SCANNING
GUIDE

DOCUMENTS • PHOTOGRAPHS • FILM/SLIDES

VCP
VETERANS CURATION PROGRAM
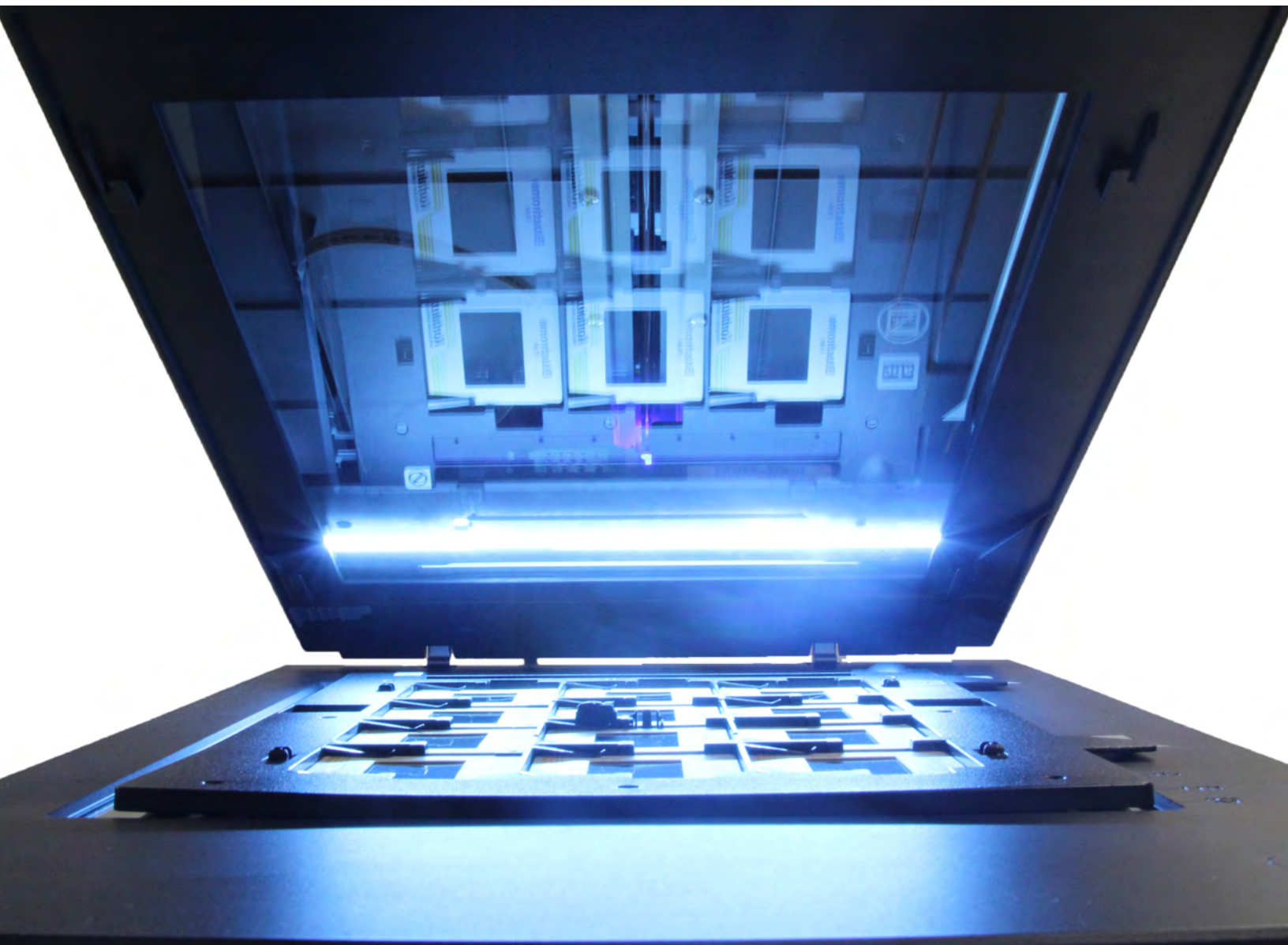
SCANNING GUIDE

CONTENTS

This Laboratory Guide is dedicated to the men and women who have made the Veterans Curation Program a reality. Through their enthusiasm and hard work, the program has thrived and continues to provide people with a future through the preservation of the past.
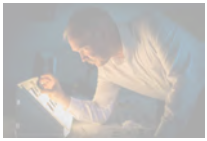
The scanning station at the Alexandria, Virginia, VCP lab.

Documents

Photographic Prints

Film & Slides

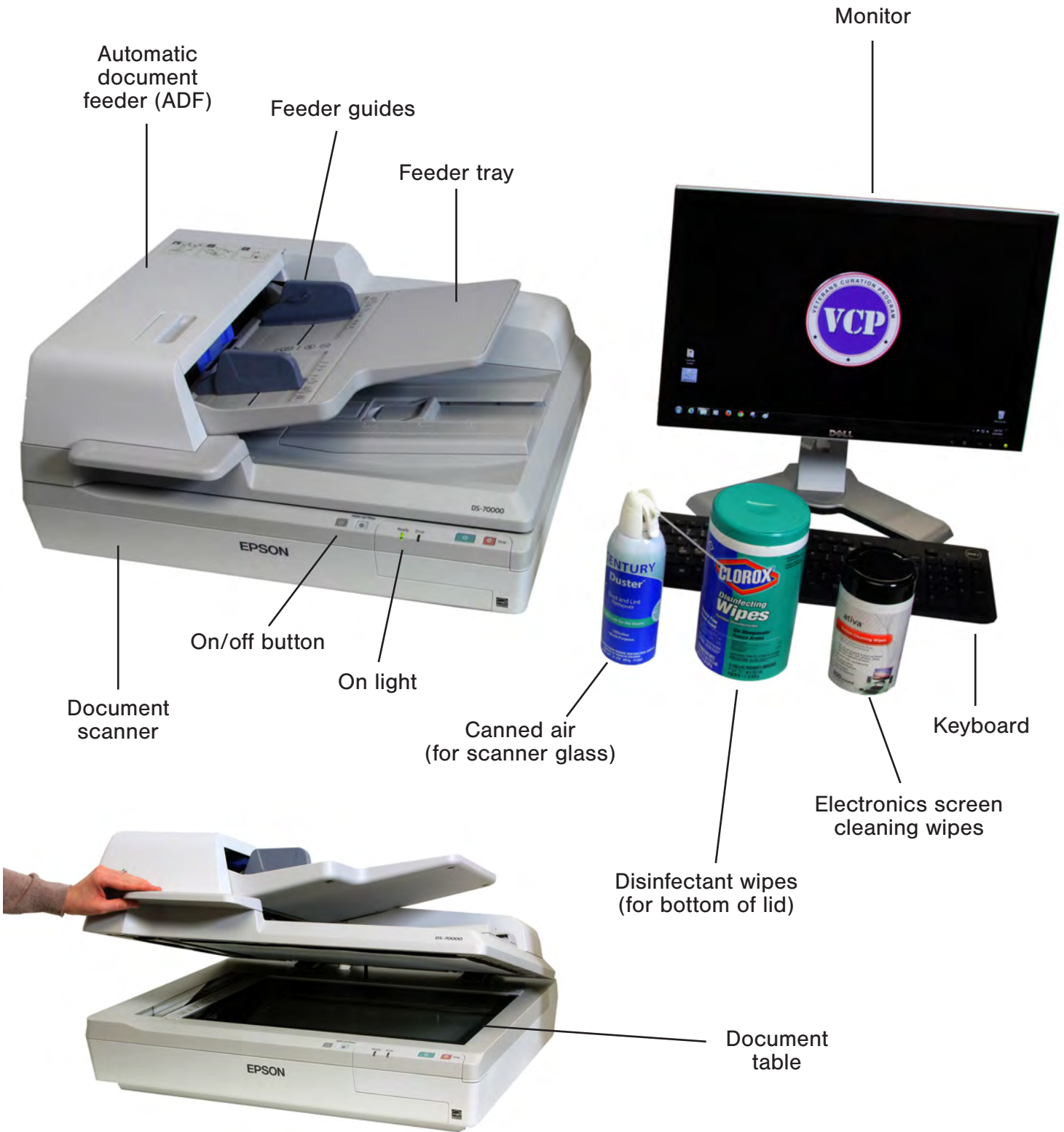# Documents

Summary

1. Make sure scanner is on and glass and underside of lid are clean.

2. Double-click "EPSON Scan" icon on desktop.

3. Select appropriate scanner.

4. Choose appropriate setting in "EPSON Scan" window.

5. In the same window, ensure correct settings are in place and all adjustments are unchecked.

6. DOCUMENT TABLE (SETTING 1): Place document on document table, close lid, and click "Preview" button in "EPSON Scan" window.

   ADF (SETTINGS 2 AND 3): Place documents in the auto-feed tray and click "Preview" in the "EPSON Scan" window.

7. Make sure document is oriented correctly in the preview window.

8. Use marquee tool to draw rectangle around edges of document.

9. DOCUMENT TABLE (SETTING 1): Click "Scan" in the "EPSON Scan" window.

   ADF (SETTINGS 2 AND 3): Put preview page back in auto-feed tray and click "Scan" in the "EPSON Scan" window.

10. In the "File Save Settings" window, make sure settings are correct and last three boxes are checked. Click "OK."

11. To scan more pages, click "Add page" in the "Add Page Confirmation" box, put pages on document table or in ADF, and repeat Steps 4–10.

12. Once all pages are scanned, click "Edit page" in the "Add Page Confirmation" box to view all pages as thumbnails in the "Editing Page" window.

13. Rotate and/or delete blank pages as needed in the "Editing Page" window.

14. Click "OK."

15. REVIEW YOUR WORK: Open "Scanned Assets" folder and compare each PDF created to the original.

16. Move PDF into appropriate project folder. Close Adobe Acrobat and minimize the "Scanned Assets" folder.

17. To scan another asset, return to Step 4.

18. PEER REVIEW: Ask another technician to review your files in the project folder before lab manager reviews your work.

19. END OF DAY: Finish and save current asset, make sure no documents are in scanner, close out of all programs, and turn off scanner.

Document Scanner & Tools

Monitor

Automatic document feeder (ADF)

Feeder guides

Feeder tray

On/off button

On light

Document scanner

Canned air
(for scanner glass)

Keyboard

Electronics screen cleaning wipes

Disinfectant wipes
(for bottom of lid)

Document table

Scanning Documents

Quality Control

QC

As you scan documents, keep these quality-control guidelines in mind.

SEQUENCE
Are all the pages in order? Make sure they are before you put the document in the feeder.

FOLDS
Do any of the documents have folds or creases? Straighten any before scanning.

ORIENTATION
Are there words or images that are sideways or upside-down? Rotate any such pages so that words and images are right-side-up and readable. (Tables and maps are often printed sideways.)

CROPPING
Does the image have extra blank space around the edges of the document (undercropping)? Does the image cut off any part of the document (overcropping)?

IMAGE QUALITY
Does the image have faint lines, color problems, or other imperfections caused by the scanner? If so, try scanning the document again. Check to ensure settings aren't changed.

MISSING PAGES
Check the scanned PDF against the original pages. Are any pages missing from the scan? If so, scan the document again.
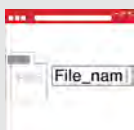
BLANK PAGES
Delete any blank pages in the document, unless they are numbered.

FILE TYPE
Make sure all documents are saved as PDFs.

FILE NAME
Make sure each scanned asset is given a proper file name (see illustrated Step 10, below).
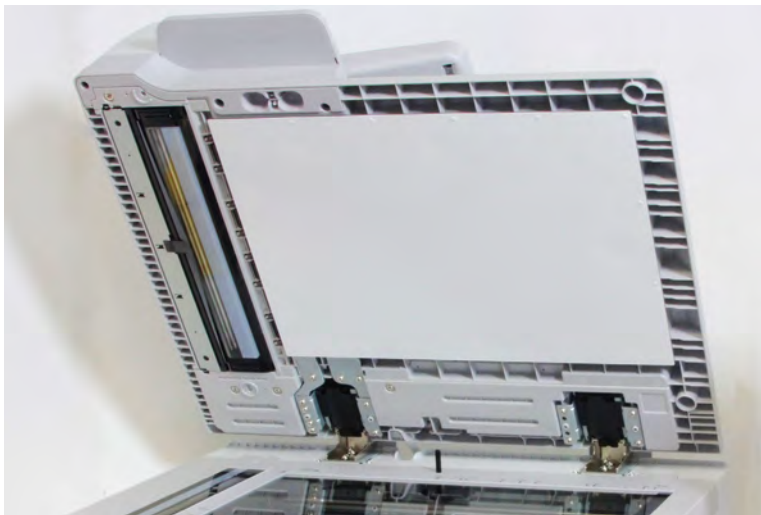
Scanning Documents

1

Make sure the scanner is on and the glass and the underside of the lid are clean.
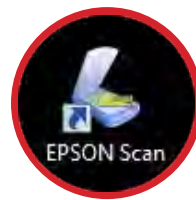
If necessary, use disinfectant cleaning wipes to clean the underside of the scanner lid and electronics screen cleaning wipes and/or canned air to clean the glass.

Scanning Documents

2

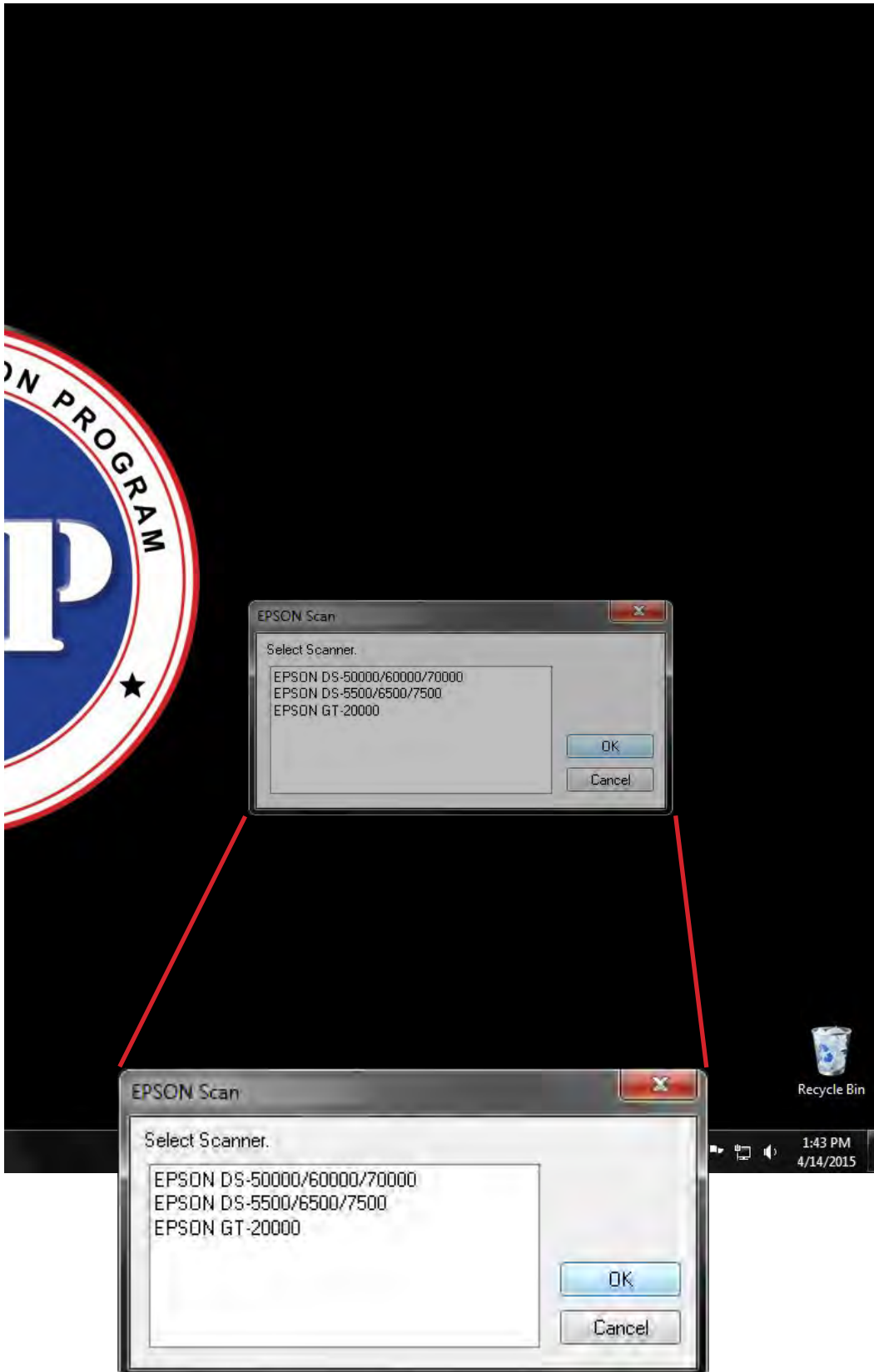**Double-click the "EPSON Scan" icon on the desktop.**
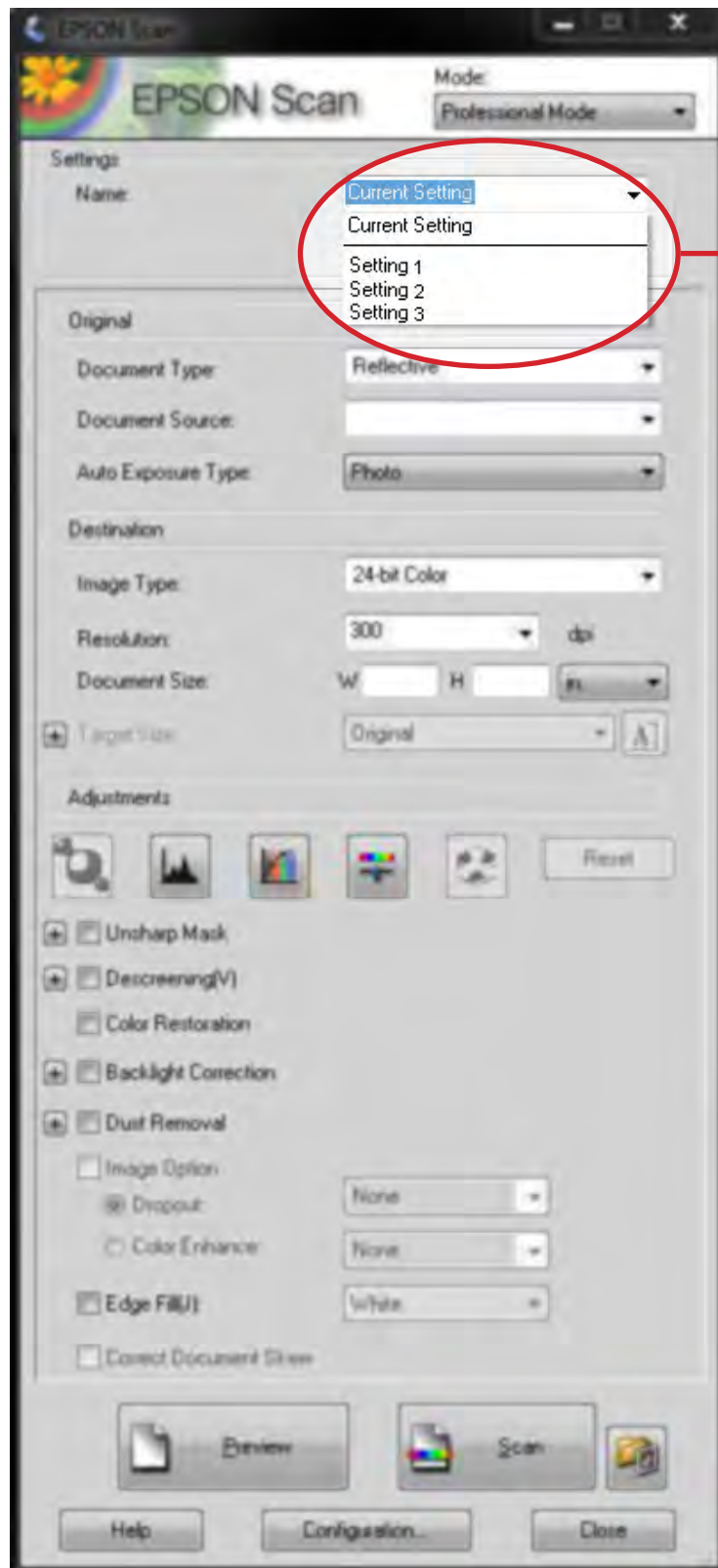
Scanning Documents

3

In the window that pops up, select the appropriate scanner and click "OK."

Scanning Documents

4

The "EPSON Scan" window will pop up. At the top of this window, choose the appropriate setting.

The document table is typically used when an asset is no more than one page long or is so fragile that the document feeder could damage it.

Scanning Documents

Setting 1

Document table—individual page

Setting 2

Automatic document feeder (ADF)—single sided pages

Setting 3

Automatic document feeder (ADF)—double sided pages

Any given document may have pages that require using different settings (for example, a card-stock cover [use Setting 1, the document table] and double-sided pages [use Setting 3, with the ADF]). You can change settings multiple times as needed during the course of scanning a document.

•

Note that each time you change the setting, the current preview image is erased.

Scanning Documents

5

In the same window, make sure the following settings are in place and that ALL the adjustments are _unchecked_.
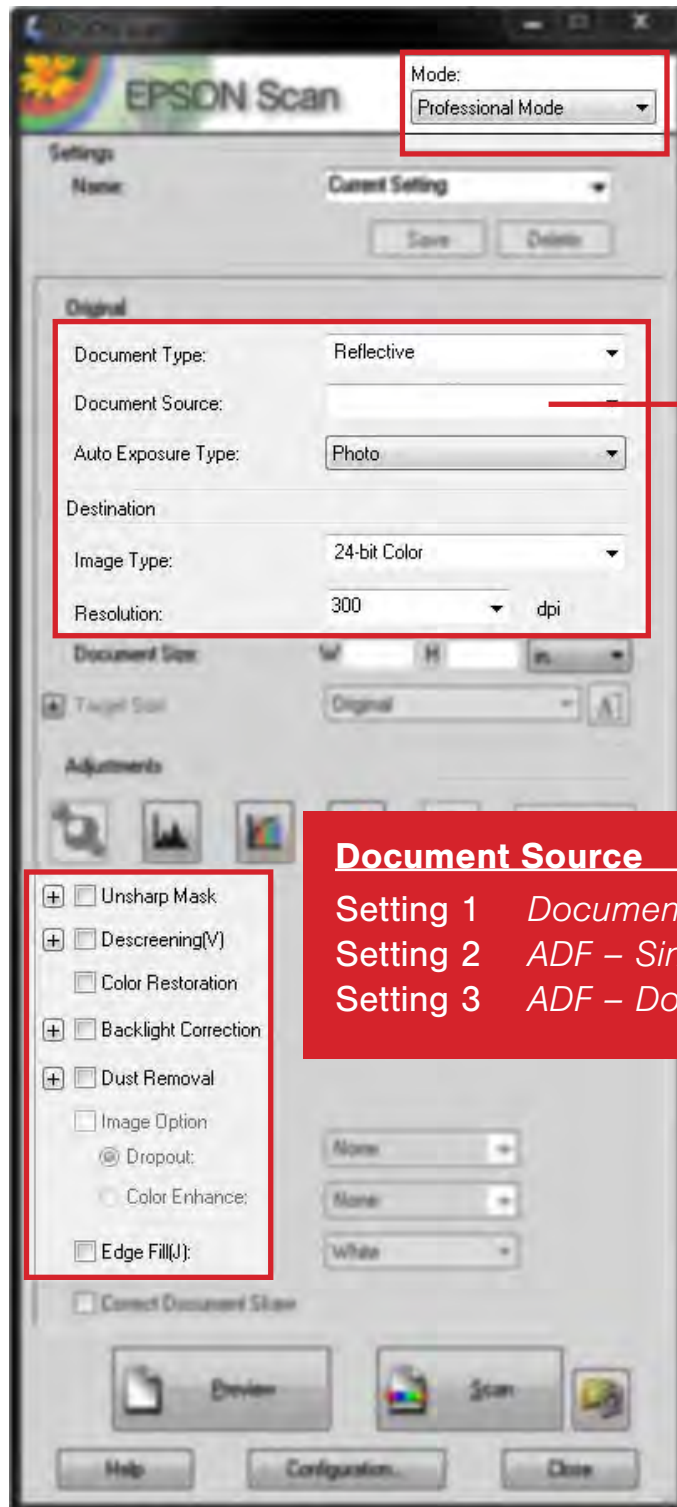
Document Source

Setting 1   _Document Table_
Setting 2   _ADF – Single-sided_
Setting 3   _ADF – Double-sided_

Scanning Documents

6

Inserting the Document: 2 Options

1. DOCUMENT TABLE (SETTING 1) Place the document face down against the top left corner of the document table (aligned with the arrow), close the lid, and click the "Preview" button in the "EPSON Scan" window.

1. Using the Document Table

Scanning Documents

6 **Cont'**

2. ADF (SETTINGS 2 AND 3)
Place the documents face-up, top-first in the auto-feed tray, making sure the guides on the feeder tray are snug, and click "Preview" in the "EPSON Scan" window. The scanner will pull the first page (preview page) from the feeder tray, scan it, and eject it into the output tray.
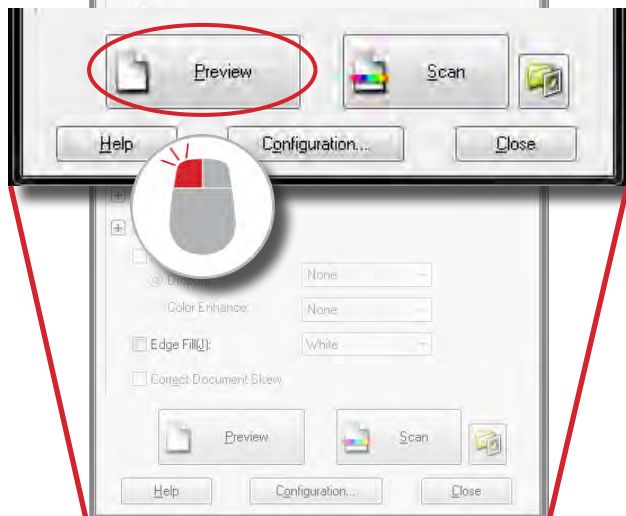
Do not load more than 25 pages in the ADF at a time.

•

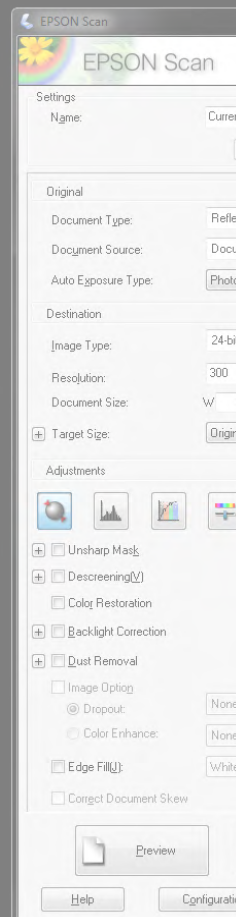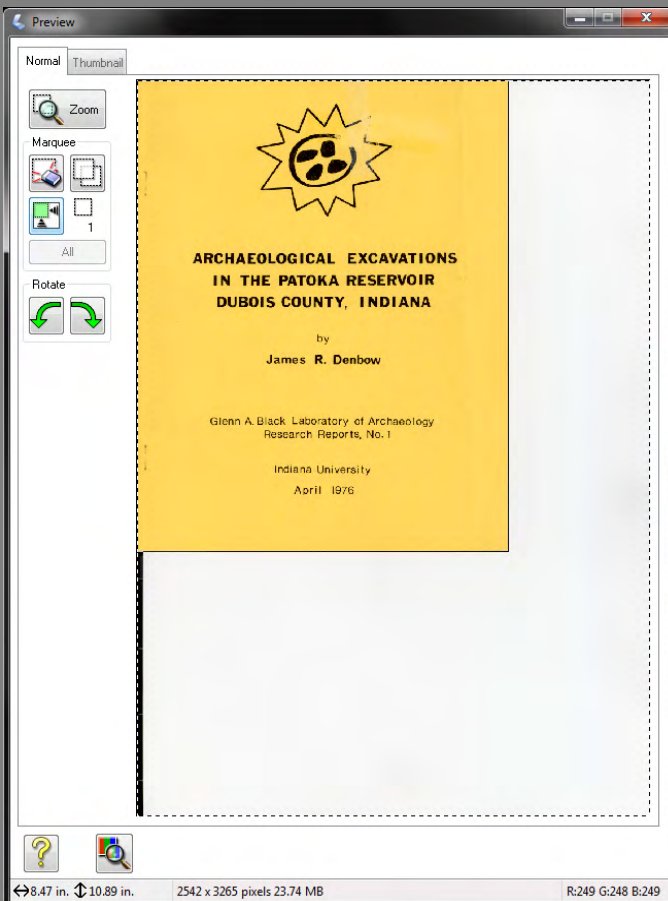Only load pages of the same size in the ADF.

2. Using the ADF

Scanning Documents

If paper jams during scanning, check

(1) under the lid of the feeder mechanism and

(2) the paper roller under the scanner lid.

If a jam occurs, use Setting 1 and the document table.

7

The document (or the preview page) will appear in the preview window. Make sure the document is oriented correctly; if it is not and you correct it, click on "Preview" again.
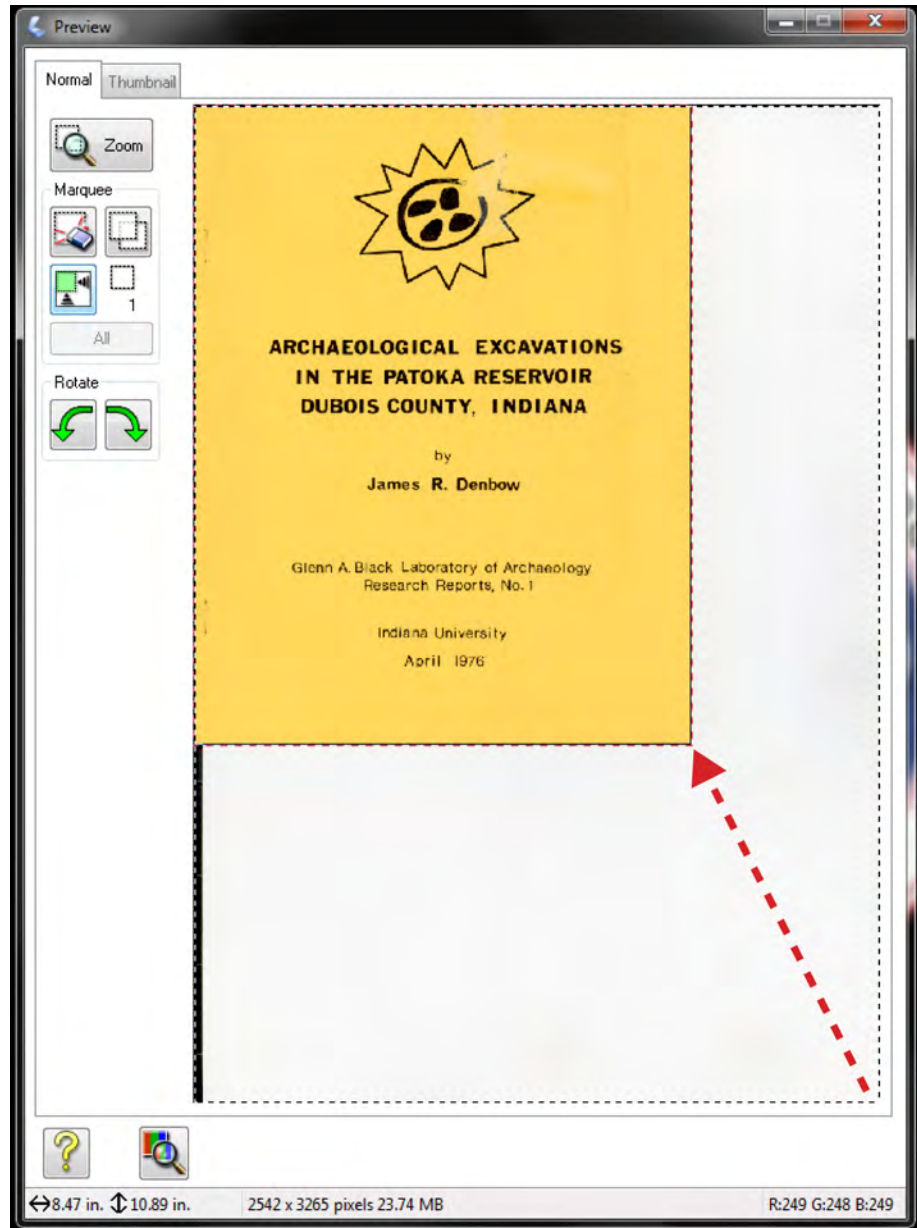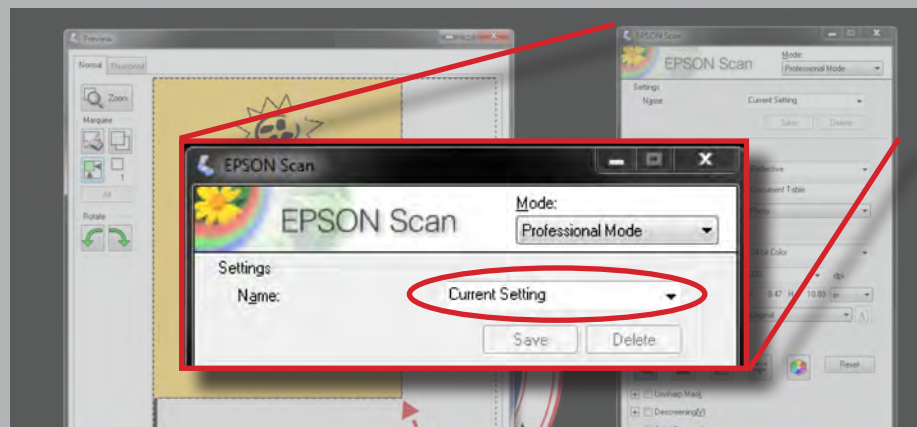
Scanning Documents

8

Use the marquee tool to carefully draw a rectangle around the edges of the document.

Take care not to make the marquee smaller than the document. If anything, the marquee should be *slightly larger* than the document.

Note that the setting display automatically reverts to "Current setting" when the marquee tool is used.
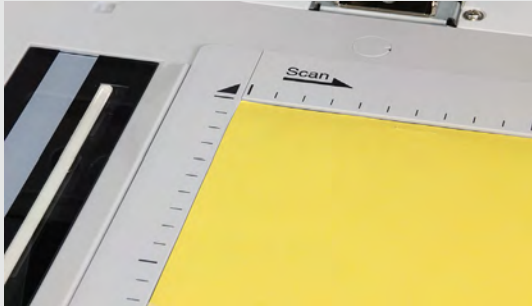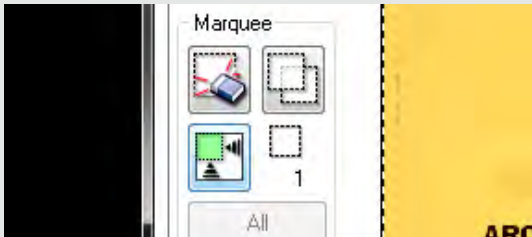
Scanning Documents
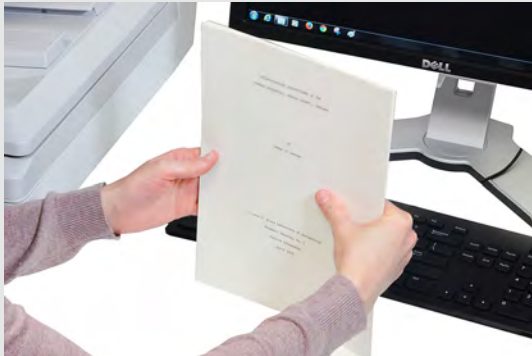
Avoiding Cropping Issues

QC

Do the following to avoid having to re-scan a document.

- Make sure documents on the glass are flush against the edges.

- Use the marquee tool carefully.

- Straighten stacks of pages before placing in the ADF.

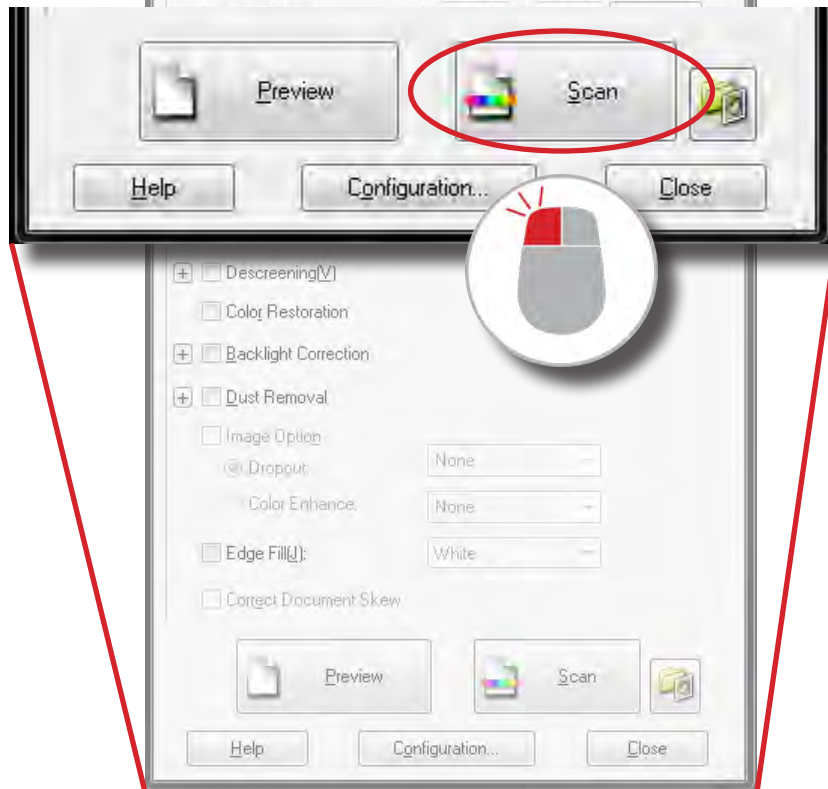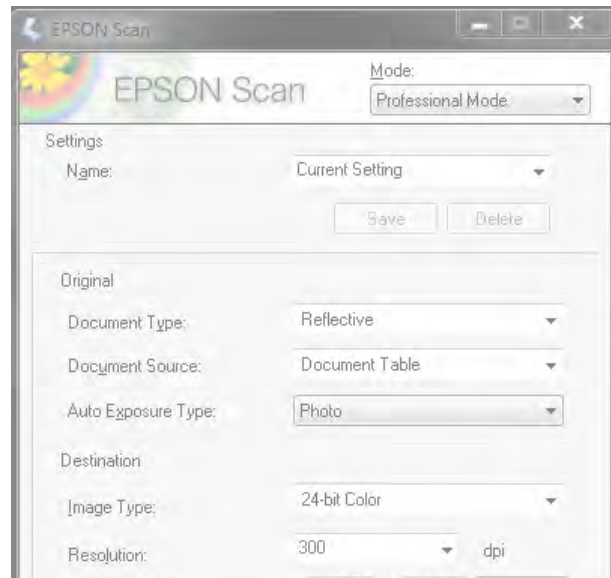- Make sure the feeder guides fit snugly against the pages.

- Fix any undercropping with Adobe Acrobat *before* peer review.

Scanning Documents

9

Document Table (Setting 1)

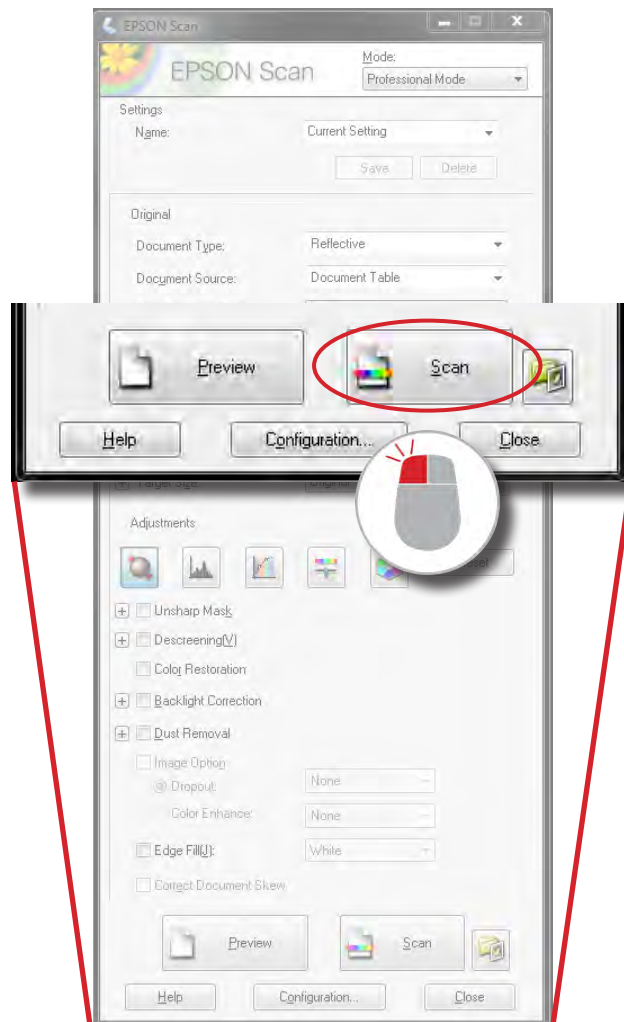**Click the "Scan" button in the EPSON Scan window.**

Scanning Documents

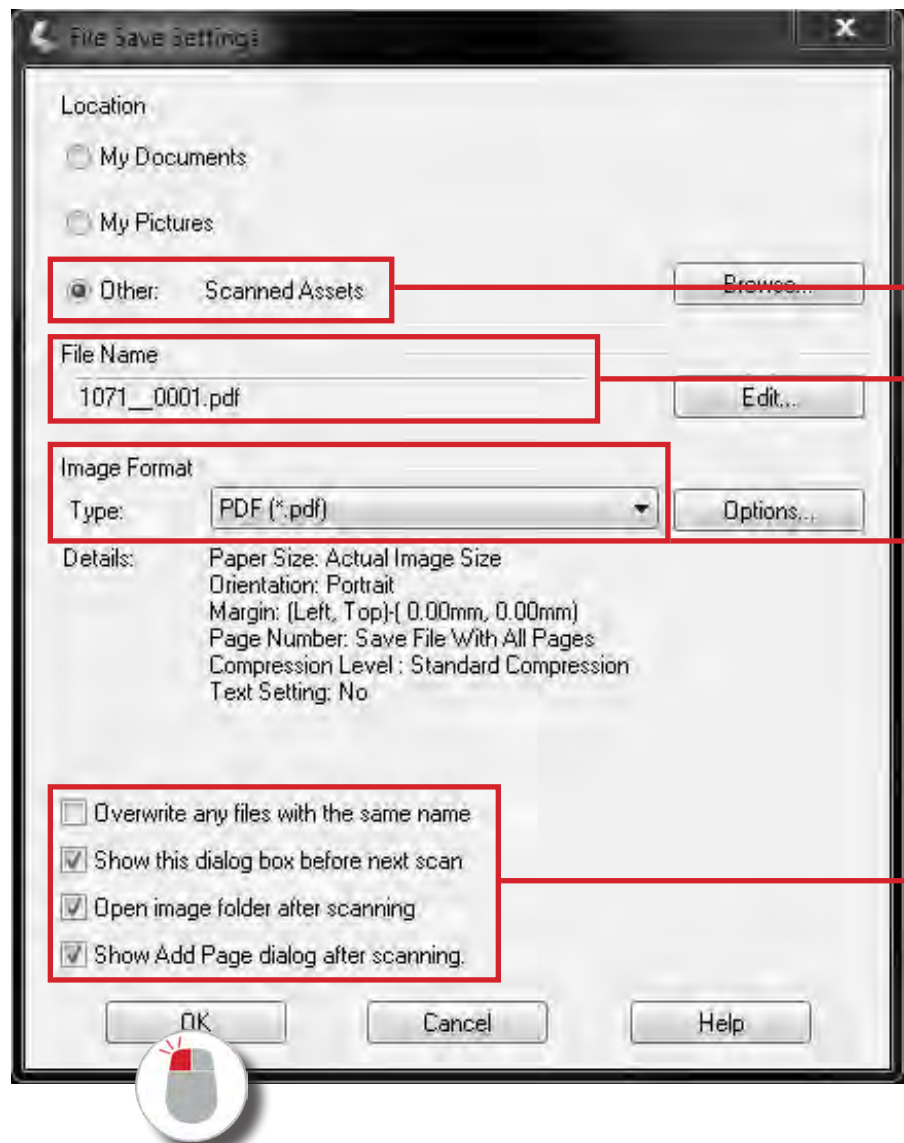

9 Cont'

**ADF
(Settings 2 and 3)**

First put the preview page back in the auto-feed tray, then click the "Scan" button in the "EPSON Scan" window.

Scanning Documents

10

In the "File Save Settings" window, make sure that the following settings are in place, then click "OK" to scan the document.

Scanning Documents

| Location | *Other > Scanned Assets* |

| File Name | *In the format ####_#### (the four-digit VCP ID + underscore + the automatically generated four-digit asset number [see "!" note]).* |

| Image Format | *PDF* |

| Last 3 boxes | *Checked* |

The file name of an asset consists of the four-digit VCP ID for the project and the asset number, joined by an underscore (_), not a hyphen (-): 1071_0001.
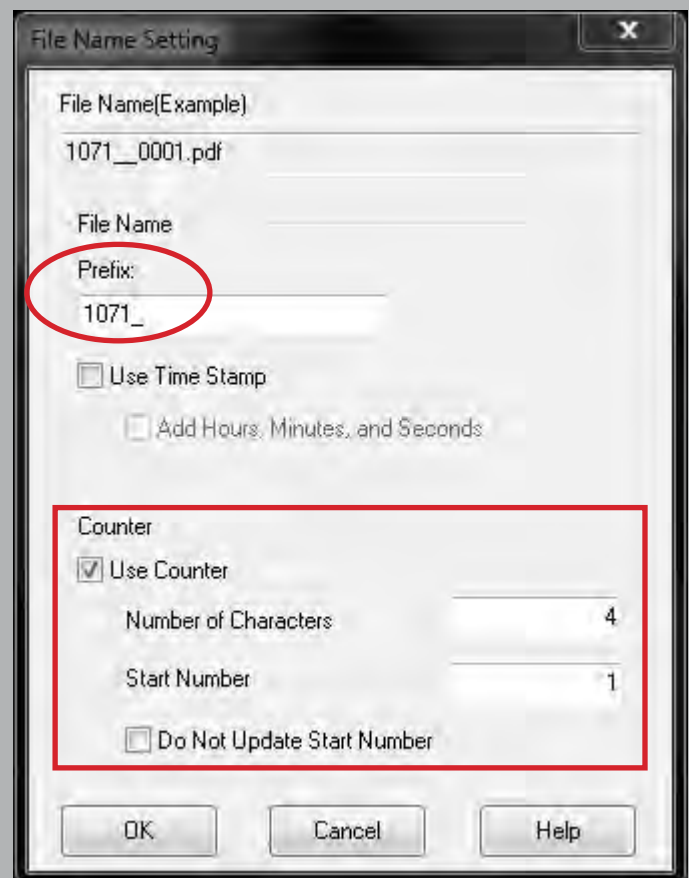
Scanning Documents

Automatic File Naming

Set up automatic file naming with the *first* asset you scan for each project at the start of a scanning session.
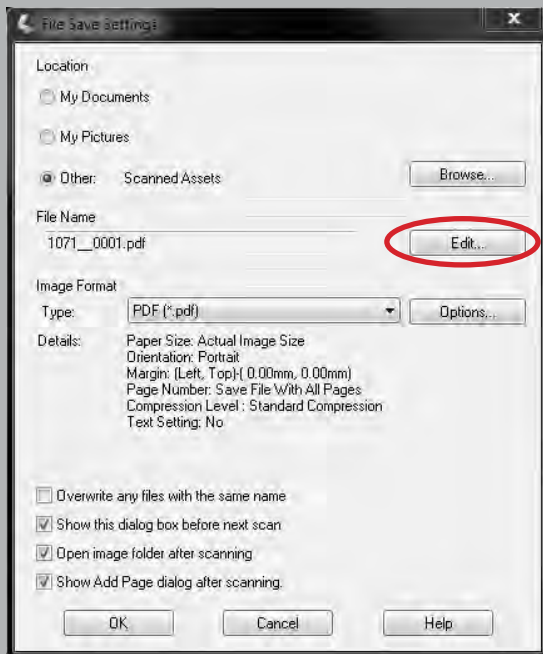
In the "File Save Settings" window, click on "Edit" next to the "File Name" field.

In the "File Name Setting" window that pops up, enter the VCP ID, followed by an underscore, as the prefix.

In the "Counter" area, make sure

- "Use Counter" is selected
- "Number of Characters" is set at 4
- "Start Number" is set as the current asset number (1 if *beginning* a project or higher if *continuing* a project)
- "Do Not Update Start Number" is NOT selected.

Note: This process may be different if you're using a scanner other than the DS-70000. See the next page for details.
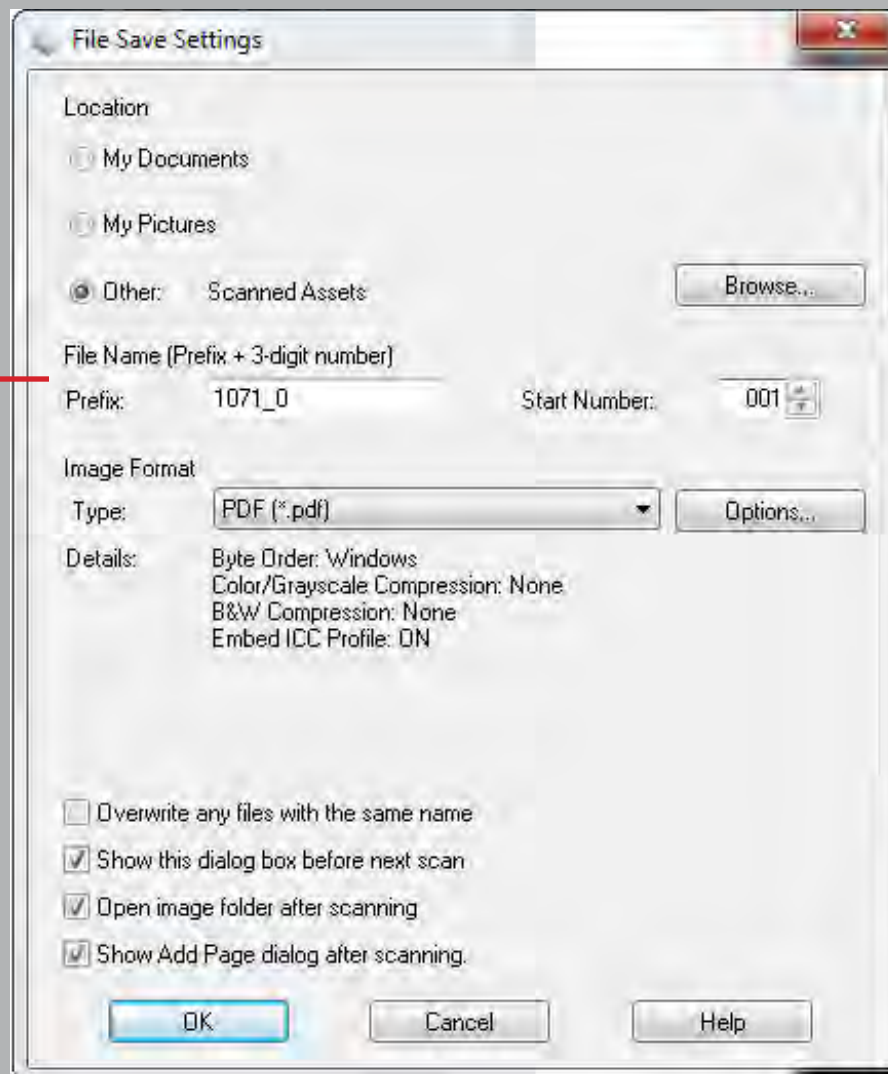
Scanning Documents

! File Naming with the V800, GT-20000, or DS-7500

File naming is slightly different with the V800, GT-20000, and DS-7500 scanners. If using one of these scanners, set up file naming as shown below.

File Name

Prefix   The four-digit VCP ID + underscore + the first digit of the asset number. (Unless you scan more than 999 images for a project, this will typically be 0.)

Start Number   The last three digits of the asset number, automatically generated (see note).
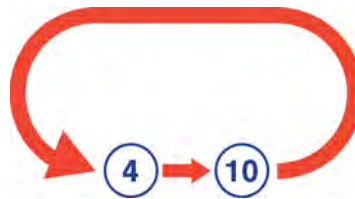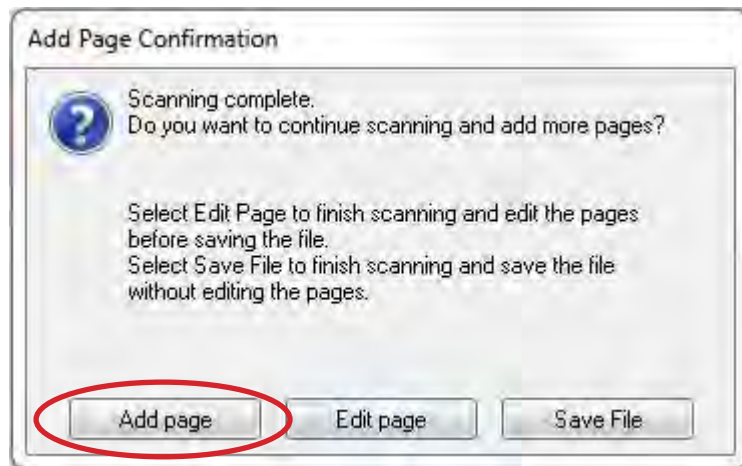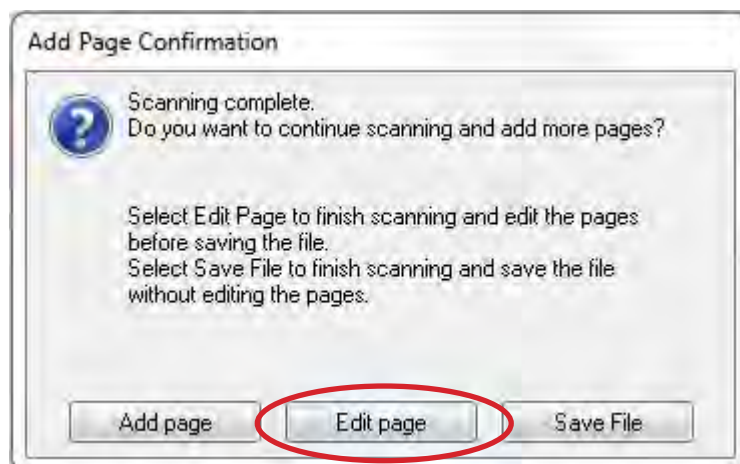
Scanning Documents

11

Add Page Confirmation

Scanning complete.
Do you want to continue scanning and add more pages?

Select Edit Page to finish scanning and edit the pages before saving the file.
Select Save File to finish scanning and save the file without editing the pages.

Add page   Edit page   Save File

4 → 10

The "Add Page Confirmation" box will appear.

If there are more pages to be scanned, click on "Add page," put those pages on the document table (use Setting 1) or the ADF (use Setting 2 or 3), and repeat Steps 4–10 until all pages are scanned.

12

Once all pages are scanned, click the "Edit page" button in the "Add Page Confirmation" box to view all pages as thumbnails in the "Editing Page" window.

Add Page Confirmation

Scanning complete.
Do you want to continue scanning and add more pages?

Select Edit Page to finish scanning and edit the pages before saving the file.
Select Save File to finish scanning and save the file without editing the pages.

Add page   Edit page   Save File

Scanning Documents

13

In the "Editing Page" window, rotate any pages that need it and delete any blank pages.
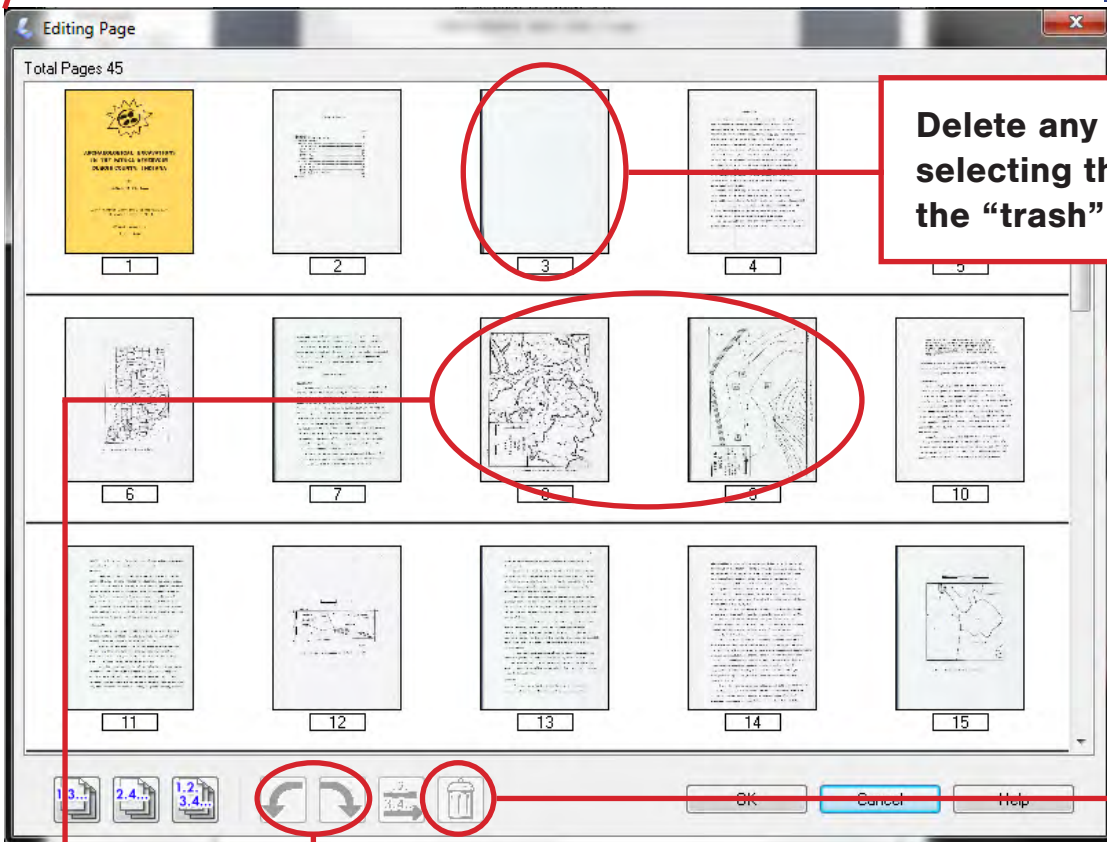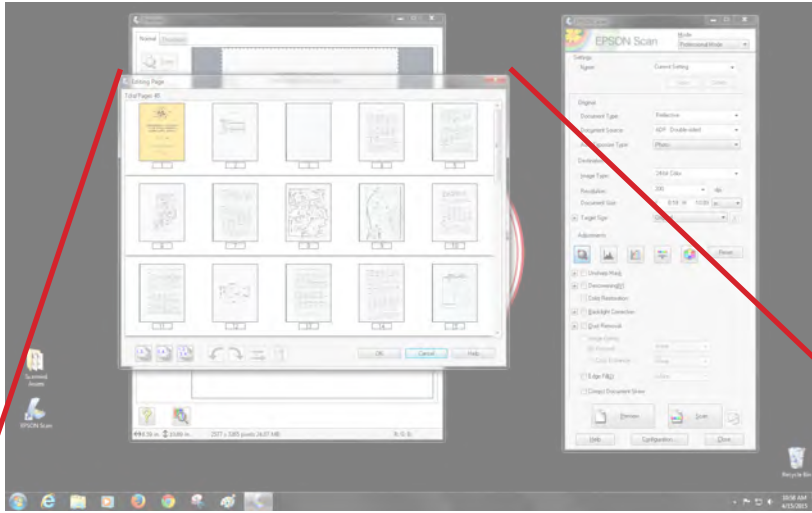
Delete any blank pages by selecting them and clicking the "trash" button.

Select any pages that should be rotated (so that words and images are right-side-up) and rotate them using the arrow buttons.

Scanning Documents

Hover over any thumbnail to see a larger version.

You can select multiple pages at once (even-numbered pages, odd-numbered pages, or all pages) using the three buttons at the bottom left of the "Editing Page" window, then deselect individual pages.

Scanning Documents

14

When you are confident that all pages are scanned and oriented correctly, click "OK" to save the file and close out the asset scanning. The file is saved as a PDF in the "Scanned Assets" folder.
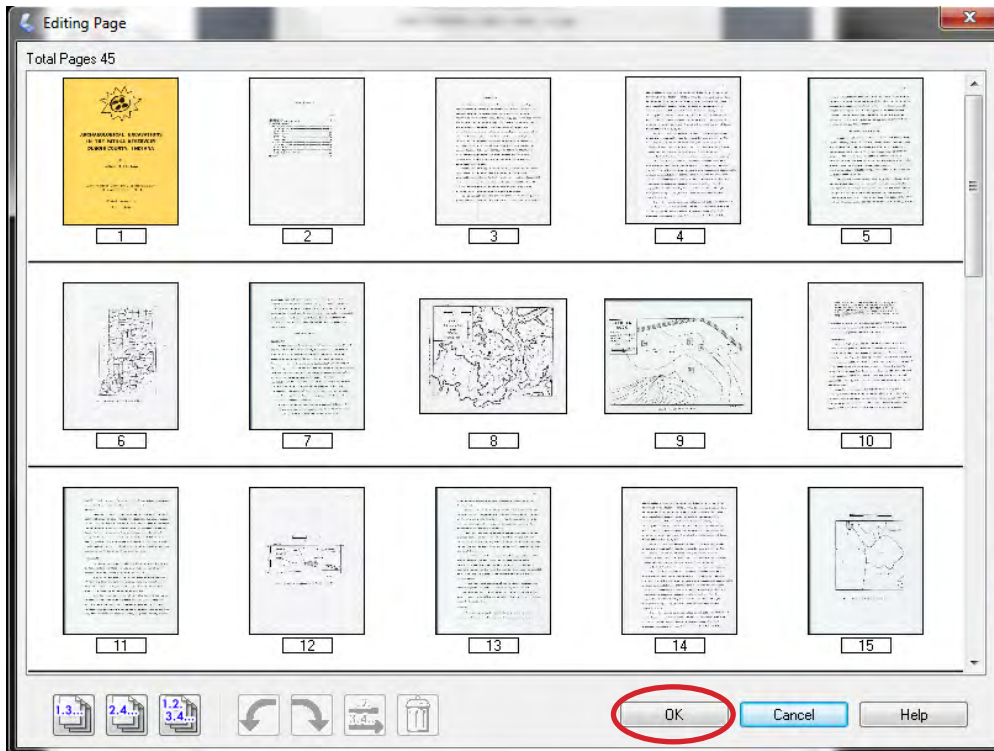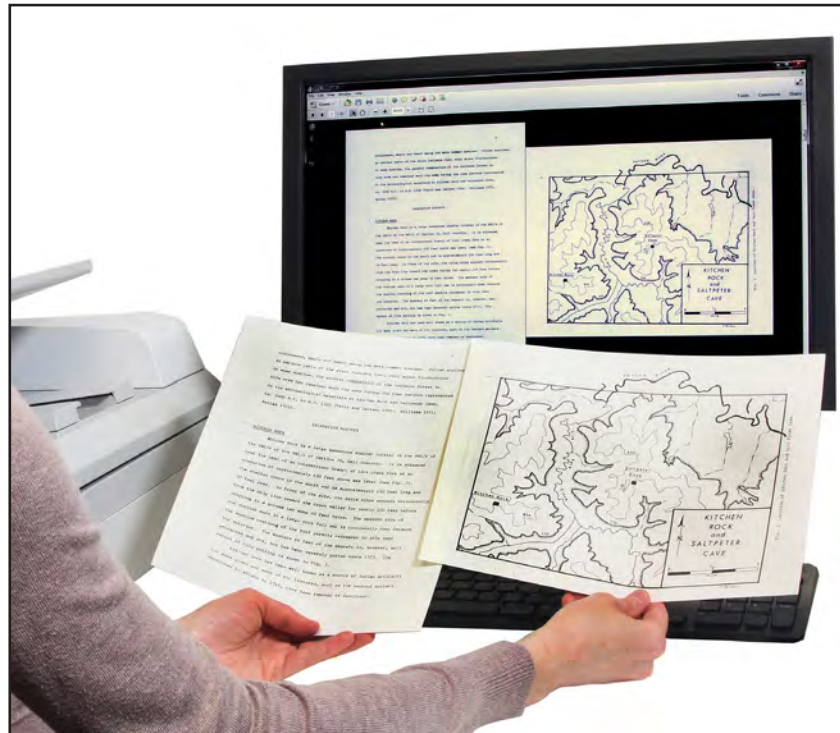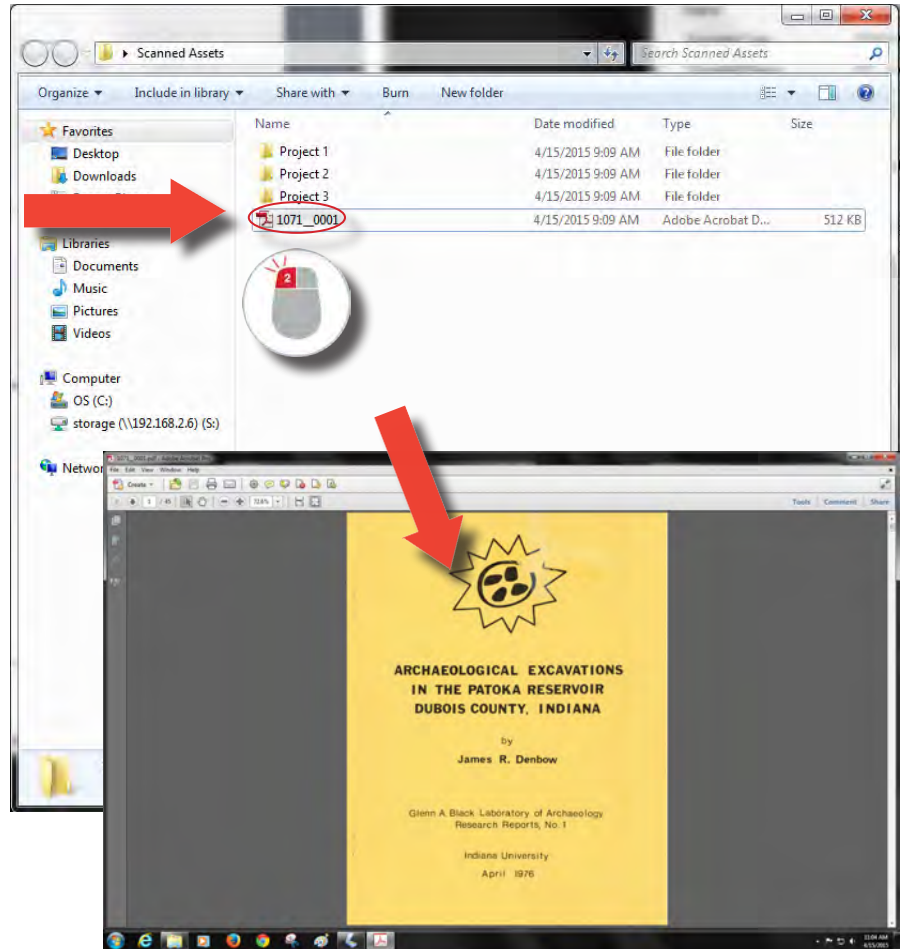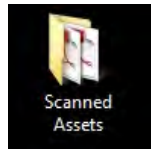
Anything scanned after the file is saved will be given a new asset number. If you cancel at this point, all scanned pages will be deleted and you will have to scan the entire asset again.

Scanning Documents

15

REVIEW YOUR WORK: Open the "Scanned Assets" folder and check each PDF you create, comparing it to the original document.
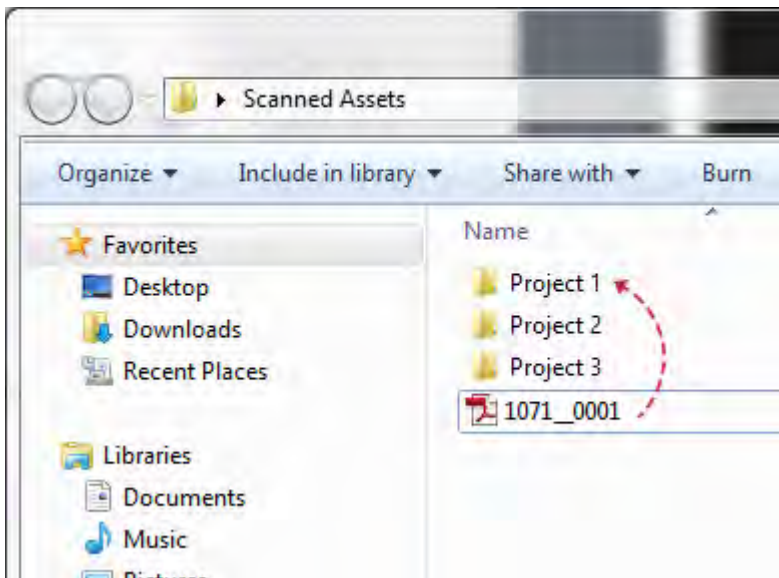
Scanning Documents

QC

Problems that Can Be Fixed After Scanning

- Page rotation
- Wrong sequence
- Nonstandard file names
- Slightly undercropped pages (space outside the page)
- Deleting blank pages

Problems that Will Reqire Re-Scanning

- Poor image quality
- Skewed pages
- Missing pages
- Overcropped pages (part of the page is cropped out)
- Excessive undercropping caused by poor use of the marquee tool (all of most of the document table is scanned)
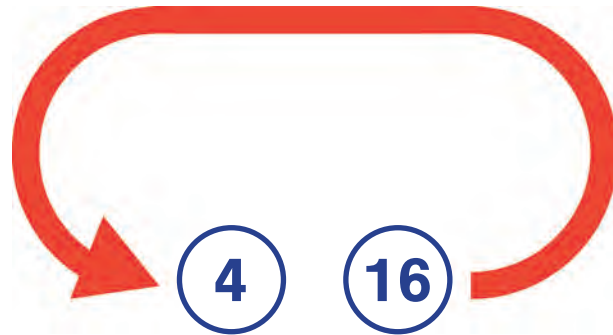
16

Once you've checked your work and made any necessary corrections, move the PDF into the appropriate project folder. Close Adobe Acrobat Pro X, and minimize the "Scanned Assets" folder.

Scanning Documents

17

To scan another asset, return to Step 4.

18

PEER REVIEW: Before a lab manager reviews your work, ask another technician to review your files in the project folder.

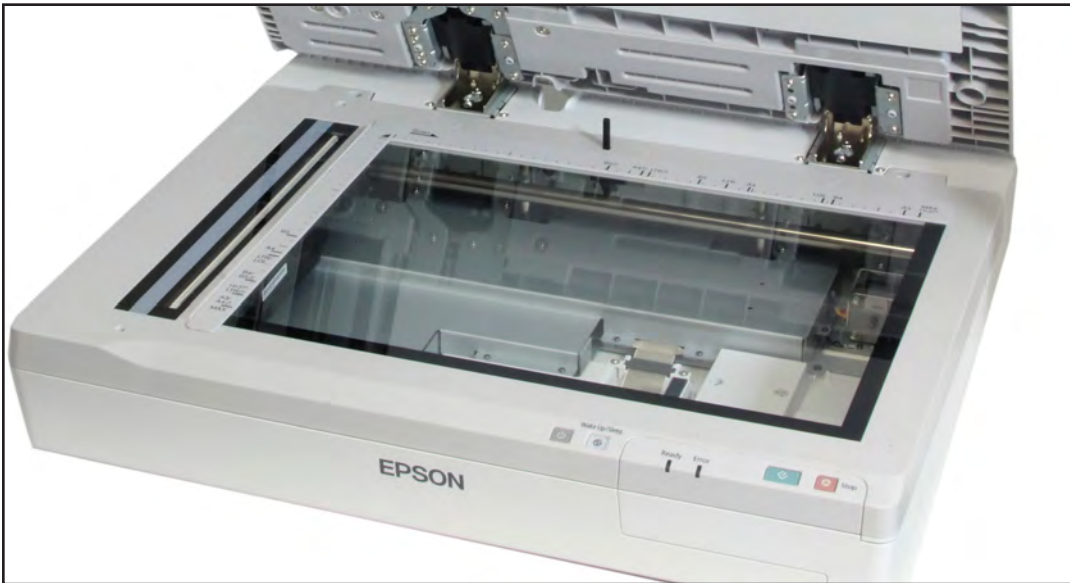# Scanning Documents

19

At the end of your work day, finish and save the current asset, make sure there are no documents in the scanner, close out of all programs, and turn off the scanner.
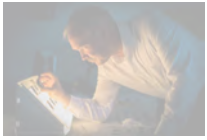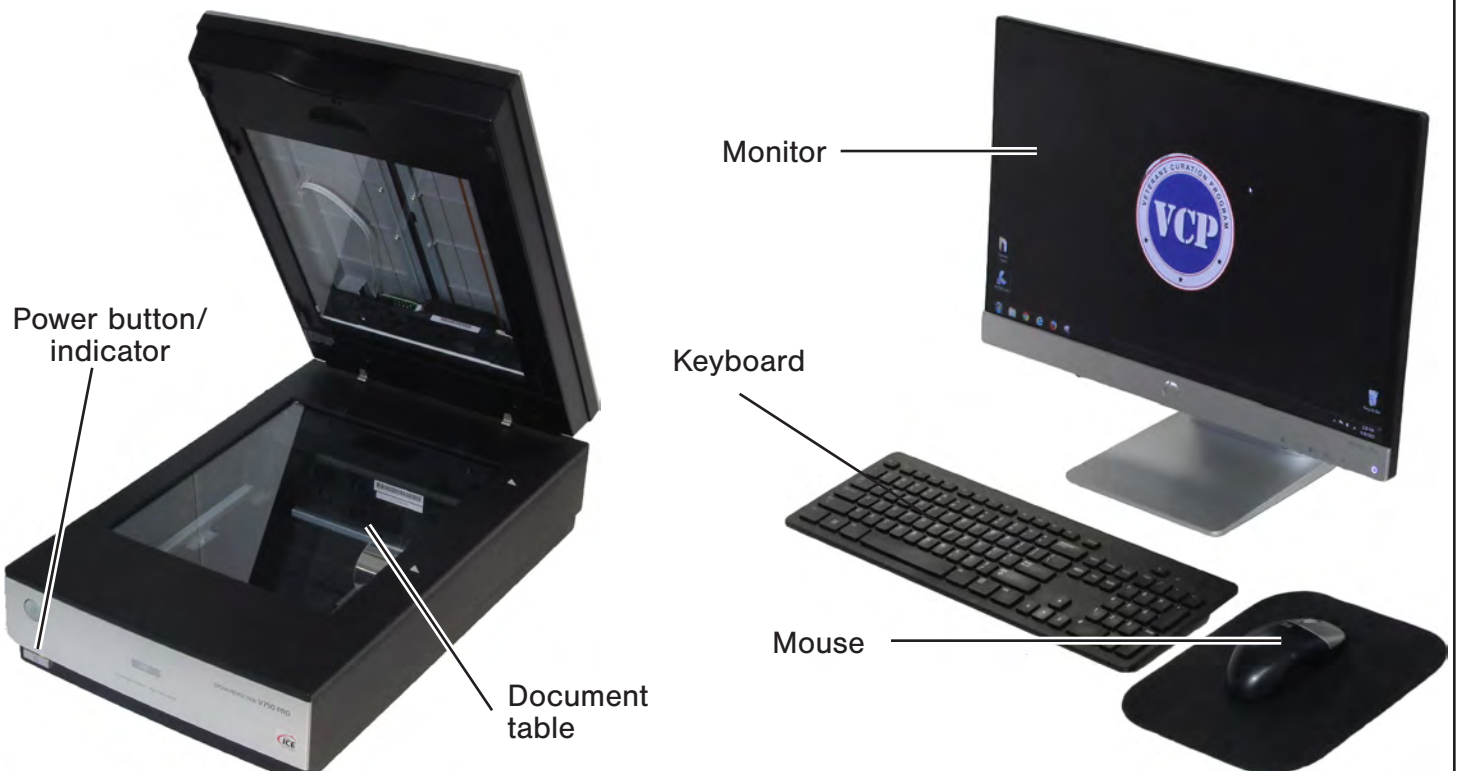
Photographic Prints

Summary

1. Make sure scanner is on, scanning surfaces are clean, and reflector is in scanner lid.

2. Double-click "EPSON Scan" icon on desktop.

3. Select the appropriate scanner.

4. Using gloves, take photo out of sleeve, make sure it's clean, place face down on document table, and close lid.

5. In the "EPSON Scan" window, choose the appropriate setting:
   SETTING 1: prints 5 × 7 inches or *smaller*
   SETTING 2: prints *larger* than 5 × 7 inches

6. Make sure settings are correct and all adjustments are unchecked. Click "Preview."

7. Make sure document is oriented correctly in preview window.

8. Use marquee tool to draw rectangle around edges of document. Click "Scan."

9. In the "File Save Settings" window, make sure settings are correct and last three boxes are checked.

10. Click "OK."

11. REVIEW YOUR WORK: Take original photo out of scanner and check against scanned image.

12. Move file into appropriate project folder and put scanned photograph back into sleeve.

13. To scan another photograph, return to Step 4.

14. PEER REVIEW: Ask another technician to review your files in the project folder before lab manager reviews your work.

15. END OF DAY: Finish and save current asset, make sure no photos are in scanner, close out of all programs, and turn off scanner.

Scanning Photographic Prints

Photograph Scanner & Tools

Reflector

Disinfecting wipes

Electronic screen wipes

Canned air

Emulsion cleaner

Disinfecting wipes

Photographic wipes

Gloves

Monitor

Power button/ indicator

Keyboard

Mouse

Document table

Scanning Photographic Prints

Quality Control

QC

As you scan photos, keep these quality-control guidelines in mind.

ORIENTATION
Is the photograph sideways or upside-down? Sometimes this can be hard to determine. Make sure that words in the image are right-side-up and readable.

CROPPING
Does the image have extra blank space around the edges of the photograph (undercropping)? Does the image cut off any part of the photograph (overcropping)? To avoid these problems
- Make sure documents on the glass are flush against the edges.
- Use the marquee tool carefully.
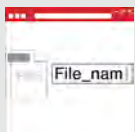- Re-scan any over- or undercropped images.

IMAGE QUALITY
Does the image have faint lines, color problems, or other imperfections caused by the scanner? If so, try scanning the document again. Check to ensure settings aren't changed.

FILE TYPE
Make sure all documents are saved as TIFFs.

FILE NAME
Make sure each scanned asset is given a proper file name (see illustrated Step 9, below).
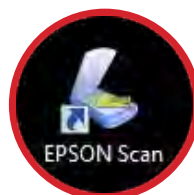
Scanning Photographic Prints

1

Make sure the scanner is on, all the scanning surfaces are clean, and the white reflector is in the scanner lid. If necessary, use disinfectant cleaning wipes to clean the reflector and electronic screen cleaning wipes and/or canned air to clean the glass.

Scanning Photographic Prints

2

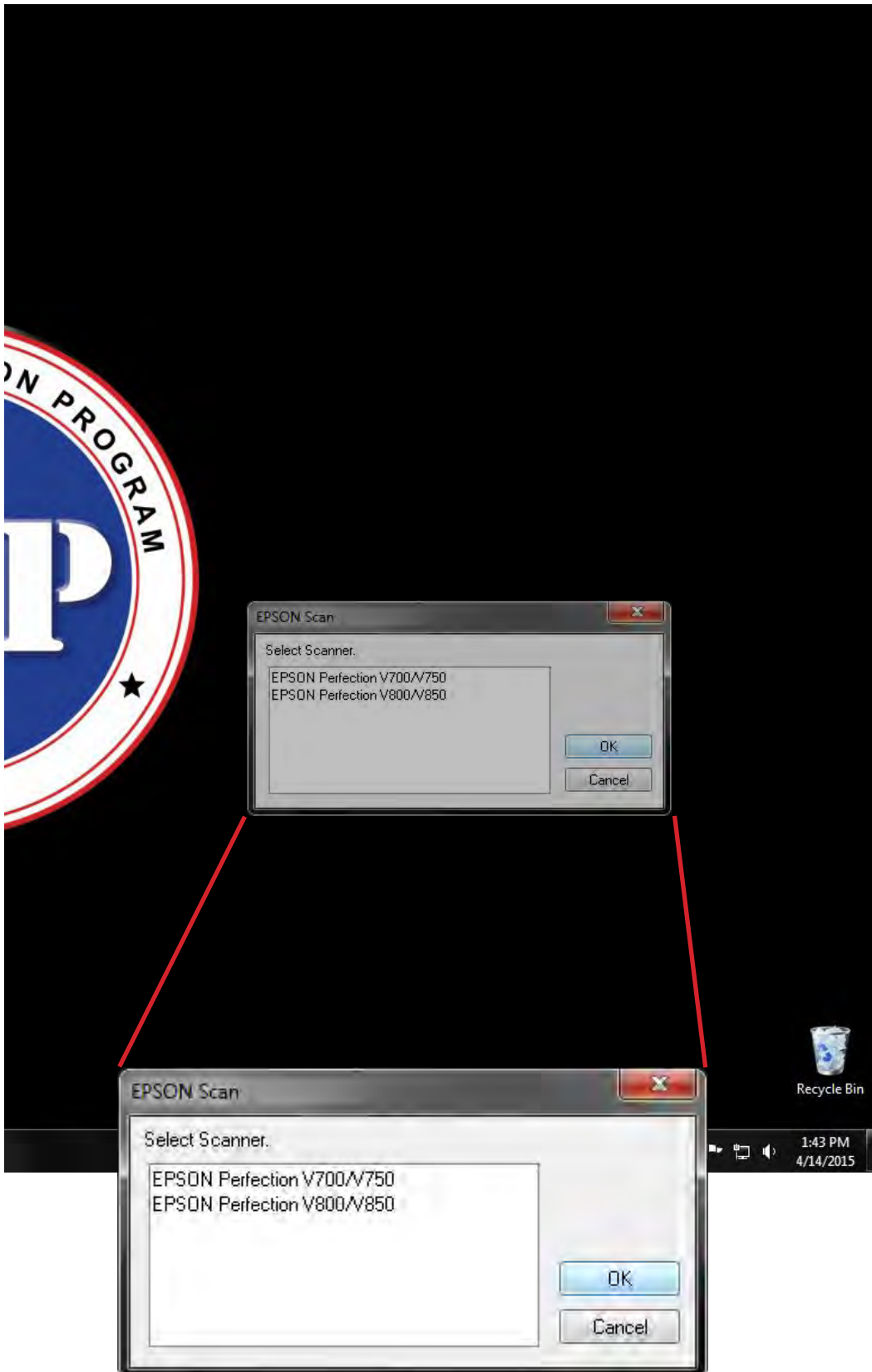**Double-click the "EPSON Scan" icon on the desktop.**

Scanning Photographic Prints

3

Select the appropriate scanner.

Scanning Photographic Prints

4

Using gloves, take the photograph out of the sleeve and check it for cleanliness—clean if necessary. Place the photograph face down against the top right corner of the document table (aligned with the arrow) and close the lid.

QC

Scanning Photographic Prints

5

In the "EPSON Scan" window, choose the appropriate setting:

Setting 1 for scanning prints that are 5 × 7 inches <u>or smaller</u>

Setting 2 for scanning prints <u>larger than</u> 5 × 7 inches
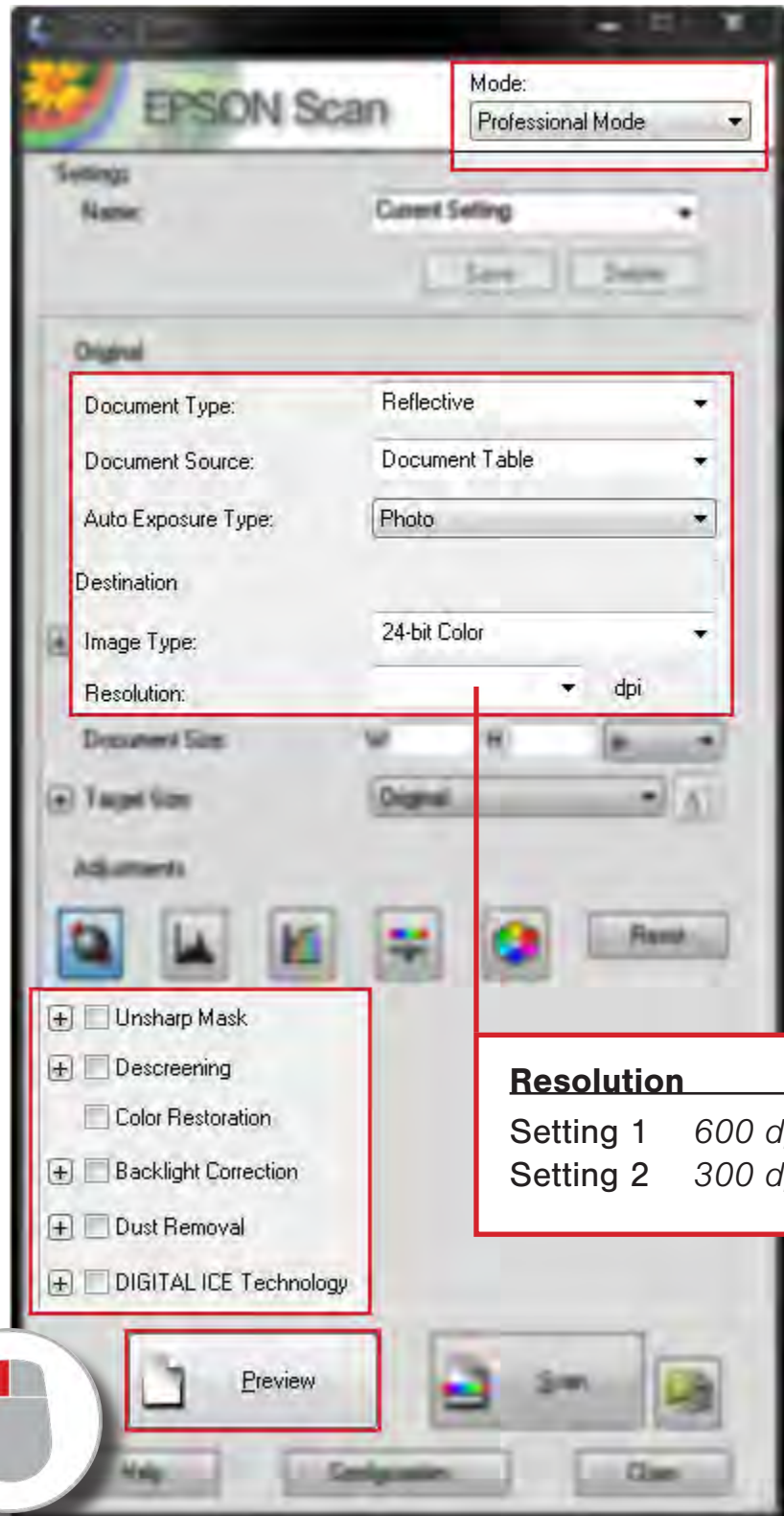
QC

Scanning Photographic Prints
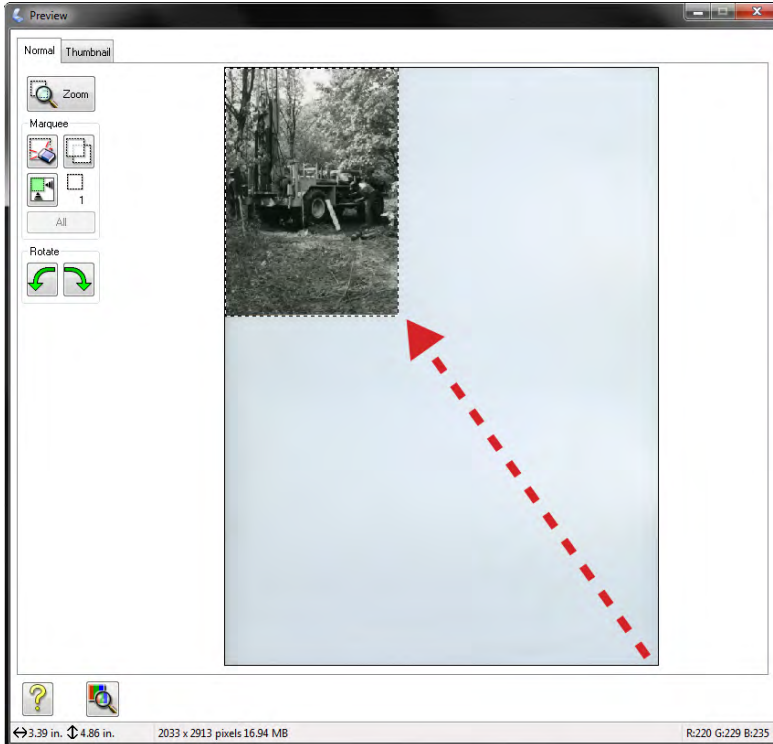
6

**Make sure the following settings are in place and that ALL the adjustments are _unchecked_. Click "Preview" to continue.**

Resolution

Setting 1	600 dpi
Setting 2	300 dpi

Scanning Photographic Prints

7

The photograph will appear in the "Preview" window. Make sure the photograph is oriented correctly; if it is not and you re-place it on the document table, click "Preview" again.

8
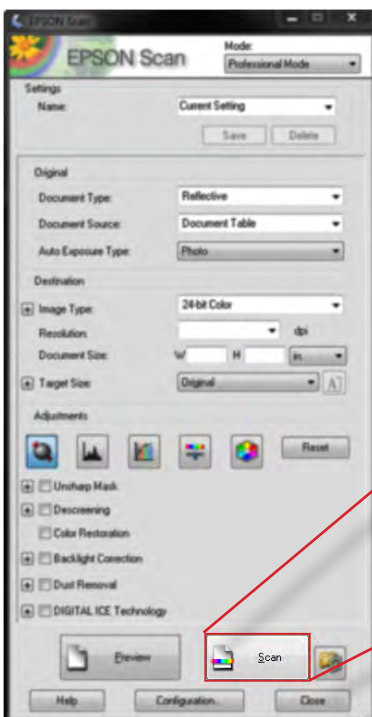
Use the marquee tool to carefully draw a rectangle around the edges of the photograph. Click the "Scan" button in the "EPSON Scan" window.

Scanning Photographic Prints

Location   *Other > Scanned Assets*

(If set to something other than the Scanned Assets folder, click the Browse button and navigate to that folder on the desktop.)

File Name

Prefix   The four-digit VCP ID + underscore + the first digit of the asset number. (Unless you scan more than 999 images for a project, this will typically be 0.)

Start Number   The last three digits of the asset number, automatically generated (see note).

Image Format   *TIFF*

Last 3 boxes   *Checked*

The file name of an asset consists of the four-digit VCP ID for the project and the asset number, joined by an underscore (_), not a hyphen (-): 1071_0001.
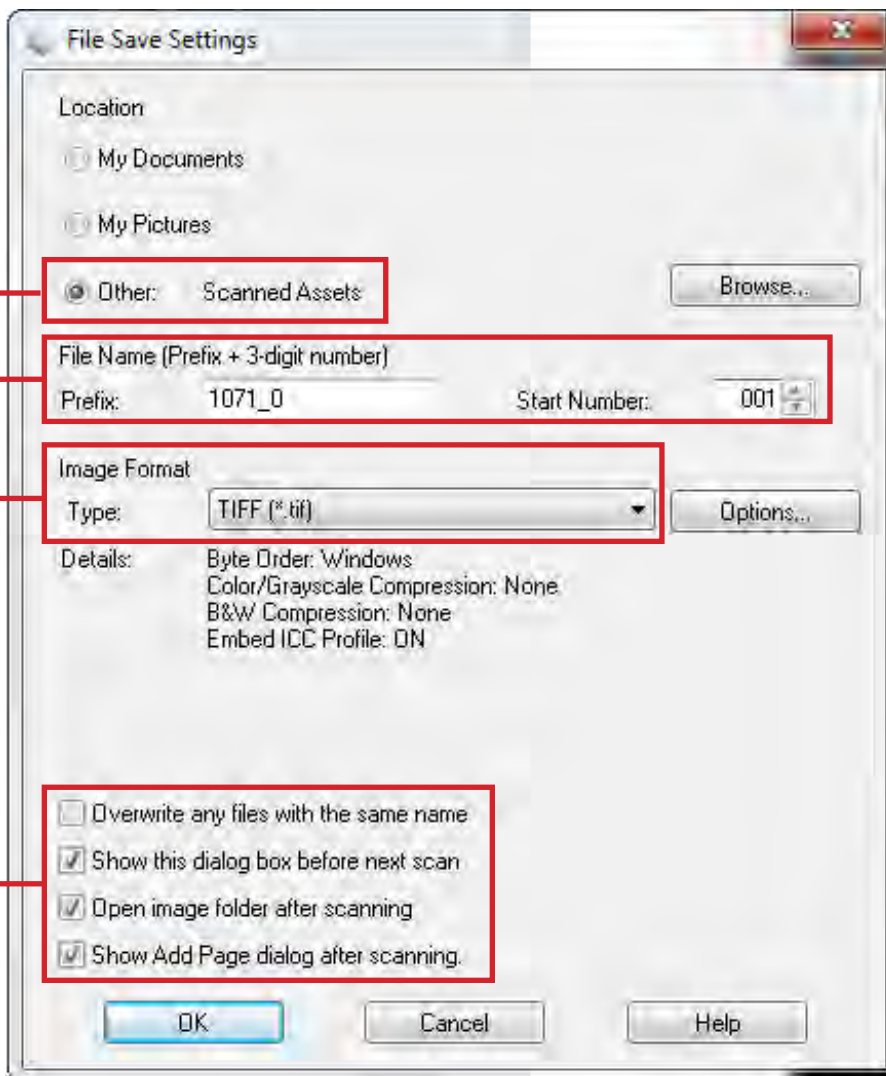
•

Set up automatic file naming with the first asset you scan for each project at the start of a scanning session by setting the "Start Number" as the current asset number.
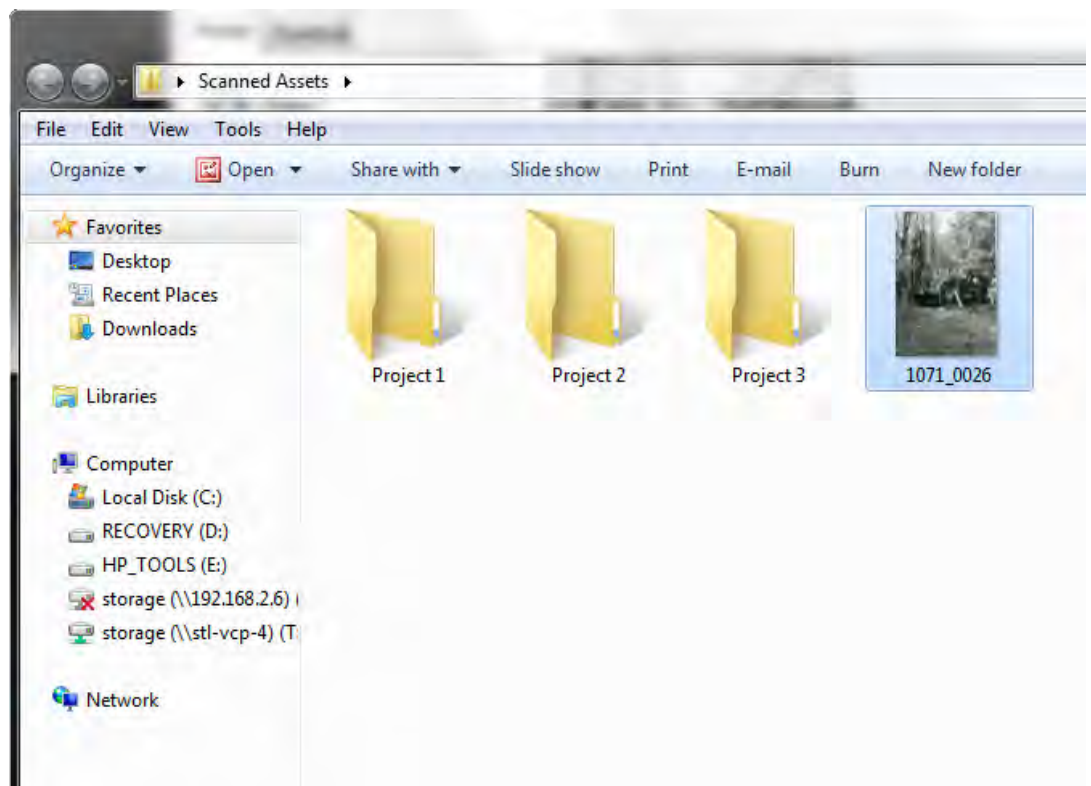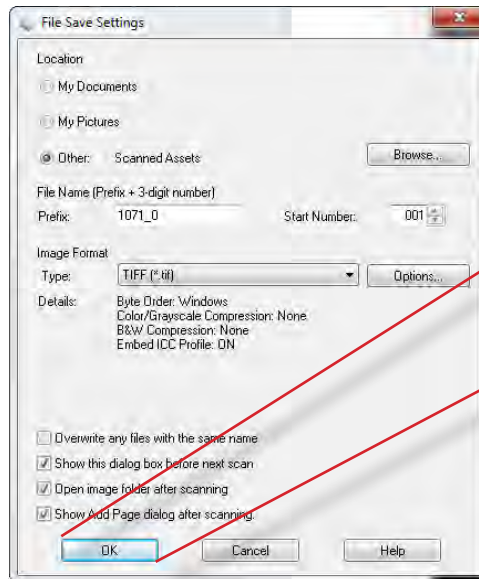
Scanning Photographic Prints

9

In the "File Save Settings" window, make sure the settings are as shown here and that the last three boxes are checked.

Scanning Photographic Prints

10

Click "OK" to scan and save the photograph. The scanned photograph is given an asset number and saved as a TIFF in the "Scanned Assets" folder.
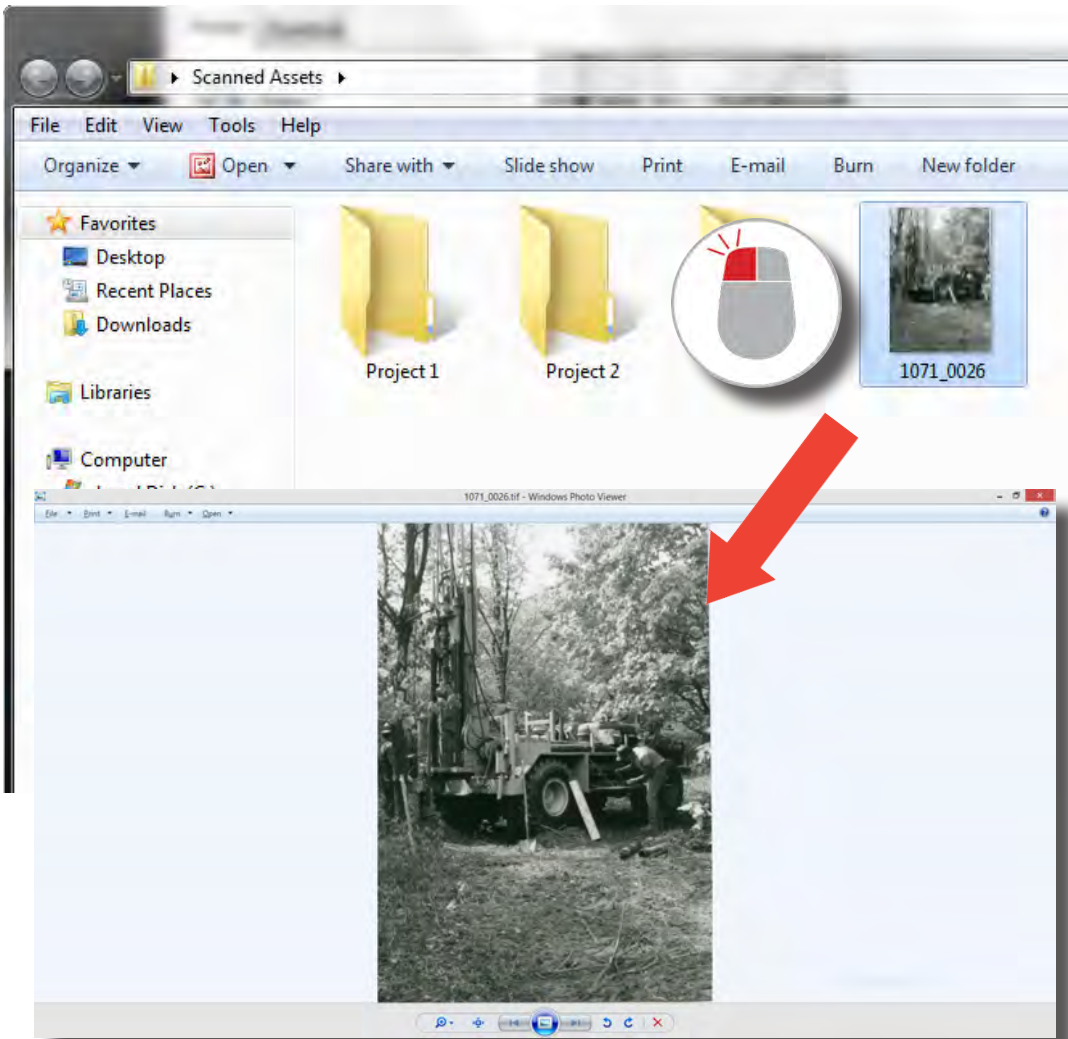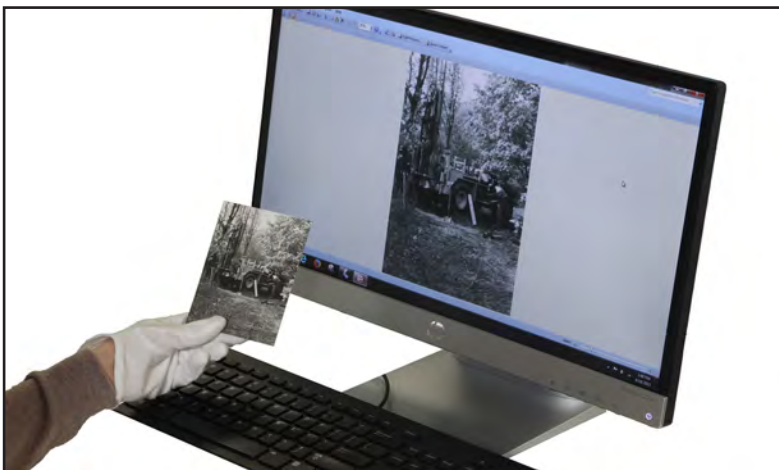
Scanning Photographic Prints

11

REVIEW YOUR WORK: In the "Scanned Assets" folder, double-click the file to open it in an image-viewing program.

Take the original photograph out of the scanner and check it against the scanned image.

Re-scan and re-save the photograph if necessary.

Scanning Photographic Prints

QC

### Problems that Can Be Fixed After Scanning

- Image rotation

- Nonstandard file names

- Slightly undercropped photographs (space outside the photograph)

Problems that Will Reqire Re-Scanning

- Poor image quality

- Dust, fingerprints, etc., on the photgraph

- Skewed photographs

- Missing pages

- Overcropped photograph (part of the photograph is cropped out)

- Excessive undercropping caused by poor use of the marquee tool (all or most of the document table is scanned)

- Wrong file type

12

Once you've checked your work and made any necessary corrections, move the file into the appropriate project folder. Close the image viewer and minimize the "Scanned Assets" folder.
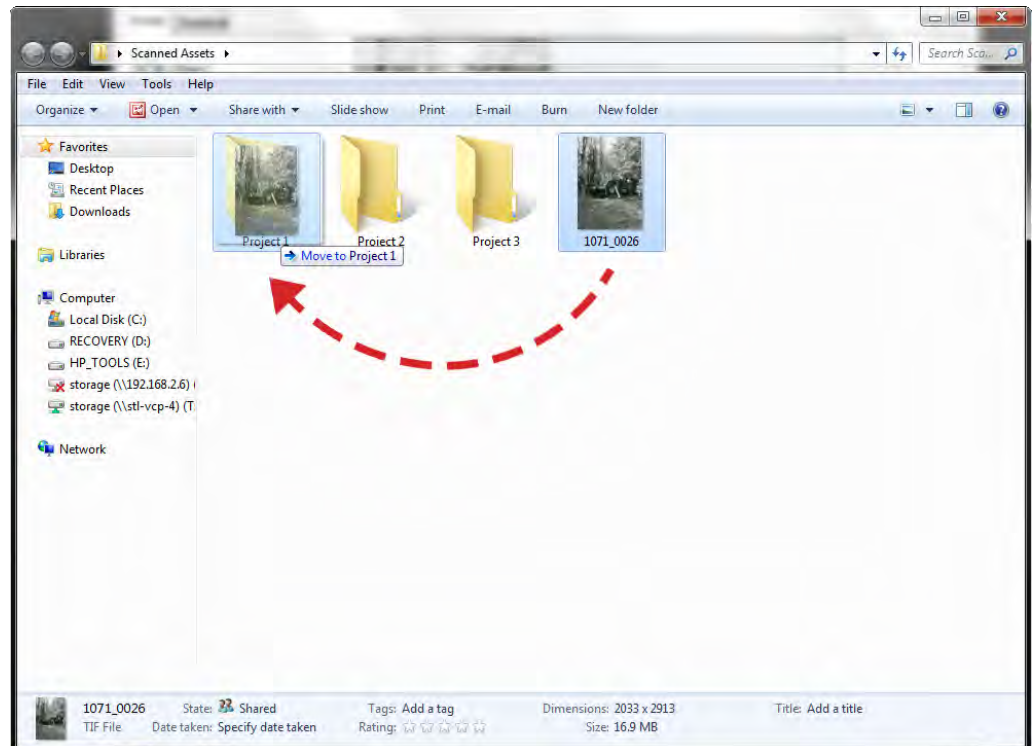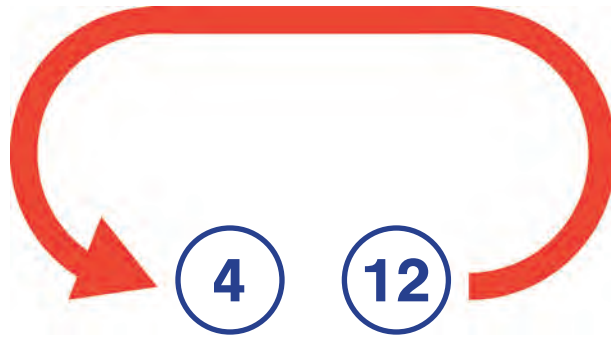
Scanning Photographic Prints

13

Carefully put the scanned photograph back into its sleeve.

Scanning Photographic Prints

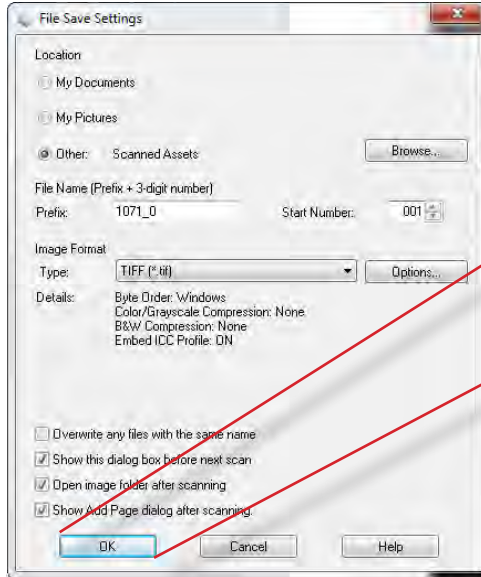**14**

To scan another
photograph,
return to Step 4.

15

PEER REVIEW:
Before a lab
manager reviews
your work,
ask another
technician to
review your files
in the project
folder.

Scanning Photographic Prints

16

At the end of your work day, finish and save the current asset, make sure there are no photographs in the scanner, close out of all programs, and turn off the scanner.
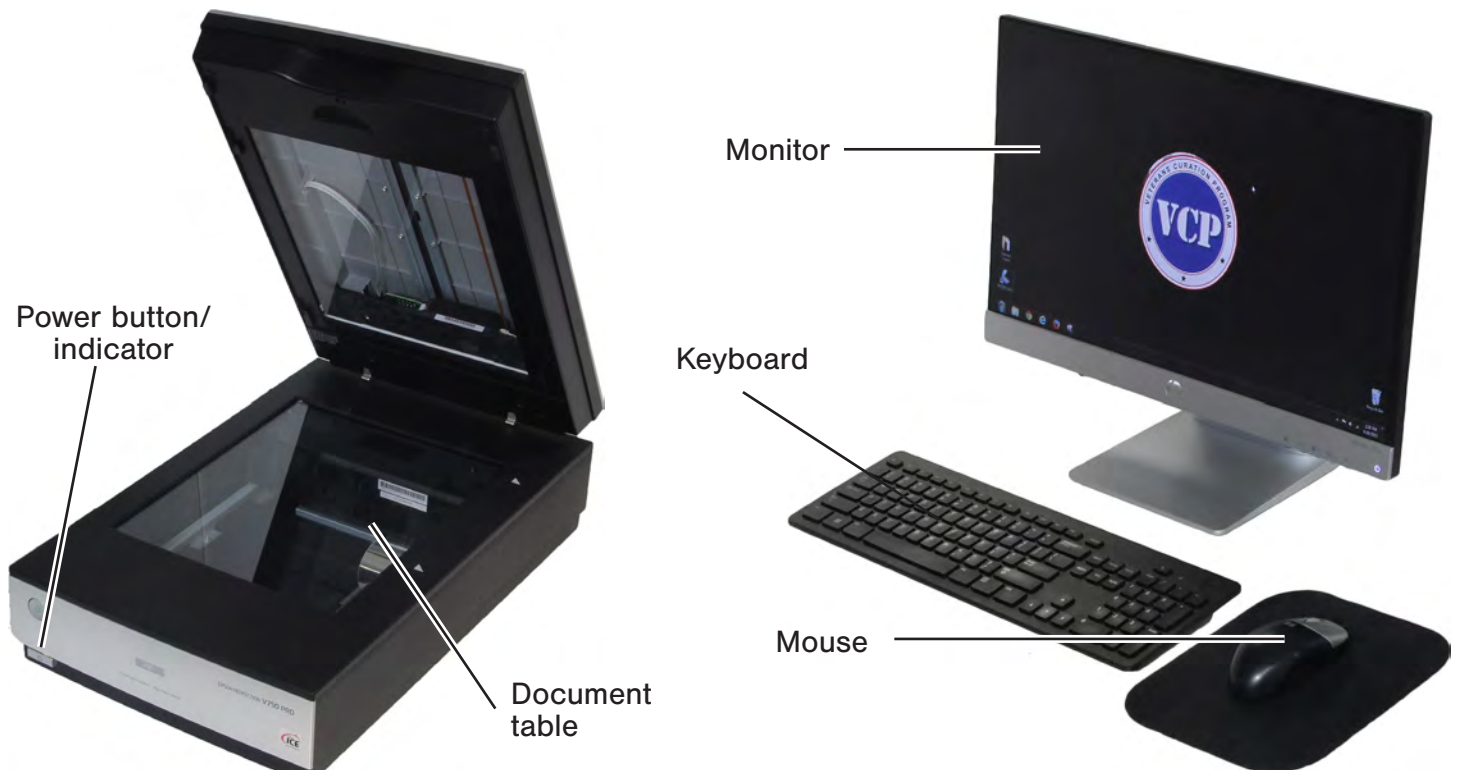
Film & Slides

Summary

1. Make sure scanner is on, scanning surfaces are clean, and reflector is ***removed*** from scanner lid.

2. Double-click "EPSON Scan" icon on the desktop.

3. Select the appropriate scanner.

4. Choose appropriate film or slide holder for medium.

5. Using gloves and tweezers, remove film or slides from sleeves and insert into holder.

6. Open scanner lid, place film holder on document table, and close scanner lid.

7. In the EPSON Scan window, choose the appropriate setting:
   SETTING 3: color negatives
   SETTING 4: slides (color positives)
   SETTING 5: black-and-white negatives

8. Make sure settings are correct and all adjustments are unchecked. Click "Preview."

9. In the "Preview" window, make sure all images are right-side-up; rotate if necessary.

10. Click "Scan" in the "EPSON Scan" window.

11. In the "File Save Settings" window, make sure settings are correct and last three boxes are checked.

12. Click "OK."

13. REVIEW YOUR WORK: Take slides or negatives out of scanner and check against scanned image.

14. Move file into appropriate project folder and put slides or negatives back into sleeves.

15. To scan another set of slides or negatives, return to Step 4.

16. PEER REVIEW: Ask another technician to review your files in the project folder before lab manager reviews your work.

17. END OF DAY, Finish and save current asset, make sure no slides or negatives are in scanner, close out of all programs, and turn off scanner.

Film Scanner & Tools

Reflector

Film holders

Disinfecting wipes

Emulsion cleaner

Photographic wipes

Slide sorter

Electronic screen wipes

Canned air

Loupe

Gloves

Tweezers

Monitor

Keyboard

Mouse

Power button/ indicator

Document table

Scanning Film and Slides

Quality Control

QC

As you scan film and slides, keep these quality-control guidelines in mind.

ORIENTATION
Is the scanned image sideways or upside-down? Make sure the film or slides are placed in the holder correctly (see Using the Film Holders on page 60).

SCAN COLOR
Do black-and-white images look colorized? Do colors look reversed in color images? Make sure you select the right settings for the type of asset you're scanning (see Step 7).
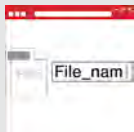
IMAGE QUALITY
Does the image have faint lines, color problems, or other imperfections caused by the scanner? If so, try scanning the document again. Check to ensure settings aren't changed.

FILE TYPE
Make sure all documents are saved as TIFFs.

FILE NAME
Make sure each scanned asset is given a proper file name (see illustrated Step 11, below).
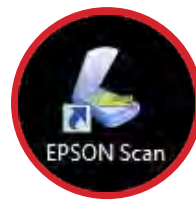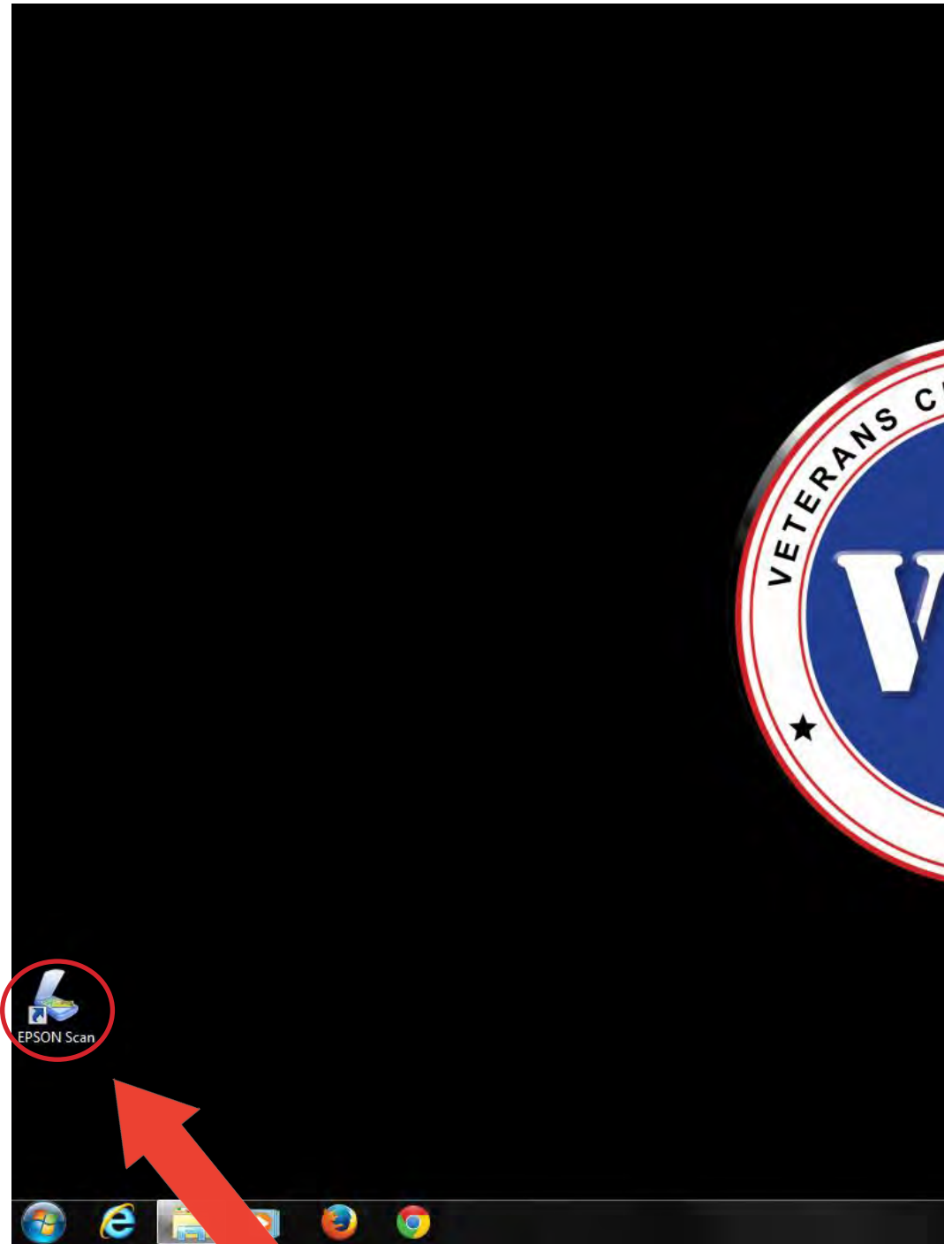
Scanning Film and Slides

1

Make sure the scanner is on, all the scanning surfaces are clean, and the white reflector is *removed* from the scanner lid. If necessary, use electronic screen cleaning wipes and/or canned air to clean the glass.

Scanning Film and Slides

2

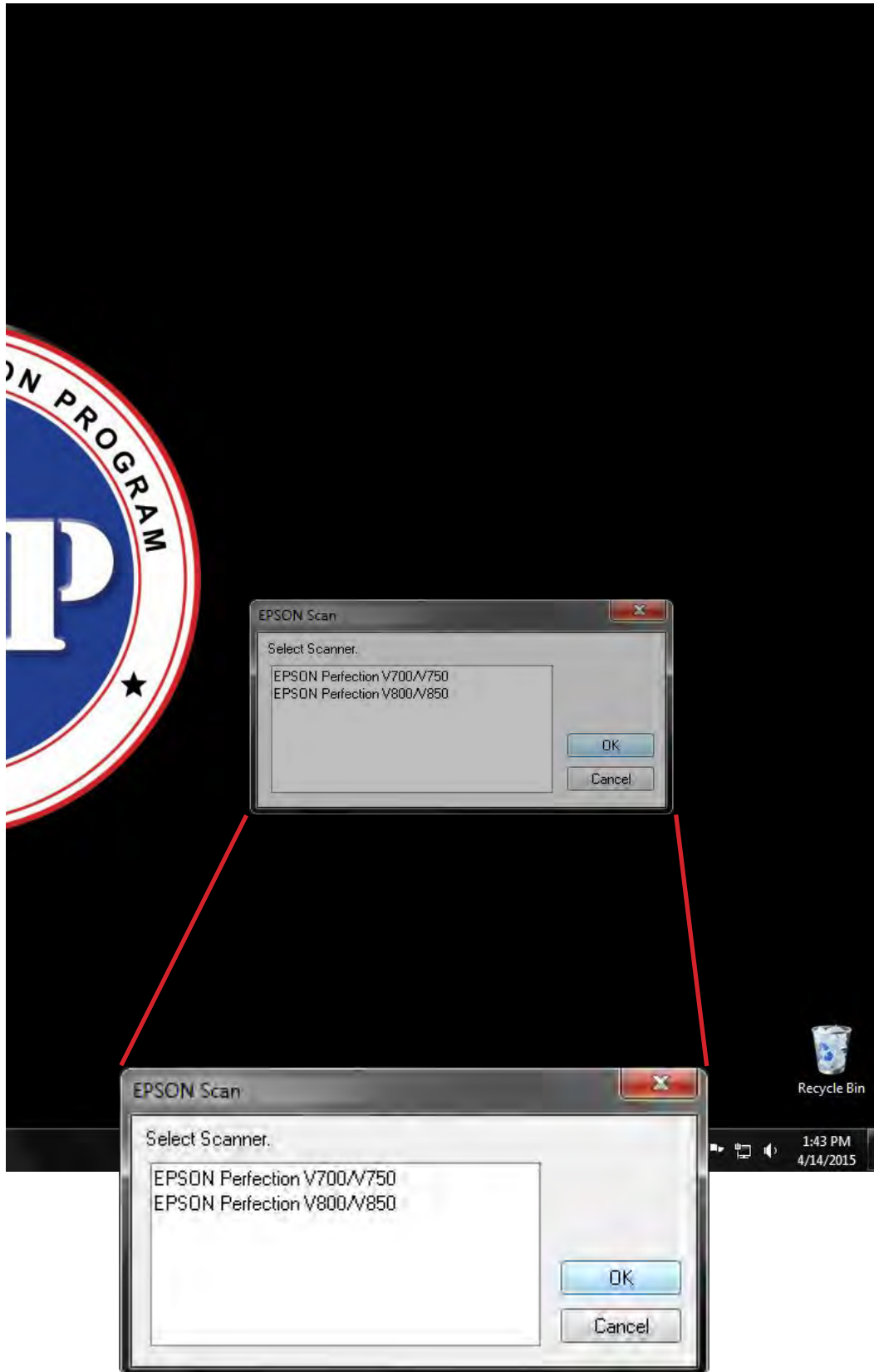Double-click the "EPSON Scan" icon on the desktop.
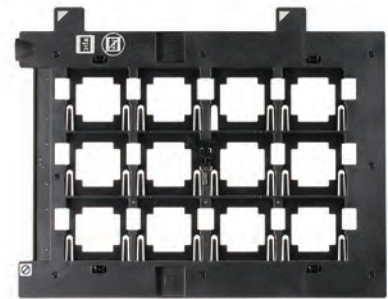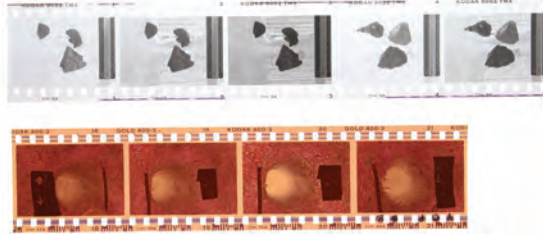
Scanning Film and Slides

3

In the window that pops up, select the appropriate scanner.

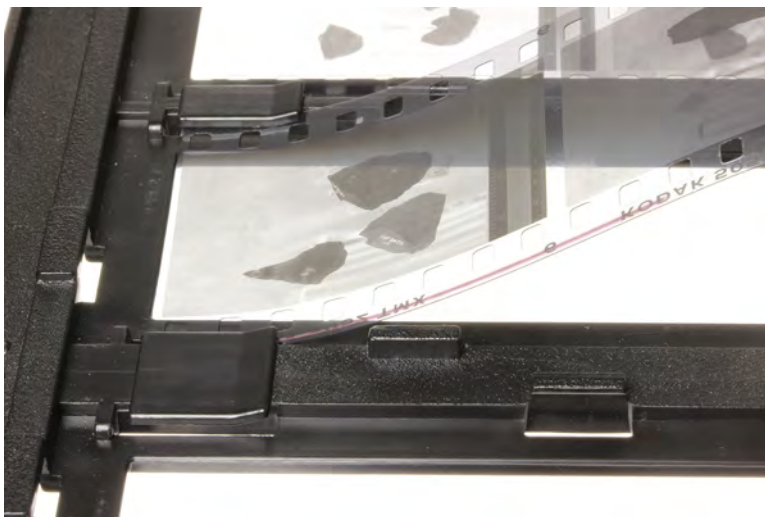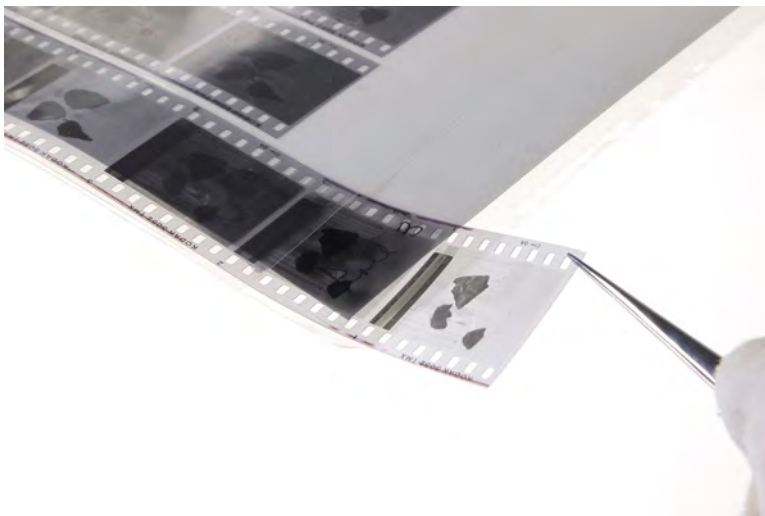# Scanning Film and Slides

4

Choose the appropriate film holder for the medium.

Always use gloves when handling film.

Scanning Film and Slides

5

Using gloves and tweezers, remove the film or slides to be scanned from their polypropylene sleeves. Insert the film or slides into the holder.

To avoid damaging images, grasp only the *corners* of negatives with tweezers.

Scanning Film and Slides
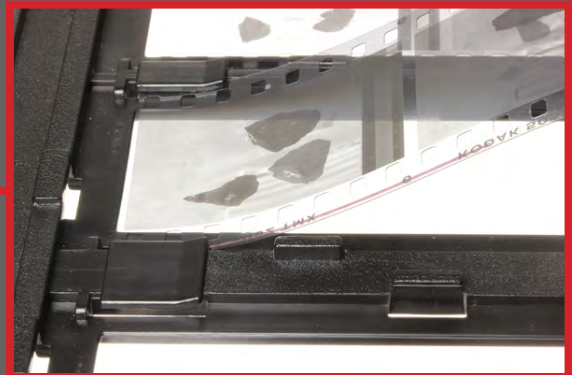
Using the Film Holders

NEGATIVE FILM

Choose the correct film holder for the size of film you are scanning. (see Step 4 above.)

Remove the film strip cover(s) from the film holder.

Slide the film, with the shiny side facing down, all the way into the groove, making sure that it fits snugly under the clips. Make sure the frame numbers and text appear reversed and that the film strips are in numerical order, beginning with the right side of the film holder, with lower frame numbers closer to the top of the holder.

Place the film strip cover back on the film holder and gently press down until it snaps into place. Press down along all the edges to make sure it is secure.
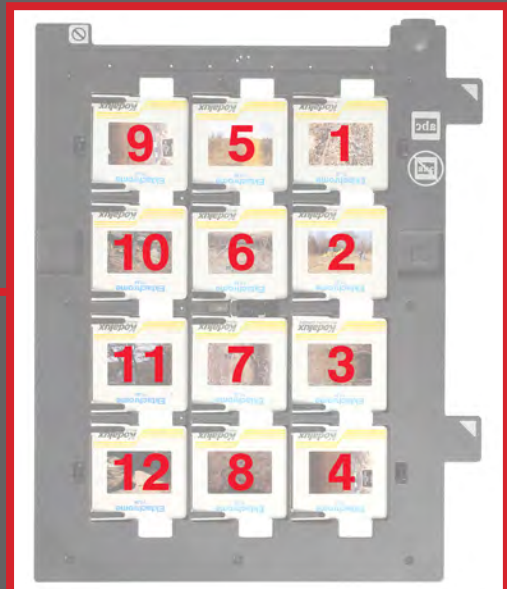
Scanning Film and Slides

SLIDES

Place the slides, with the shiny side of the film facing down, into the slide holder in numerical order. Make sure that the side of the slide frame with text on it faces up and all the slides have the same orientation.

The EPSON V750 and V800 begin scanning with the top right corner of the film holder and continue down the first column, then move left to the next column and the last column.

Examine the loaded holder to make sure the slides are oriented correctly.

Scanning Film and Slides

6

Open the scanner lid and place the film holder against the top right corner of the document table, lining up the white arrows and inserting the two pegs into the holes. (Make sure the white reflector is removed.) Close the scanner lid.

Scanning Film and Slides

7

In the "EPSON Scan" window, choose the appropriate setting:

Setting 3 **for scanning color negatives**

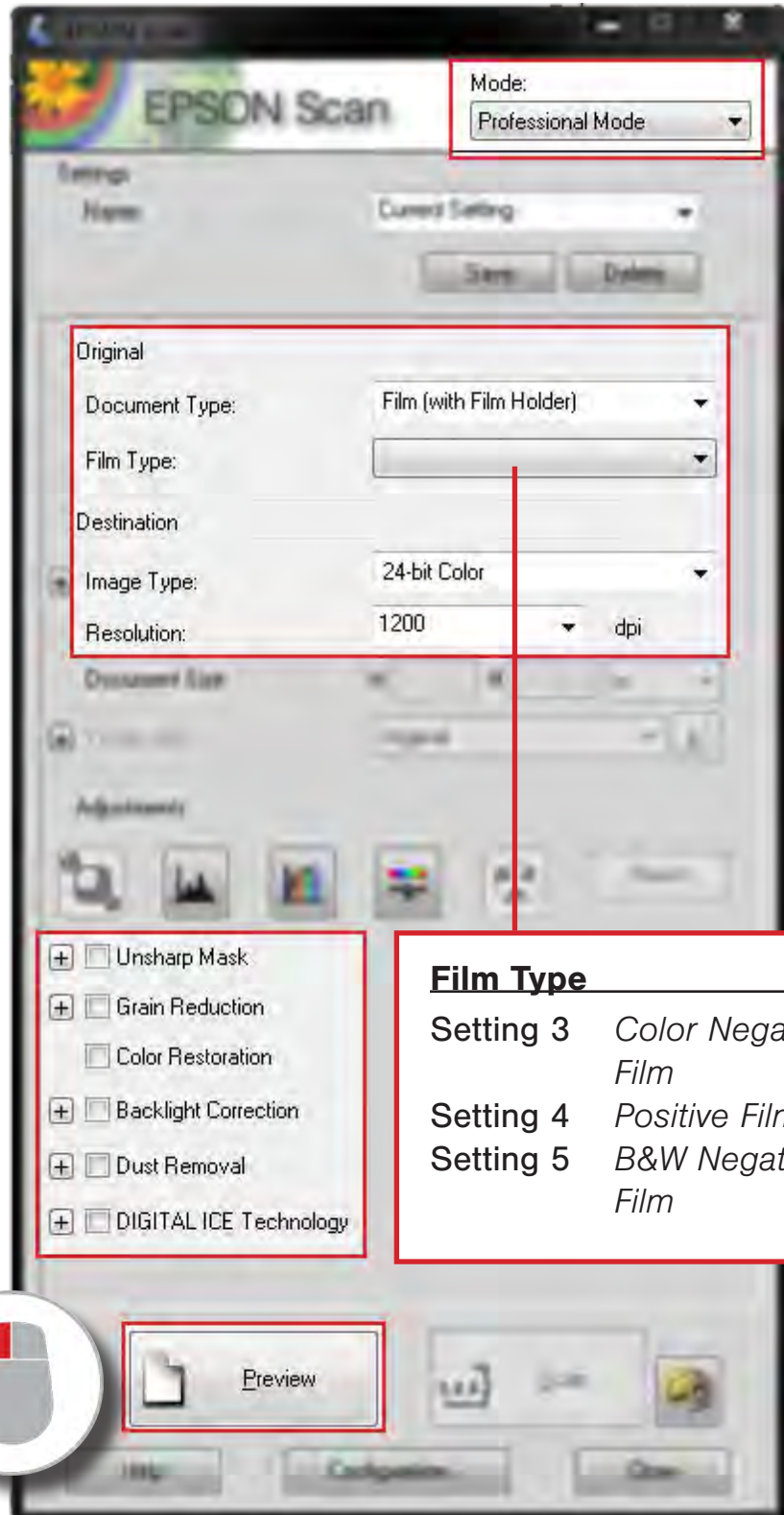*Setting 4* **for scanning slides (color positives)**

Setting 5 **for scanning black-and-white negatives**

Scanning Film and Slides

8

Make sure the following settings are in place and that ALL the adjustments are _unchecked_. Click the "Preview" button to continue.

Film Type

Setting 3   _Color Negative Film_

Setting 4   _Positive Film_
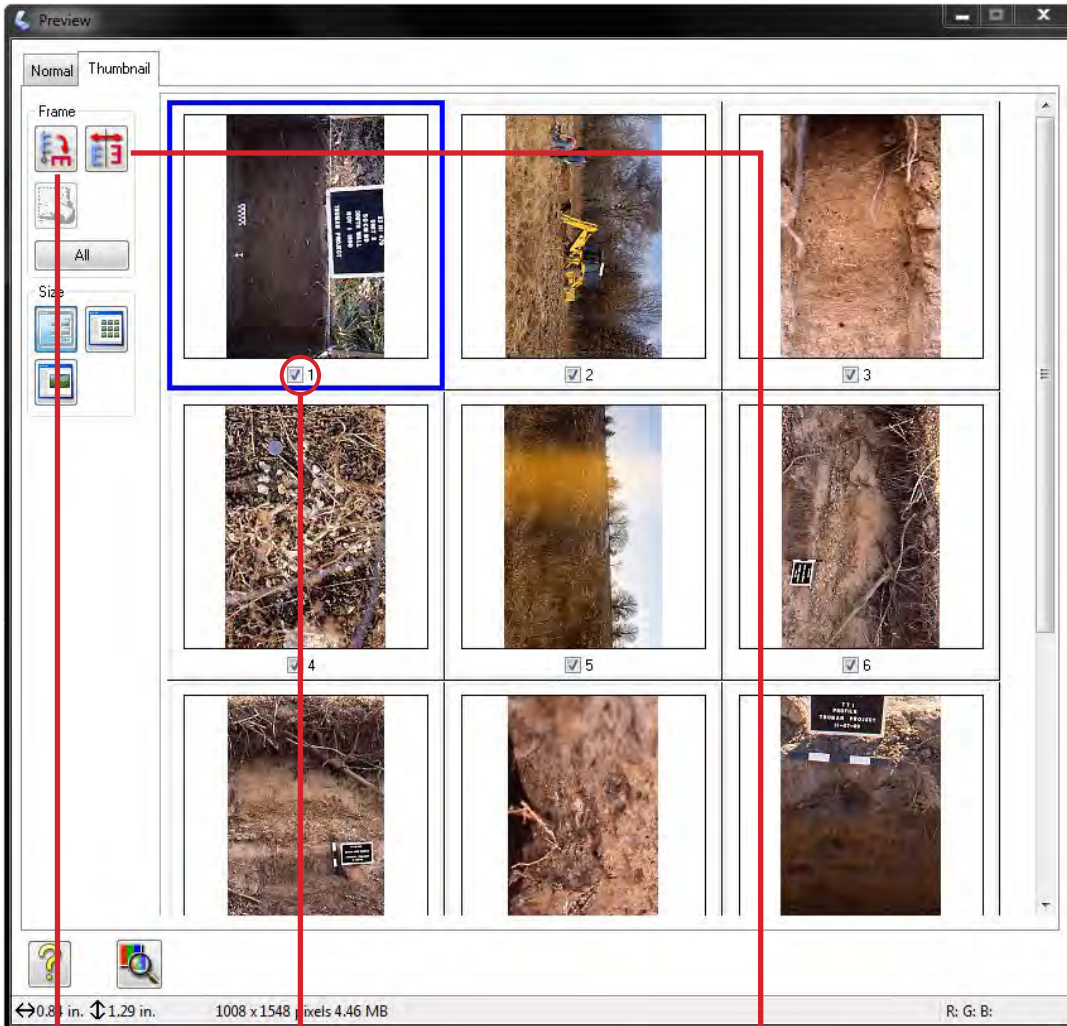
Setting 5   _B&W Negative Film_

It takes some time for the scanner to warm up and then scan the photos for preview.

Scanning Film and Slides

9

The film images will appear in the "Preview" window as separate, numbered images—negative images will appear positive. Make sure all images are oriented right-side-up.

If necessary, rotate images by selecting them and using the "rotate" button (the first button under "Frame" at the top left corner of the Preview window).

You can also correct any reversed images by using the "horizontal flip" button (the second button under "Frame").
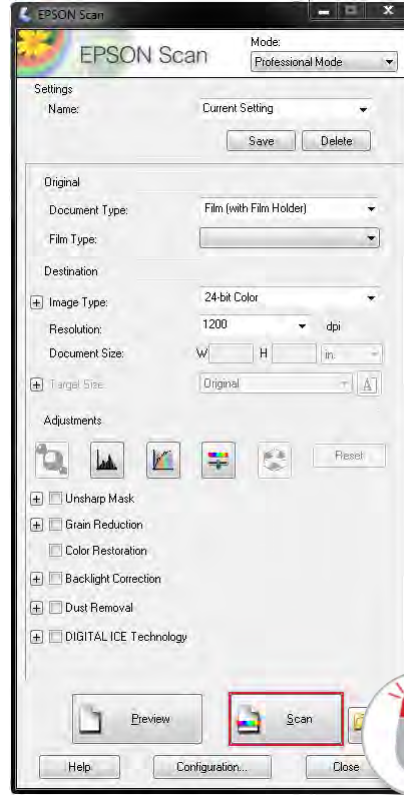
QC

In the Preview window, you can deselect frames that should not be scanned, such as defective images or half-frames. Consult with a lab manager regarding what types of images should not be scanned.

Scanning Film and Slides

10

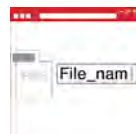**Click the Scan button in the "EPSON Scan" window.**

File Name

Prefix — The four-digit VCP ID + underscore + the first digit of the asset number. (Unless you scan more than 999 images for a project, this will typically be 0.)

Start Number — The last three digits of the asset number, automatically generated (see note).
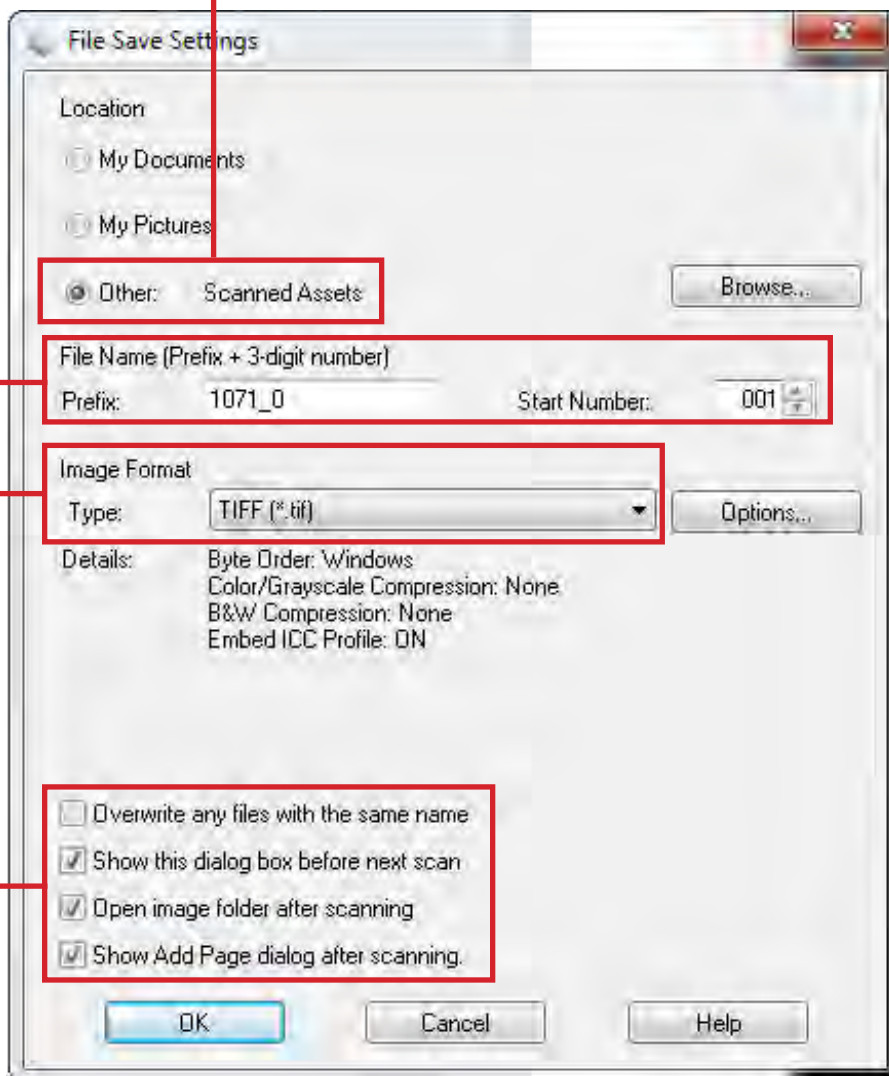
Image Format   *TIFF*

QC

Last 3 boxes   *Checked*

Scanning Film and Slides

11

In the "File Save Settings" window, make sure the following settings are in place and that the last three boxes are checked.

Location   *Other > Scanned Assets*
(If set to something other than the Scanned Assets folder, click the Browse button and navigate to that folder on the desktop.)


The file name of an asset consists of the four-digit VCP ID for the project and the asset number, joined by an underscore (_), not a hyphen (-): 1071_0001.

•

Set up automatic file naming with the first asset you scan for each project at the start of a scanning session by setting the Start Number as the current asset number.
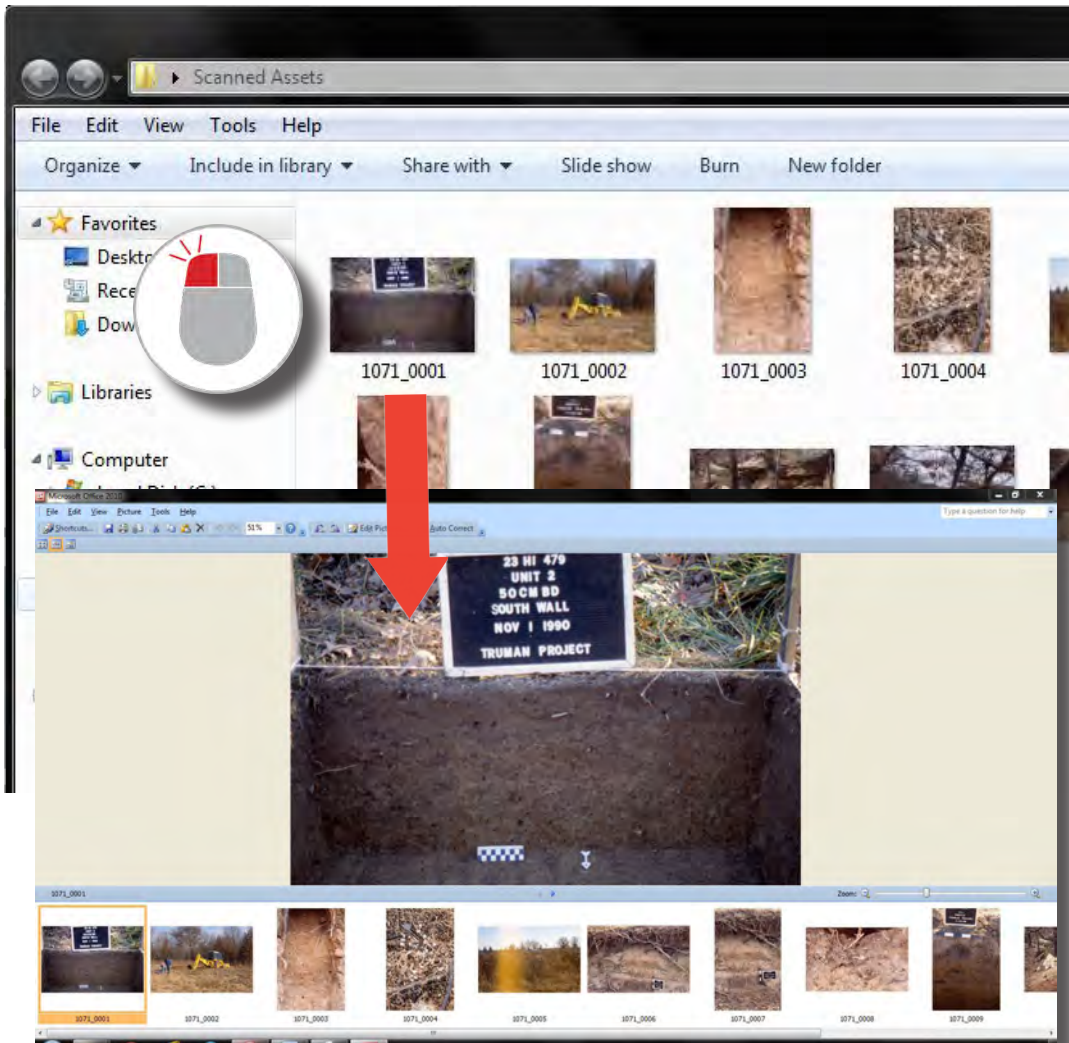
Scanning Film and Slides

12

Click "OK" to scan the assets. The scanned images are given asset numbers and saved as TIFFs in the "Scanned Assets" folder.
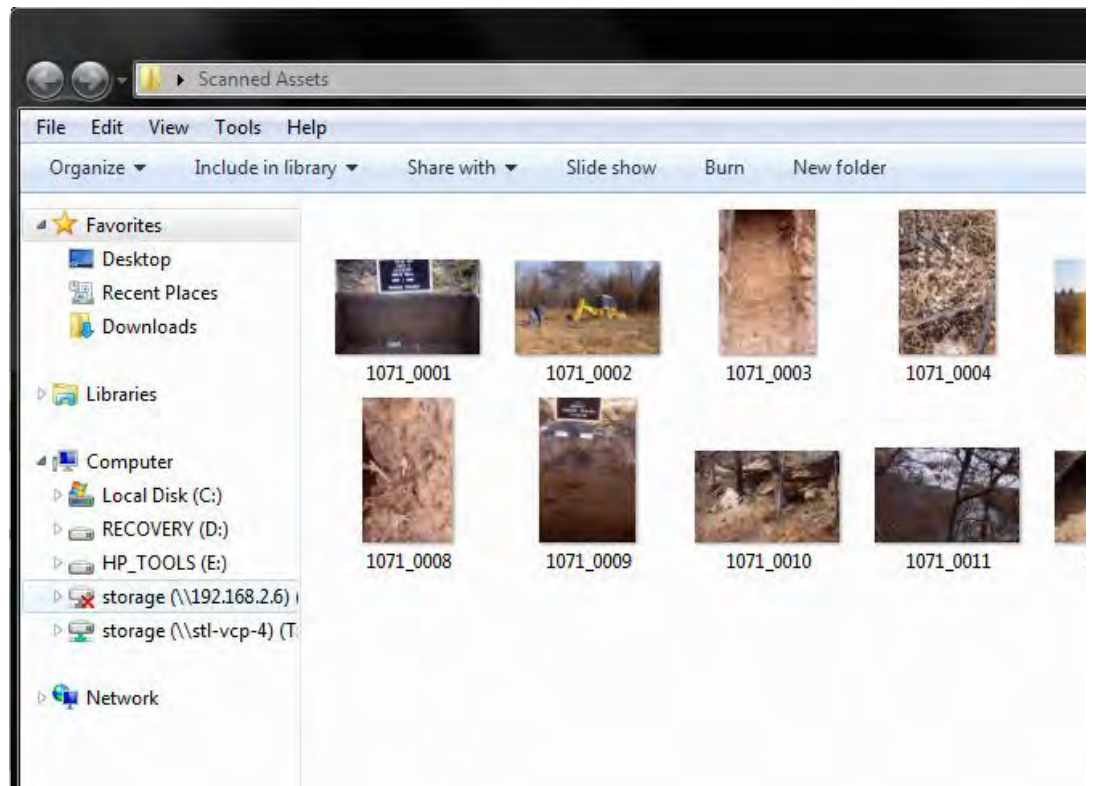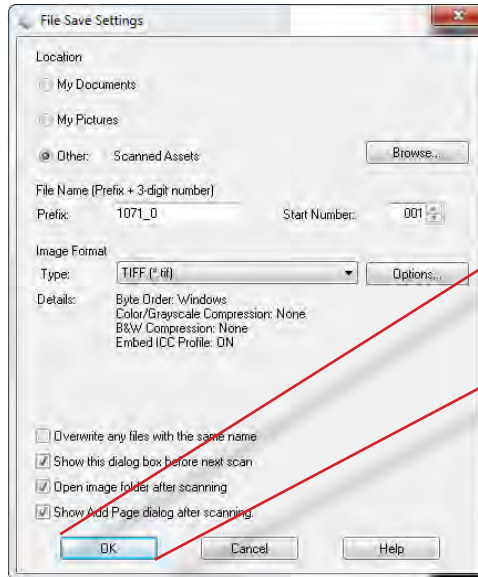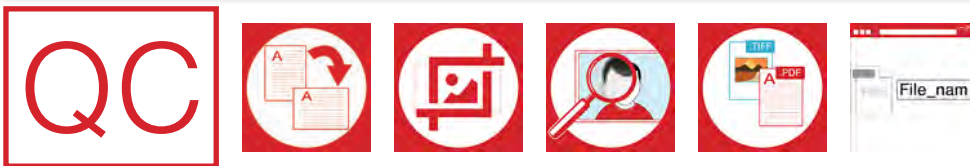
Scanning Film and Slides

13

REVIEW YOUR WORK: In the "Scanned Assets" folder, double-click the first image file to open it in an image-viewing program.

Take the scanned slides or negatives out of the scanner and check each one against the image file on your screen.

Re-scan and re-save the images if necessary.

Scanning Film and Slides

QC

### Problems that Can Be Fixed After Scanning

- Image rotation
- Nonstandard file names

Problems that Will Reqire Re-Scanning

- Poor image quality
- Reversed images
- Dust, fingerprints, etc., on the photgraph
- Scan color (wrong setting)
- Overcropped photograph (part of the photo-graph is cropped out)
- Wrong file type

14

Once you've checked your work and made any necessary corrections, move the file into the appropriate project folder. Close the image viewer and minimize the "Scanned Assets" folder. Carefully put the scanned photograph back into its sleeve.
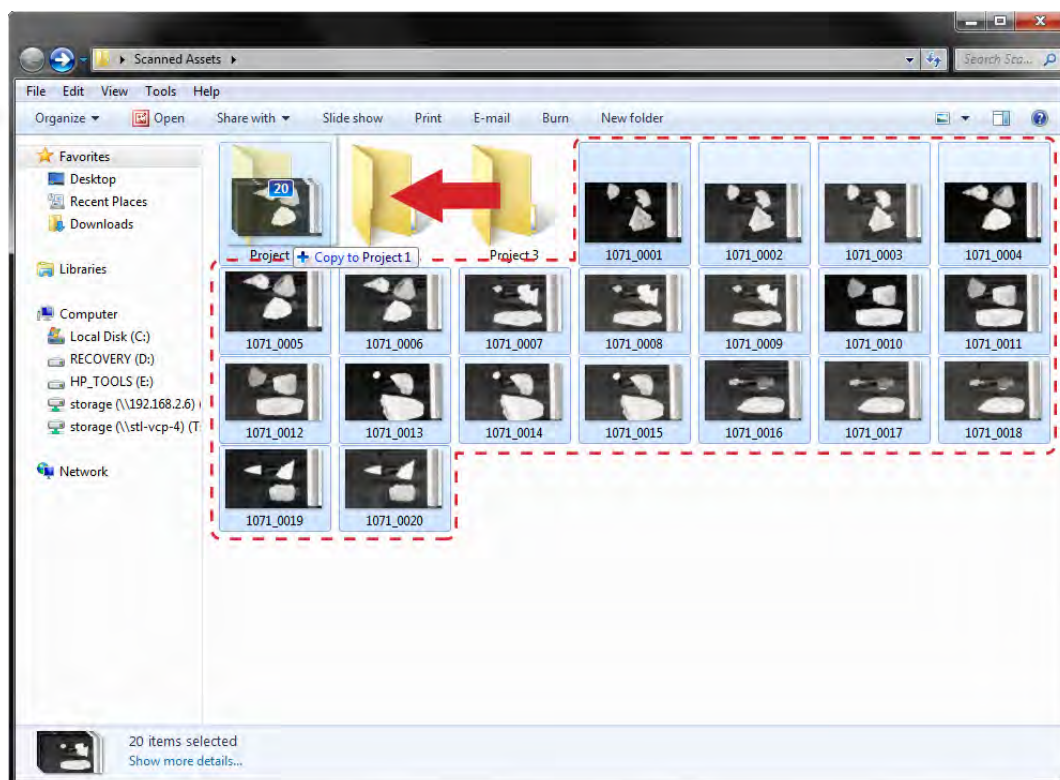
Scanning Film and Slides

15

To scan another photograph, return to Step 4.

16

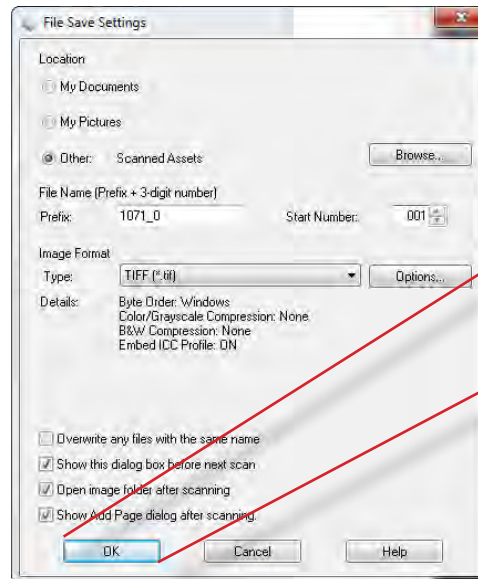**PEER REVIEW:** Before a lab manager reviews your work, ask another technician to review your files in the project folder.

④ ⑭

QC

Scanning Film and Slides

17

At the end of your work day, finish and save the current asset, make sure there are no slides or negatives in the scanner and that all slides and negatives are back in their sleeves, close out of all programs, and turn off the scanner.

Acknowledgments

Scanner Settings Quick Reference Sheet

Epson DS-7500/DS-70000/GT 20000: Documents

Setting 1: Document Table
Individual pages

Setting 2: Automatic Document Feeder
Single sided, multiple pages

Setting 3: Automatic Document Feeder
Double-sided, multiple pages

Epson V750/V800: Photographic Materials

Setting 1: Photo Prints, 5" x 7" or smaller

Setting 2: Photo Prints, larger than 5" x 7"

Setting 3: 35 mm Color Negatives, with film holder

Setting 4: 35 mm Color Positive Film (Mounted Slides), with film holder

Setting 5: Black & White Negative Film, with film holder

SCANNING

QUICK GUIDE

Documents

1. Make sure scanner is on and glass and underside of lid are clean.
2. Double-click "EPSON Scan" on desktop.
3. Select appropriate scanner.
4. In "EPSON Scan" window, choose appropriate setting (1, 2, or 3).
5. Make sure settings are correct and all adjustments are unchecked.
6. **Setting 1:** Put document on document table, close lid, and click "Preview." **Settings 2 and 3:** Place documents in auto-feed tray and click "Preview."
7. Make sure document is oriented correctly in preview window.
8. Use marquee tool to draw rectangle around edges of document.
9. **Setting 1:** Click "Scan." **Settings 2 and 3:** Put preview page back in auto-feed tray and click "Scan."
10. In the "File Save Settings" window, make sure settings are correct and last three boxes are checked; click "OK."
11. To scan more pages, click "Add page" in the "Add Page Confirmation" box, put pages on document table or in ADF, and repeat Steps 4–10.
12. Click "Edit page" button in "Add Page Confirmation" box to view all pages as thumbnails.
13. Rotate any pages that need it and delete any blank pages in "Editing Page" window.
14. Click "OK."
15. REVIEW YOUR WORK: Open "Scanned Assets" folder and compare PDF to original.
16. Move PDF into appropriate project folder.
17. To scan another asset, return to Step 4.
18. PEER REVIEW: Ask another technician to review your files in the project folder before a lab manager reviews your work.

Photographs

1. Make sure scanner is on, scanning surfaces are clean, and white reflector is *in*.
2. Double-click "EPSON Scan" on desktop.
3. Select appropriate scanner.
4. Take photograph out of sleeve, make sure it's clean, place face down on document table, and close lid.
5. In "EPSON Scan," choose **Setting 1** for prints 5 × 7 inches or smaller or **Setting 2** for larger prints.

6. Make sure settings are correct and all adjustments are unchecked. Click "Preview."
7. Make sure document is oriented correctly.
8. Use marquee tool to draw rectangle around edges of document. Click "Scan."
9. In "File Save Settings" window, make sure settings are correct and last three boxes are checked.
10. Click "OK."
11. REVIEW YOUR WORK: Open "Scanned Assets" folder and compare scan to original.
12. Move file into project folder and put scanned photograph back into sleeve.
13. To scan another photograph, return to Step 4.
14. PEER REVIEW: Ask another technician to review your files in the project folder before a lab manager reviews your work.

Film & Slides

1. Make sure scanner is on, scanning surfaces are clean, and white reflector is *removed*.
2. Double-click "EPSON Scan" on desktop.
3. Select appropriate scanner.
4. Choose appropriate film holder.
5. Remove film or slides from sleeves and insert into holder.
6. Open scanner lid, place film holder on document table, and close scanner lid.
7. In "EPSON Scan" window, choose **Setting 3** for color negatives, **Setting 4** for slides (color positives), or **Setting 5** for black-and-white negatives.
8. Make sure correct settings are in place and all adjustments are unchecked. Click "Preview" button.
9. In "Preview" window, make sure all images are right-side-up; rotate if necessary.
10. Click "Scan."
11. In "File Save Settings" window, make sure settings are correct and last three boxes are checked.
12. Click "OK."
13. REVIEW YOUR WORK: Check slides or negatives against scanned images.
14. Move file into project folder and return slides or negatives to sleeves.
15. To scan more slides or negatives, return to Step 4.
16. PEER REVIEW: Ask another technician to review your files in the project folder before a lab manager reviews your work.