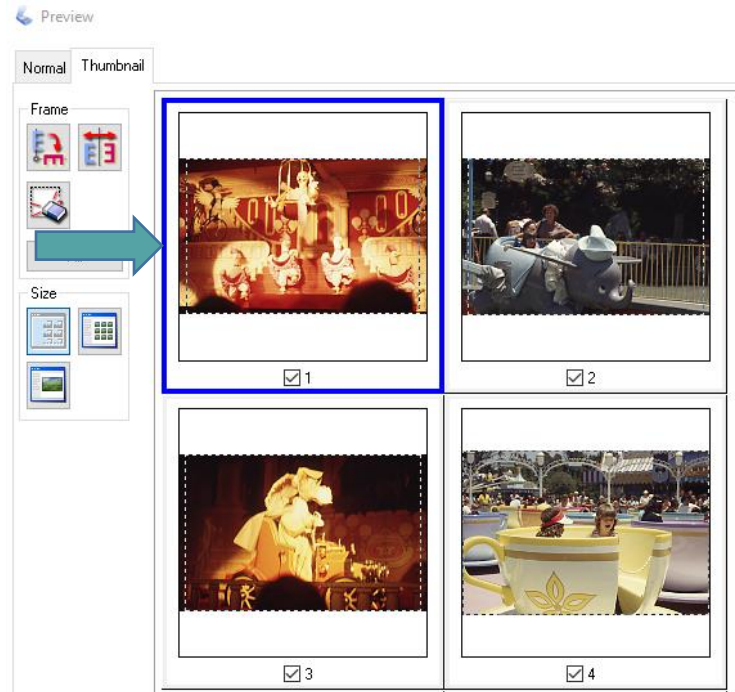
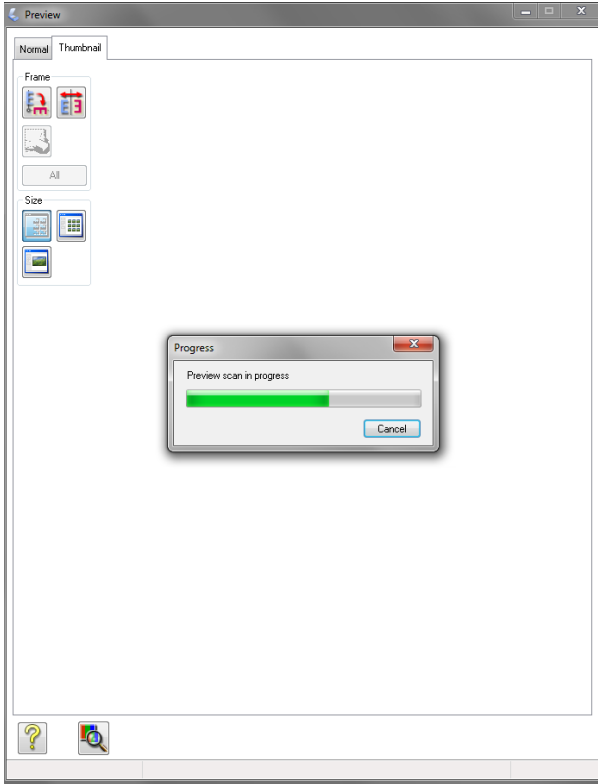
- **Screen/Web** for viewing & sharing on computer, TV, or creating slideshows
- **Printer** if you want to print photos out

Checking any of these additional image adjustments may help automatically correct some of the issues of the photos. However, it will result in longer scan time.

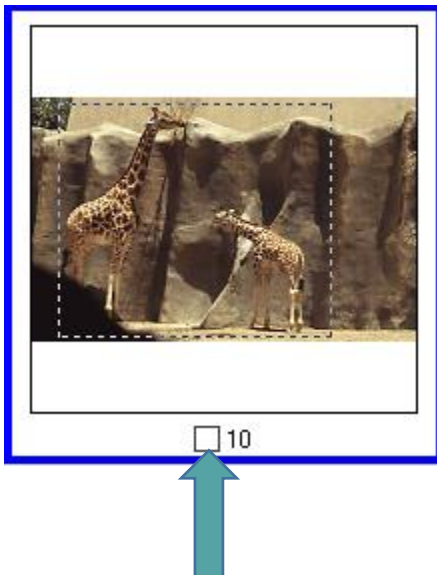
- **Colour Restoration**
For photos that have faded in colour
- **Backlight Correction**
For photos with too much background light (resulting in lots of shadows)
- **Digital ICE Technology**
For photos with dust and scratch marks

5. Click the **Preview** button.

A separate window will pop up with a preview before the photos are actually scanned.
* Check to make sure each photo is being shown as a separate image.



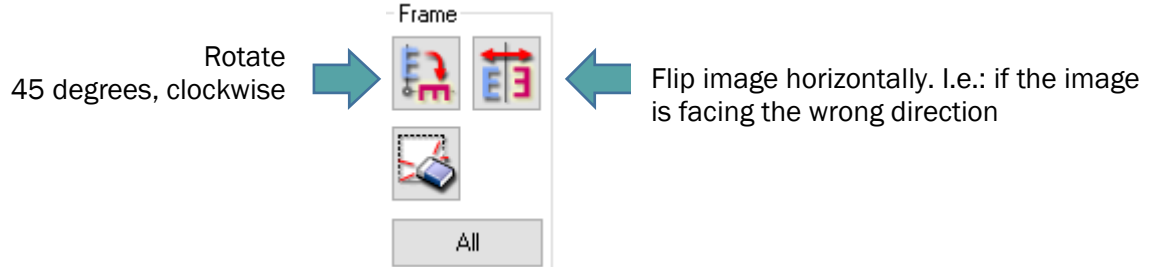
If there are any photos you do not want to scan anymore, you can uncheck the box next to the number of the photo.



Optional: On the **Thumbnail** tab, you can crop or rotate your image:

Select the photo you want to edit first by clicking on the image. A blue border around the image indicates that the particular photo has been selected.

To rotate or flip image, click the following buttons




To crop image:



1. Click to deselect the existing dotted outline (marquee) around your image



2. Move your mouse on top of the image.

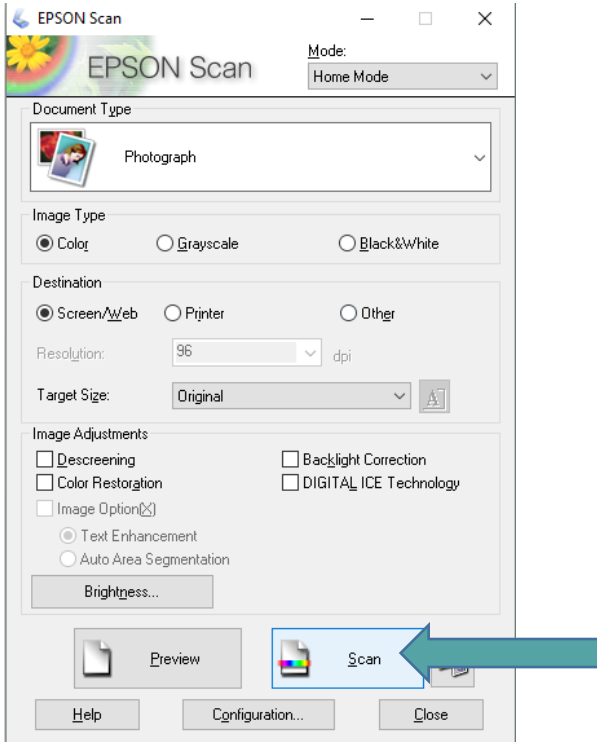
Your cursor will change to a  sign



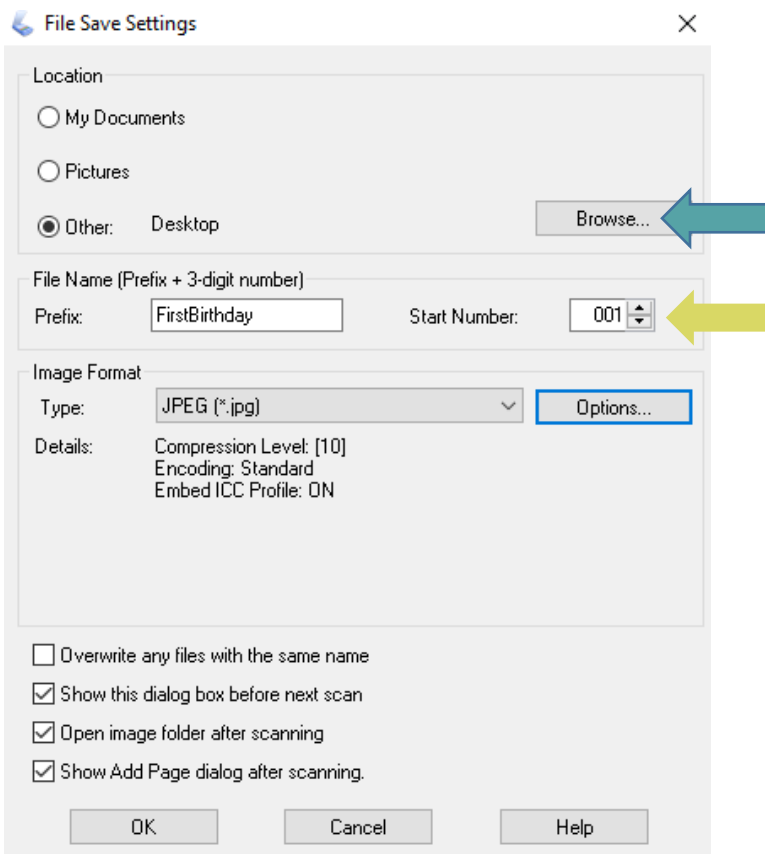
3. Drag from corner to corner to create your own rectangular marquee.

Any parts outside of the rectangle will be cropped out when you do the actual scan.

6. When you are satisfied, minimize the preview window to switch back to the first window. Click scan.



7. In the new File Save Settings window, adjust settings.

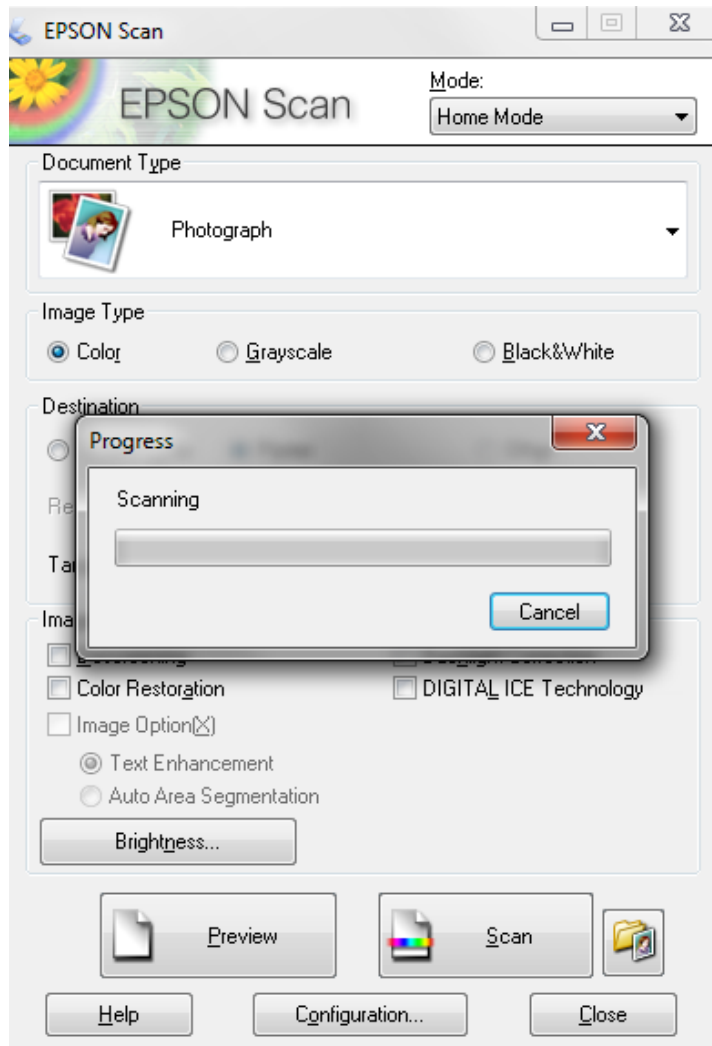


Select the **Other** bubble. Then click the **Browse** button and select your external storage drive

Type in a **File Name (prefix) & Start Number**

Example from diagram:
Your files will be automatically named:
FirstBirthday001, FirstBirthday 002,
FirstBirthday 003, etc...

8. Click OK to start the scan.



9. When the scanning is finished, the folder containing your photos will open up automatically.

10. Repeat this process with each set of photos until you are finished

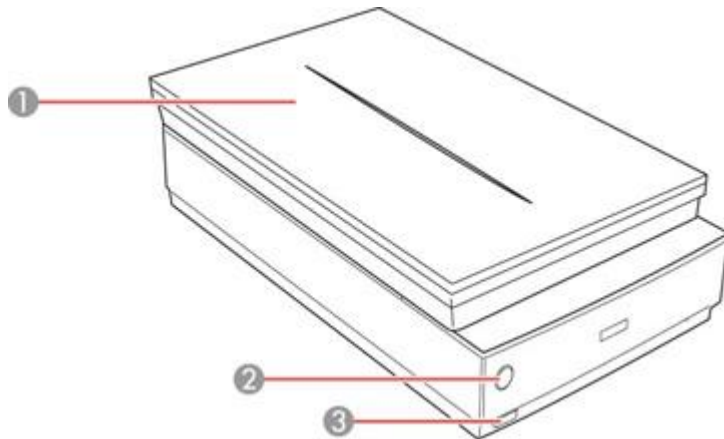
At the end of your session:



- Close all the windows on the computer.
- Check to make sure you have not left any materials in the scanner
- Safely remove your USB or other storage medium
- Power off the scanner
- Be sure to return any materials and check out at the Info Desk

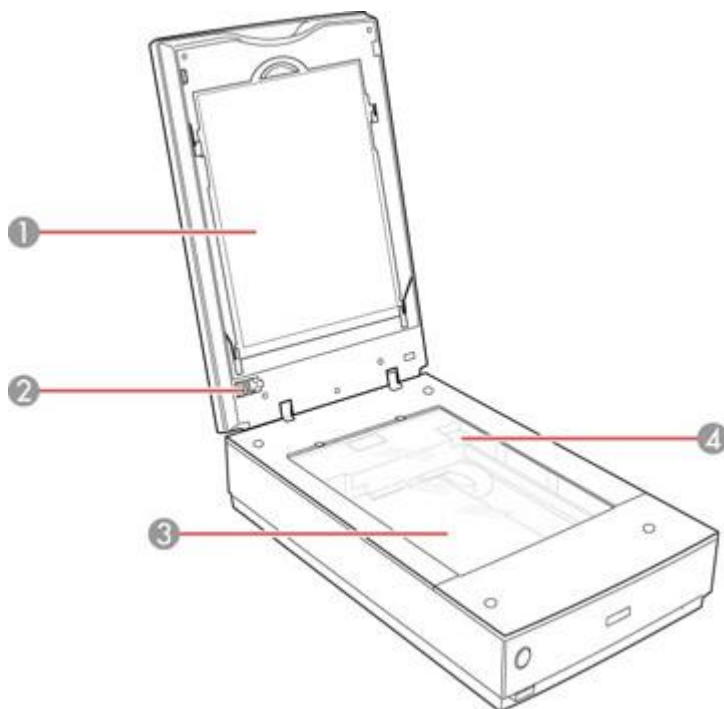
Learn photo and video editing

The following software are available on the digitization station:

(Look for numbers on scanner)



1. Scanner Cover
2. Start button 
3. Power button 



- 1 Document mat
- 2 Transparency unit lock
- 3 Scanner glass
- 4 Carriage (beneath scanner glass)

TROUBLESHOOTING


p. 89 onwards in manual

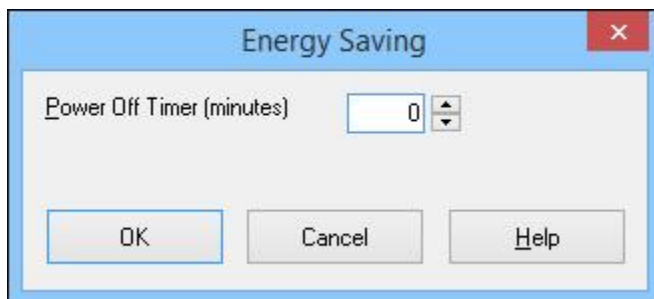
EPSON SCANNER

- Label the different parts on the scanner
- Desktop:
 - Wallpaper 1920 x 1080
 - By function
 - Digitizing photos, slides, films
 - Epson Scanner (icon)
 - Photoshop (icon)
 - Photoshop Elements (icon)
 - Digitizing videos
 - Honestech
 - Premier
 - Handbrake (Digitizing DVDs)

For our setup

Change auto turn off after __ of inactivity

1. Epson Scan Settings utility:
 - Windows 8.x: Navigate to the Apps screen and select EPSON Scan Settings.
 - Windows (other versions): Click  or Start, and select All Programs or Programs. Select Epson, then EPSON Scan, then click EPSON Scan Settings.
 - OS X: Open the Applications folder, then open the Epson Software folder and double-click the EPSON Scan Settings icon.
2. Click Energy Saving.



3. Enter the time period of inactivity before the scanner turns off automatically as the Power Off Timer setting. If you enter a value of 0, the scanner will not turn off automatically.
4. Click OK.

May want to label the scan & the power button

Changing Default Start Button Settings (if we want)

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

SCAN ICON ON DESKTOP

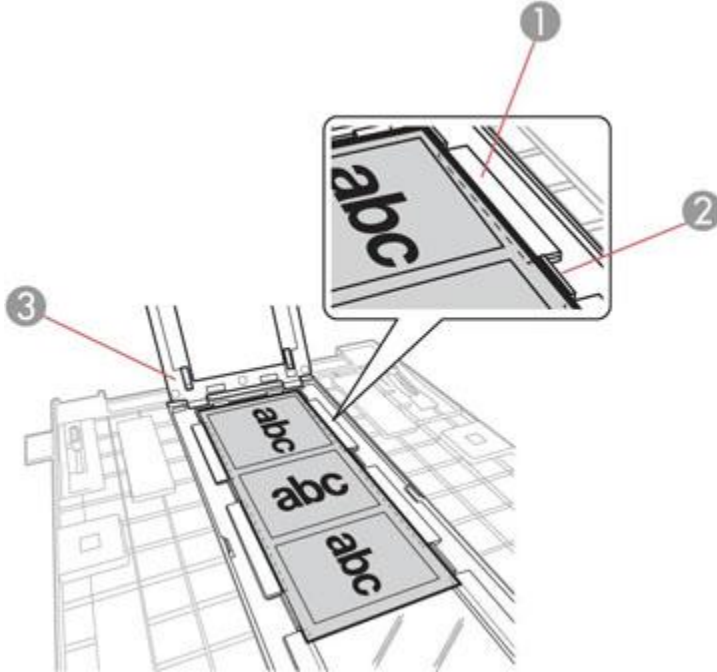
Medium Format film

You cannot use Full Auto Mode when scanning medium format film. Make sure the white areas on the back of the holder are not scratched, dirty, or covered in any way or the scanner may not correctly detect the holder during scanning.

Open holder

Place film with shiny side face up so wording & images not backward

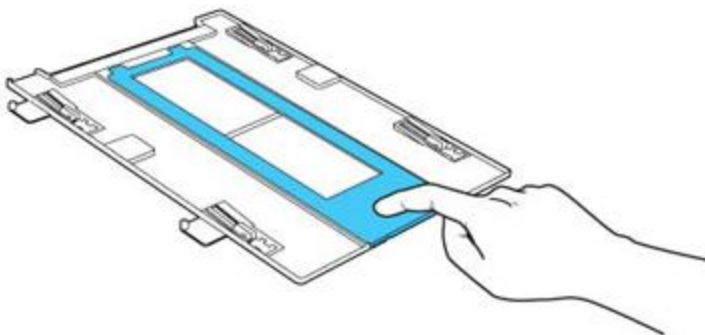
Make sure the film is placed between the film guide tabs and resting on top of the film lock bevels as shown.



- 1 Film lock bevel
- 2 Film guide tab
- 3 Film holder cover

Place the film on top of the film lock bevels. Forcing the film beneath the beveled edges will damage the film.

Make sure that the entire image frame is positioned in the film holder opening, with the film centered and sitting on top of the film lock bevels. Then gently close the film holder cover and press it down until it clicks into place. Also press down all the edges of the cover to secure it. Make sure the film is not pinched or curled.



Note: The film holder cover may not hold the outer edges of the film completely flat against the clear plate; this is normal and will not affect the quality of the scanned image.

Turn over (same as the other one)

4x5 inch film

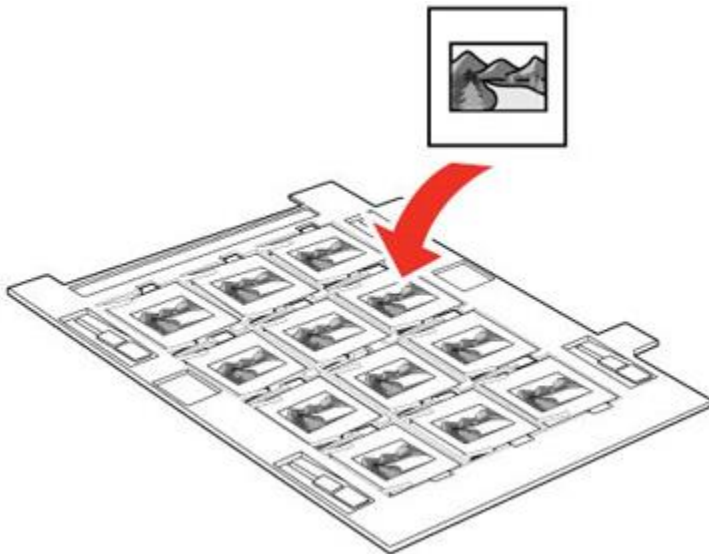
Note: You may need to trim the edges of the film so that it sits properly in the film holder without bending or warping. Do not cover any of the small holes in the holder.
(same as before)

35mm slides on scanner

Up to 12 at a time

Note: Make sure the white areas on the back of the holder are not scratched, dirty, or covered in any way or the scanner may not correctly detect the holder during scanning. You cannot scan negative slides.

with the shiny sides facing down in the direction shown.



Note: The images and any wording on the slides should appear backward; the top of the images should face the open end of the slide holder. Do not cover any of the small holes in the slide holder.

Same as above

Placing film in film area guide

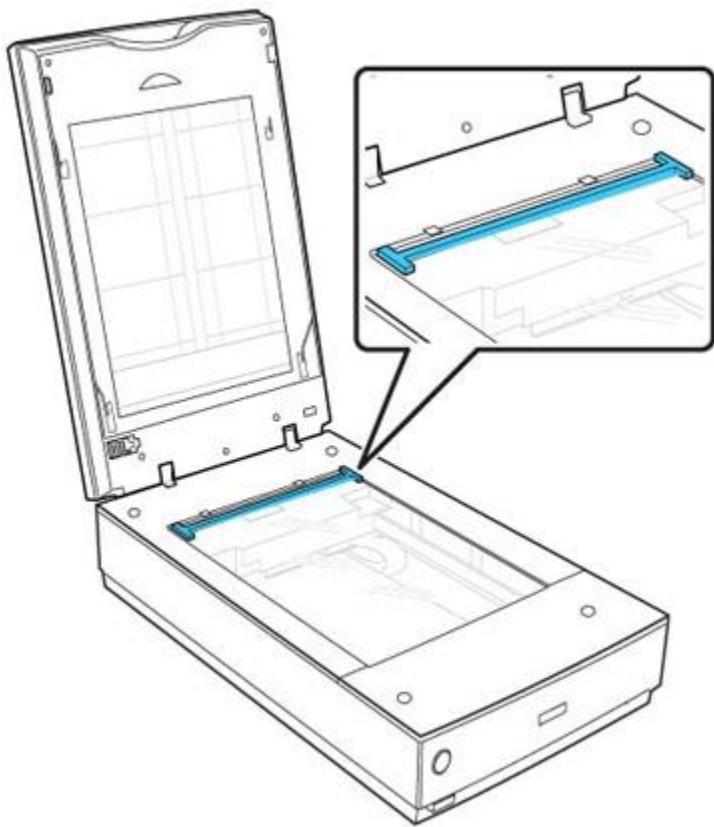
You can scan oversized film up to 8 × 10 inch (203 × 254 mm) using the film area guide. Scan using Epson Scan Professional Mode and select Film (with Film Area Guide) as the Document Type.

Caution:

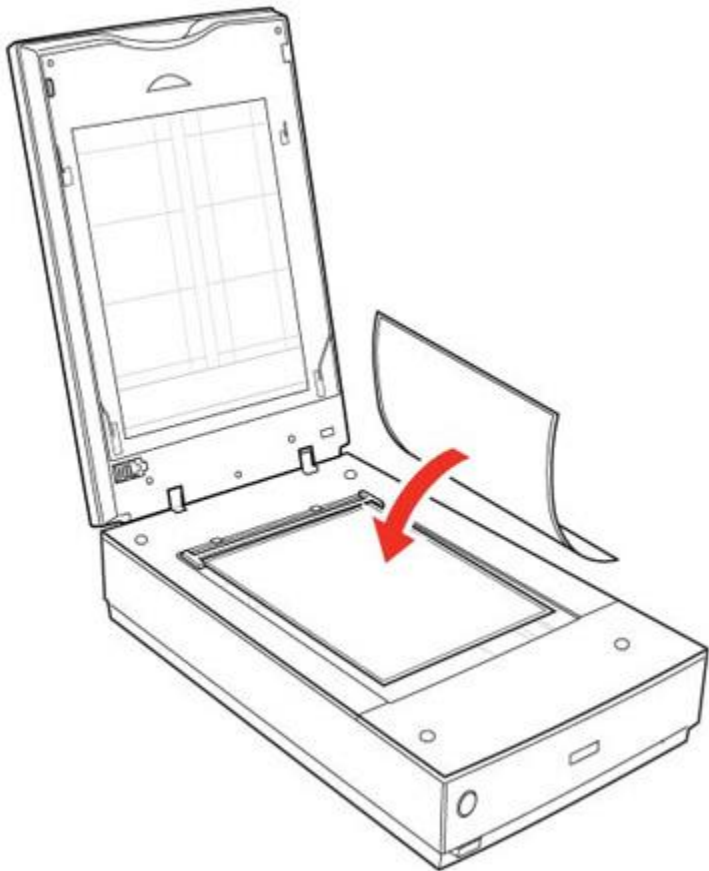
Hold only the edges of the film strips or use gloves, or you may damage the film.

Note: You cannot use DIGITAL ICE Technology when using the film area guide. You cannot use Full Auto Mode or Home Mode when scanning film with the film area guide. If you scan 8 × 10 inch (203 × 254 mm) film at 4800 dpi resolution and 24 bit color as the Image Type, do not save it in BMP, Tiff, or JPEG format.

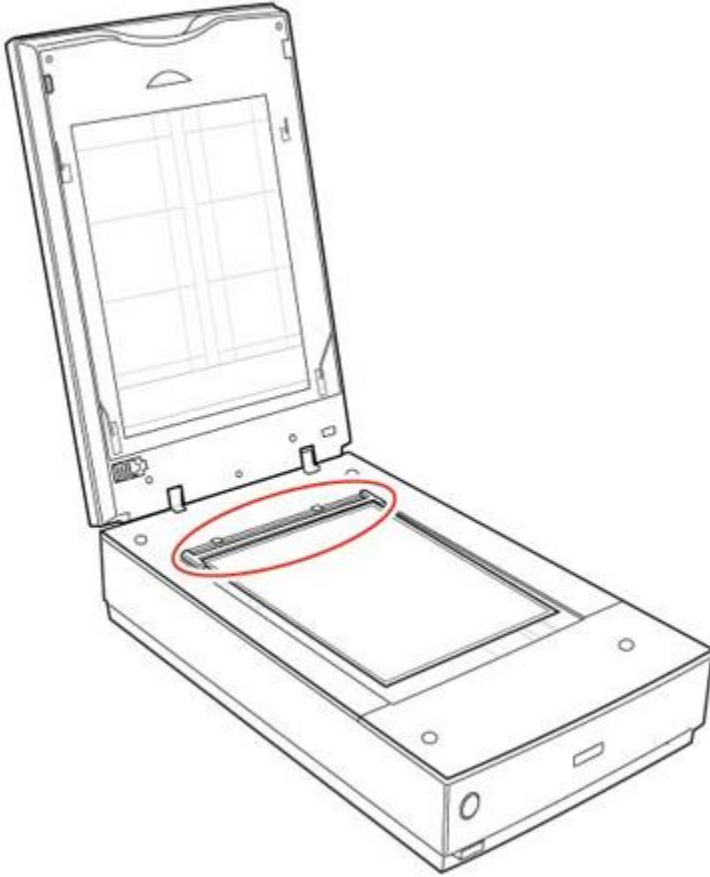
1. Open the scanner cover.
2. Remove the document mat from the scanner cover, if necessary.
3. Place the film area guide on the scanner glass and align it as shown.



Place the film in the film area guide with the shiny side facing down. Make sure the entire image frame is positioned within the film area guide.



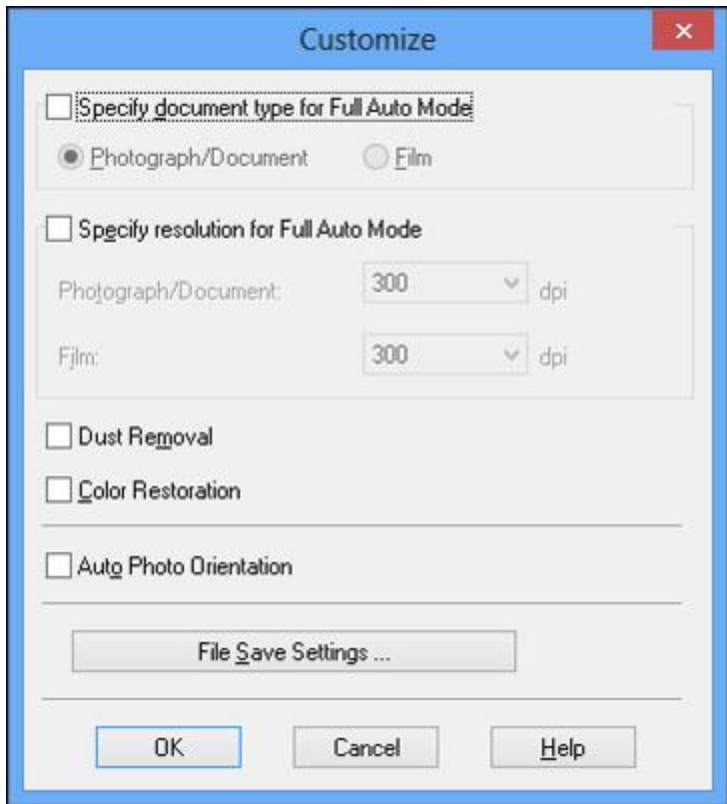
Note: The images and any wording on the film should appear backward. Do not cover the area shown or colors in your scan may be affected.



Close scanner

Full Mode

- Automatically saves your scanned file in JPEG format in your operating system's Pictures or My Pictures folder, or opens it in your scanning program.
You can change the scanned file settings and select various image adjustment options before you scan, if necessary.
(Q: can you preset???)
- To select image adjustment options or change your scanned file settings, click Customize, select the settings you want, and click OK



To choose any of the available image adjustment options, select the checkbox for the option.
To change the scanned file settings, click File Save Settings.

3 options:

Dust removal: removes dust marks automatically

Colour restoration: restores faded photos

Auto photo orientation: Checks the preview image for faces, the sky, and other features, and then correctly rotates the photo when it is scanned, if necessary. (If your photo is not oriented correctly using this option, deselect this option and scan again.)

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Note: Select the Image Option checkbox if you need to set any of the grayed-out image adjustments. Not all adjustment settings may be available, depending on the Document Type and Image Type setting. Click the Brightness button to access additional settings.

Auto Area Segmentation

Makes grayscale images clearer and text recognition more accurate by separating the text from the graphics.

Brightness

Adjusts the overall lightness and darkness of the scanned image.

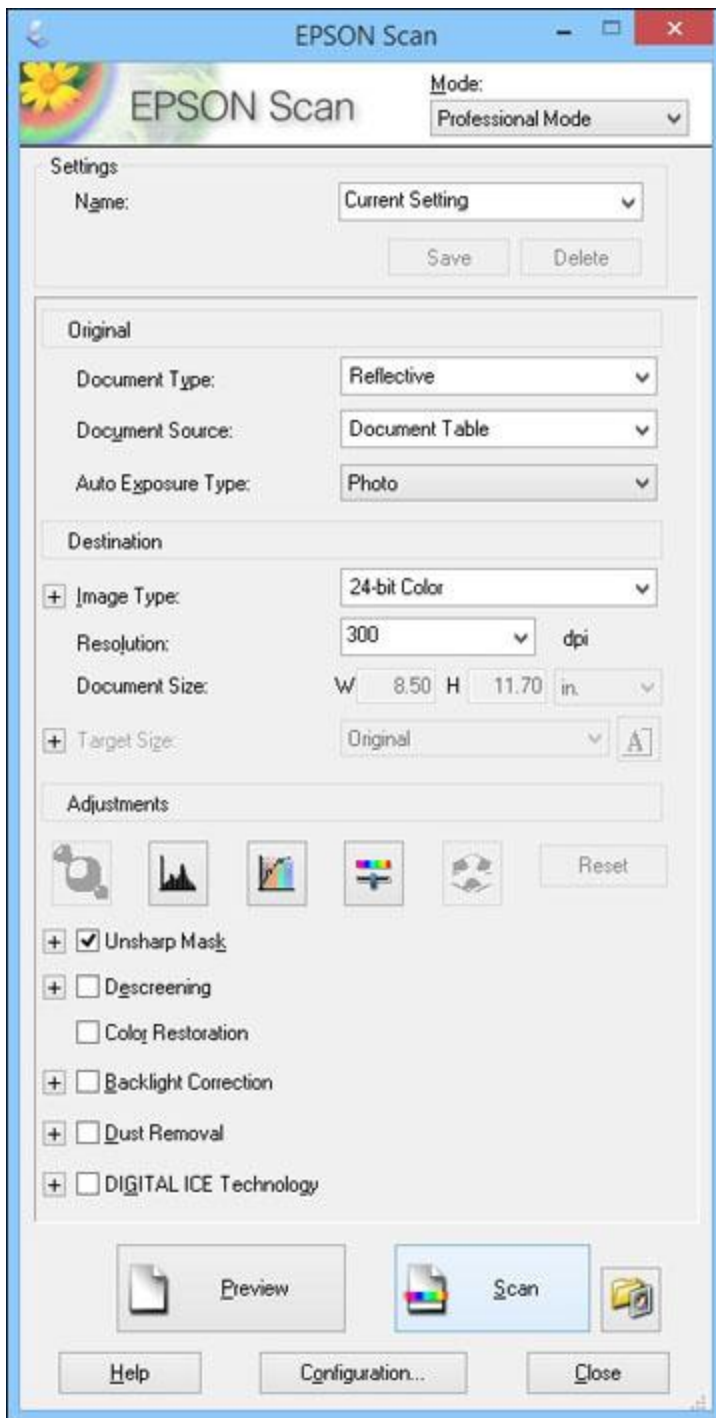
Contrast

Adjusts the difference between the light and dark areas of the overall scanned image.

Threshold

Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

Professional Mode



Available Image Types - Professional Mode

You can select these Image Type options in Epson Scan Professional Mode.

48-bit Color

Select this setting for color photos that will be edited in a 48-bit image editor.

24-bit Color

Select this setting for color photos.

Color Smoothing

Select this setting for color graphic images, such as charts or graphs.

16-bit Grayscale

Select this setting for black-and-white photos with many shades of gray.

8-bit Grayscale

Select this setting for black-and-white photos with a few shades of gray.

Black & White

Select this setting for black text documents or line art.

Image adjustments

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Unsharp Mask

Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Backlight Correction

Removes shadows from photos that have too much background light.

Dust Removal

Removes dust marks from your originals automatically.

DIGITAL ICE Technology

Removes stubborn dust and scratch marks from photos. The effects of DIGITAL ICE Technology do not appear in the Preview of the image; you must scan the original to see the results.


Dropout

The scan will not pick up the color you select. This setting is only available if you select an Image Type of Grayscale or Black & White.


Color Enhance

Enhances the red, green, or blue shades in the scanned image.


Auto Exposure

Automatically adjusts the image exposure settings when you click the  Auto Exposure icon. To automatically adjust image exposure settings continuously, click the Configuration button, click the Color tab, and select Continuous auto exposure. You can adjust the level of auto exposure using a slider.

Histogram Adjustment

Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually. (For advanced users only.) Click the  histogram icon to access the settings.

Tone Correction

Provides a graphical interface for adjusting tone levels individually. (For advanced users only.) Click the  tone correction icon to access the settings.

Brightness

Adjusts the overall lightness and darkness of the scanned image.

Contrast

Adjusts the difference between the light and dark areas of the overall scanned image.


Saturation

Adjusts the density of colors in the overall image.

Color Balance

Adjusts the balance of colors in the overall image.

Color Palette

Provides a graphical interface for adjusting mid-tone levels, such as skin tones, without affecting the highlight and shadow areas of the image. (For advanced users only.) Click the  Color Palette icon to access the settings.

Threshold

Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

SCAN SIZE

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Scan Resolution Guidelines

If you plan to enlarge a scanned image so you can print it at a larger size, you may need to increase the resolution from the default resolution set by Epson Scan. Follow these guidelines to determine the resolution setting you need:

- You will enlarge the image as you scan it.

If you will enlarge the image using Epson Scan's Target Size setting, you do not need to increase the Resolution setting.

- You will scan the image at its original size but enlarge it later in an image-editing program.

Increase Epson Scan's Resolution setting in your scan. Increase the resolution by the same amount you will increase the image size to retain a high image quality. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the Resolution setting to 600 dpi.

- You will scan the image at 100% or smaller size.

Select Epson Scan's Resolution setting based on how you will use the scanned image:

- Email/view on a computer screen/post on the web: 96 to 150 dpi
- Print/convert to editable text (OCR): 300 dpi
- Fax: 200 dpi

VPL RESOLUTION Image quality and Resolution / DPI (Dots Per Inch)

Printed Image quality depends on the *resolution* of an image.

Resolution refers to the sharpness and clarity of an image.

DPI (dots per inch) is a measure of resolution used for printed text or images, the more dots per inch, the higher the resolution.

See table BELOW for suggested dpi for scanning.

What you will do with the scanned image	Suggested scan resolution
Send via e-mail, upload to web, or view only on the screen	96 to 150 dpi
Photos	200 to 300 dpi
Print using ink jet printer with normal quality	150 dpi (Color or Grayscale)
Print using ink jet printer with high quality	300 dpi (Color or Grayscale)
Print using page printer	200 dpi (Color or Grayscale)

Enlarge after scanning at 100% Increase Resolution setting by same amount you will increase image size after scanning.

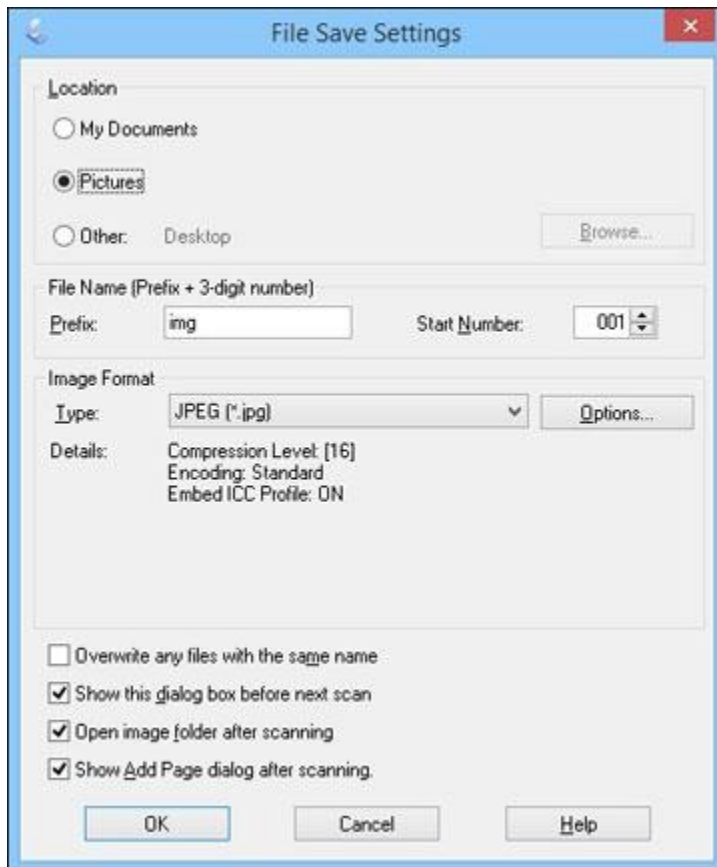
*For example, if the resolution is 300 dpi, but you will increase the image size to 200%, change the resolution setting to 600 dpi.


Other tutorials:

<https://www.reginalibrary.ca/services/digitization-station/tutorial-video-and-manual>

Selecting Scan File Settings

You can select the location, name, and format of your scan file on the File Save Settings window. You can also select various optional settings that control how Epson Scan behaves when you scan and save files.



The File Save Settings window may appear after you click Scan on the Epson Scan window. You may also be able to access the window by clicking the  icon on the Epson Scan window.

1. Do one of the following to select the folder in which you want to save your scanned image:
 - o Click the button for one of the displayed folders.
 - o Click the Other button, click the Browse or Choose button, and select a folder.
2. Type in a file name in the Prefix field. This name is used along with numbers to automatically name your scanned files.
3. Select a different number as the Start Number setting, if you like.
4. Select the file format you want to use in the Image Format Type menu.
5. If your file format provides optional settings, click the Options button to select them.
6. Choose any of the optional settings you want to use by selecting their checkboxes.
7. Click OK.

SAVE AS

File Formats

Bitmap (*.bmp)

A standard image file format for most Windows programs.

JPEG (*.jpg)

An image format that lets you highly compress image data. However, the higher the compression, the lower the image quality. (The TIFF format is recommended when you need to modify or retouch your scanned image.)

Multi-TIFF (*.tif)

A TIFF file format when multiple pages are saved to the same file, allowing you to edit the images using a compatible program.

PDF (*.pdf)

A document format that is readable by Windows and OS X systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file.

PICT (*.pct)

A standard image file format for most OS X programs.

PRINT Image Matching II (*.jpg or *.tif)

File formats that include Epson PRINT Image Matching II data for enhanced quality and a wider color range (does not affect the way the image displays on the screen).

TIFF (*.tif)

A file format created for exchanging data between many programs, such as graphic and DTP software.

Restoring Photo Colors as You Scan

You can restore the colors in faded photos as you scan them using Epson Scan's Color Restoration setting. You can select this setting in any of the available scan modes.

Note: Color restoration is not available in Office Mode, if Epson Scan offers that mode.

1. Place your original on your product for scanning.
2. Start Epson Scan.
3. Select the scan mode you want to use.
4. Select the scan settings for your scan.
5. Preview your image.
6. Locate or access the image adjustment settings.
7. Select the Color Restoration checkbox.



8. When you finish selecting all your settings, click Scan.
9. Click Close to exit the Epson Scan window, if necessary.

Remove dust and scratches with ICE

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Scanning to PDF <https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Scanner setup tips

- create colour profile for scanner
- choose version 2 (not version 4)
- trying to capture every possible tone & colour and no more

DCPL Memory Lab

<http://libguides.dclibrary.org/content.php?pid=687696&sid=5727867>

For Image Type and Resoultion settings, refer to the guide boxes on the left-hand side of this wiki page. The photos in this example are 3x5s.

Select the Thumbnail box, then click the Preview button at the bottom of the settings window. The scanner should automatically recognize your photographs as separate files.

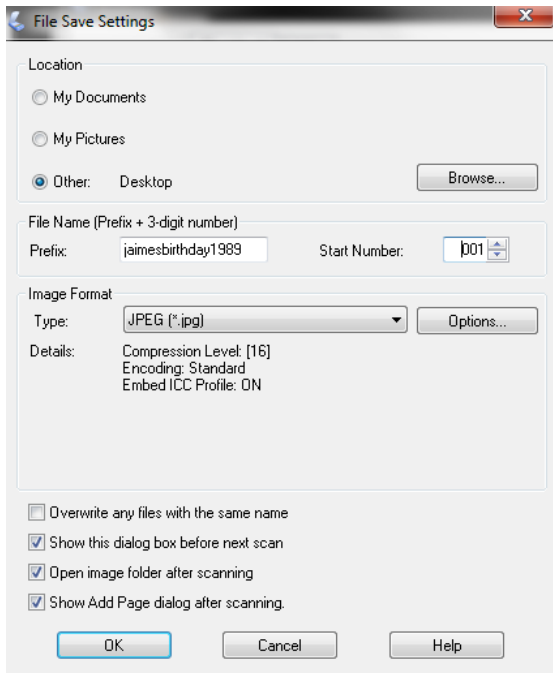
You can use the Frame icons on the left side of the window to rotate or flip each image that you select.



Step 4: Scan and Save

When the photos are done scanning, the File Save Settings window will appear. Select a location to save your scan. If you have a USB or external hard drive, select the "Browse" button to locate it. Create an obvious and consistent file name, and if it is the first in a series select the "Start Number" as 001.

Choose JPEG or TIFF under "File Format." For information on these formats, refer to the guide box on the left of this wiki page.



You may view your scanned file in the Windows Photo Viewer.

Step 5: Tidy up

- Clean scanning bed with anti-static wipes.
- Put cleaning supplies and film holders away.
- Make sure scanner is powered off and closed.
- Eject storage device and make sure you collect your personal belongings.

What resolution should I use?

Format/Size	Scan at...
Documents & Newspapers	
	300 ppi
Photographs	
Longest side 2" or less	2000 ppi
Longest side 3"	1335 ppi
Longest side 4"	1000 ppi
Longest side 5"	800 ppi
Longest side 6"	670 ppi
Longest side 7"	575 ppi
Longest side 8"	500 ppi
Longest side 9"	550 ppi
Longest side 10" or more	400 ppi

What color capture should I use?

Black and white: un-annotated business documents and papers

16-bit grayscale: black and white negatives and un-yellowed black and white prints/ newspaper UNLESS they have an essential feature that will not be captured (highlighting, colored ink, illustrations, yellowing).

24-bit color: everything else

Should I save files as TIFF or JPEG?

	JPEG	TIFF
Size		About 4.5 x LARGER than JPEG
Quality	High quality but compressed	Highest quality
Compatibility	Most websites and software	Not supported by most websites
Editing	Not so great	Better

Slides

- Cleaning (slides and scanner bed) – microfiber cloth / duster / blower
- Scanner should already have backlighting
(Slides, like negatives, require backlighting. They're made to show their image when light is passed through them. You can use a bright white glossy piece of paper, such as film paper, to act as a reflector or you can try to build your own backlighter.)
- Names of diff types

Slides:



Also called: positive transparencies,
positive film, diapositives

Negatives:



Also called: negative transparencies,
negative film, medium format

- Recommended dpi:
35mm slides or negatives:
1500 DPI if you want 4x6
HDTV quality (2 mega pixel, 1200 x 1800 digital image)
4000 DPI if you want 24x36, Archive quality (18 mega pixels, 3600 x 5400 digital image).