

# HOW TO SCAN PHOTOS AND DOCUMENTS

**Step 1.** Log into the Conversion Station with your library card or guest pass. Next, power the Epson scanner on by pressing its power button, located on the scanner's lower right side (near the bottom).

**Step 2.** Double-click the **Epson Scan** icon on the computer's desktop. The Epson software will open.

**Step 3.** Open the scanner's cover. Place the item you wish to scan face-down on the glass. Make sure the item's upper-right corner rests against the corner of the scanning surface, next to the arrow. If you want to scan multiple items at once, position each about 20mm apart on the glass.

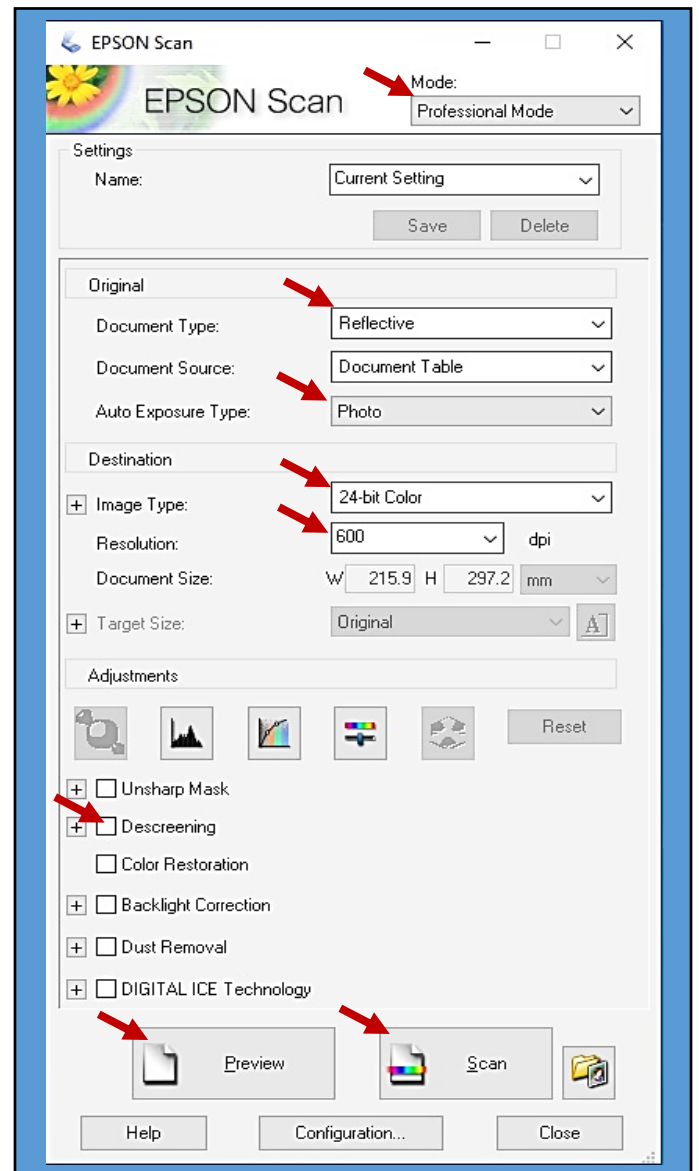
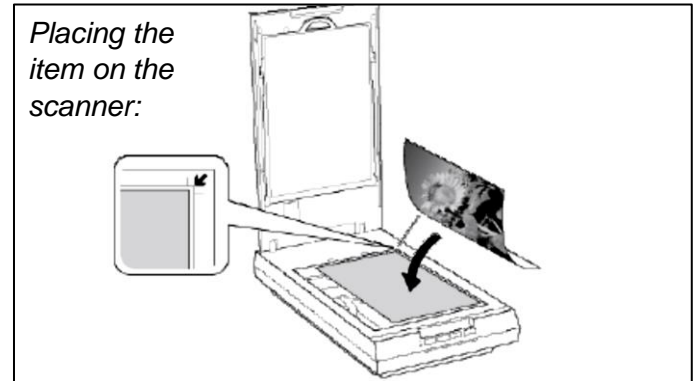
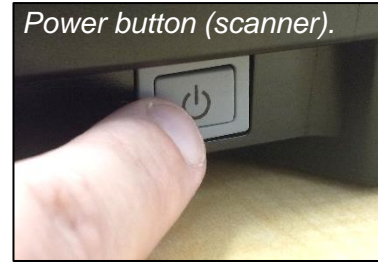
**Step 4.** Close the scanner cover carefully so that your item(s) do not move.

**Step 5.** On the Epson Scan **Settings** box, choose "Professional Mode" in the box's top right corner.

*If scanning a photo, make sure the **Document Type** is "Reflective", the **Auto Exposure Type** is "Photo", then under **Image Type** choose "24-bit Color" and then choose anywhere between 300 dpi (large photos) and 600 dpi (very small photos) **resolution**. Make sure no boxes in the **Adjustments** menu are checked. *Even if your original photo is black and white, it is recommended that you choose "24-bit color".**

*If scanning a document, make sure the **Document Type** is "Reflective", the **Auto Exposure Type** is "Document", then under **Image Type** choose "24-bit Color" and then anywhere between 300 dpi (larger documents) to 600 dpi (smaller documents) **resolution**. If your document is an old newspaper clipping or page from an old book or other publication, check "Descreening" in the **Adjustments** menu (bottom of box); otherwise, make sure no boxes in the "Adjustments" menu are checked.*

**Step 6.** Click the "Preview" button. After the scanner runs a quick preview scan, a **Preview** window will open and display the item you wish to scan (see other side → for diagram).



**Step 7.** If the item you want to scan is much smaller than the glass (scanning surface), you may wish to scan only the item rather than the entire surface. (This is called “cropping”).

To crop, click on the cropping tool in the upper left of the **Preview** window. Using the tool, click and drag a dashed rectangle around the item as it appears in the **Preview** window. (It is recommended that you leave a thin white border around photographs when you scan them.)

**Step 8.** When you are ready to scan, click **Scan** (in the **Settings** box).

**Step 9.** Before the scan begins, a **File Save Settings** box will appear.

Under “Location”, click “Other” and “Browse” and then choose either your USB key (which must be plugged into the computer before you scan) or “Desktop”. (If you choose the latter, make sure either to email the scans to yourself or move them from the computer’s desktop to your USB key before finishing your session.)

Under “File Name” give your scan image file a name or leave the settings as they are.

Under “Image Format”, it is recommended that you choose either JPEG (small file size, easy to email, but the scan may lack detail) or TIFF (large file size, difficult to email, but it captures much detail).

Leave the check box settings at the bottom of the **File Save Settings** box as they are. Click **OK**.

**Step 10.** The scanner will scan your item (takes about 1-2 mins). Once the scanner has finished, you can find the scan image file(s) at the location you chose in Step 9. Make sure their size and appearance is what you intended. If you chose to save on the computer desktop, make sure to delete the scan images after you have emailed them to yourself or saved them on a USB key.

**Questions?** Do not hesitate to ask library staff. The full user’s manual for the Epson V600 is also available at the library service counter if there is an advanced feature you wish to try.

