Example of Scanning Instructions

For an Epson Scanner

**All images of software interface available on the next pages

- 1. Clean all scanning and staging surfaces, use static free cloth if needed
- 2. Prepare materials to be scanned (take out of folders, leave in mylar sleeves)
- 3. Turn on scanner with power button on bottom left
- 4. Place color bar on edge of the scanner
- 5. Carefully set photograph or document face down on scanner surface, making sure item is straight, and leaving space around edges
- 6. Open **Epson Scan** from the desktop
- 7. Check settings (see images on next page if needed)
 - a. Make sure scanner is in Professional Mode
 - b. Set the Document Type as Reflective (Film for negatives)
 - c. Set **Auto Exposure** Type to **Photo** for photographs and **Document** for documents
 - d. Set **Image Type** to **48-bit Color** (or 16-bit Grayscale if scanning in black and white)
 - e. Set **Resolution** to capture from 4000 to 6000 pixels on the long edge (calculate what DPI to choose)
 For example:

If you have a 4x6 photo, we want at least 4000 pixels on long edge 4000 / 6 = 667 DPI - round up to closest DPI option, 720

- DPI
- f. Make sure all adjustments are **unchecked**
- g. Set File Save Settings
 - i. Click on the folder icon next to the **Scan** button
 - ii. Choose **Other** and click **Browse** to navigate to TSCP Week 3 Projects, select Scanning Project, and click OK
 - iii. Fill in the **Prefix** field with desired file name (as we decided together), make the **Start number:** 001
 - iv. For Type choose TIFF (*.tif)
 - v. Click **OK**
- 8. Click Preview
- 9. Select area to be scanned by dragging mouse over desired area, leaving about a ¹/₄ inch of empty space around the item, including color bar
- 10. Click Scan
- 11. Check that item has saved to the desired location, and proceed to the next item!

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File Save Settings			
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Show th	nis dialog box before next scan		
🗸 Open im	nage folder after scanning		
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	OK Cancel	Help	

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