

# Using the Epson Scanner

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This a brief guide to using the scanner to capturing images from a variety of materials including photos, negatives, slides and documents.

Turning your keepsakes into a family archives starts with two questions:

- 1) What do you have?
- 2) What do you want to do with it?

Do you want to make a copy, post it the web or publish it?

*Note: having a digital copy of something is more for access than preservation.*

## Organizing Your Files

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Before saving your files, come up with a system that makes sense to you. This will make finding files easier.

Best practices:

- Avoid using similar names for multiples files such as Bob1, Bob 2
- Include the date in the file name
- Think about what images your saving (holiday photos, birthdays, trips, etc.)
- Create folders. For example:
  - Holidays – Christmas, Valentine’s Day, Fourth of July
    - Create folders for each year (Valentine’s Day 2014, 2013, 2012, etc.) *You cannot include slashes or dots in your file name*
- Include keywords in the file name to make searching easier (Christmas2014-BobGrandkids)
- While the Epson Scanner primarily uses JPEG, TIFF, you can save images in more file types if you use image manipulation software (MS Paint, Photoshop, Elements, etc.)
- When emailing a picture to someone, use a smaller one using either your email’s capability to reduce an image file or reduce it yourself and save as a small image.

### **Quick Tip**

*Don’t let your files become obsolete!*

Software is constantly changing and being updated it. To avoid not being able to view scanned images in the future, make sure you view your images every few years and save them in the most current editing tool

# Getting Started

1. Turn on the scanner and plug the white cord into the USB port on the computer
2. Wait for the scanner to warm up
3. Place image/ document on scanner
4. Select mode:
  - a. Full Auto Mode
  - b. Home Mode
  - c. Office Mode
  - d. Professional Mode



## What can I scan?

- Black & white photographs
- Color photographs
- Slides
- Film negatives
- Letters
- Postcards
- Documents

## Modes Overview

- **Full Mode:** Use for quick scans. Does not allow you to make changes to your image.
- **Office Mode:** Good for text documents. Allows you to preview scans.
- **Home Mode:** Lets you customize scan settings and make adjustments. You can also preview any proposed changes.
- **Professional Mode:** Use if you want to make extensive corrections to an image before scanning.

5. Match the mode to your image/ document
  - a. Full Auto Mode – Images that do not need to be adjusted.
  - b. Office Mode – Documents
  - c. Home Mode – Images that may need slight adjustments
  - d. Professional Mode – Images that need extensive corrections.
6. To change the scan mode, click on the arrow in the Mode box and select from the list that appears.

*\* The mode you select will remain in effect the next time you start the Epson Scan.*

### **Quick Tip**

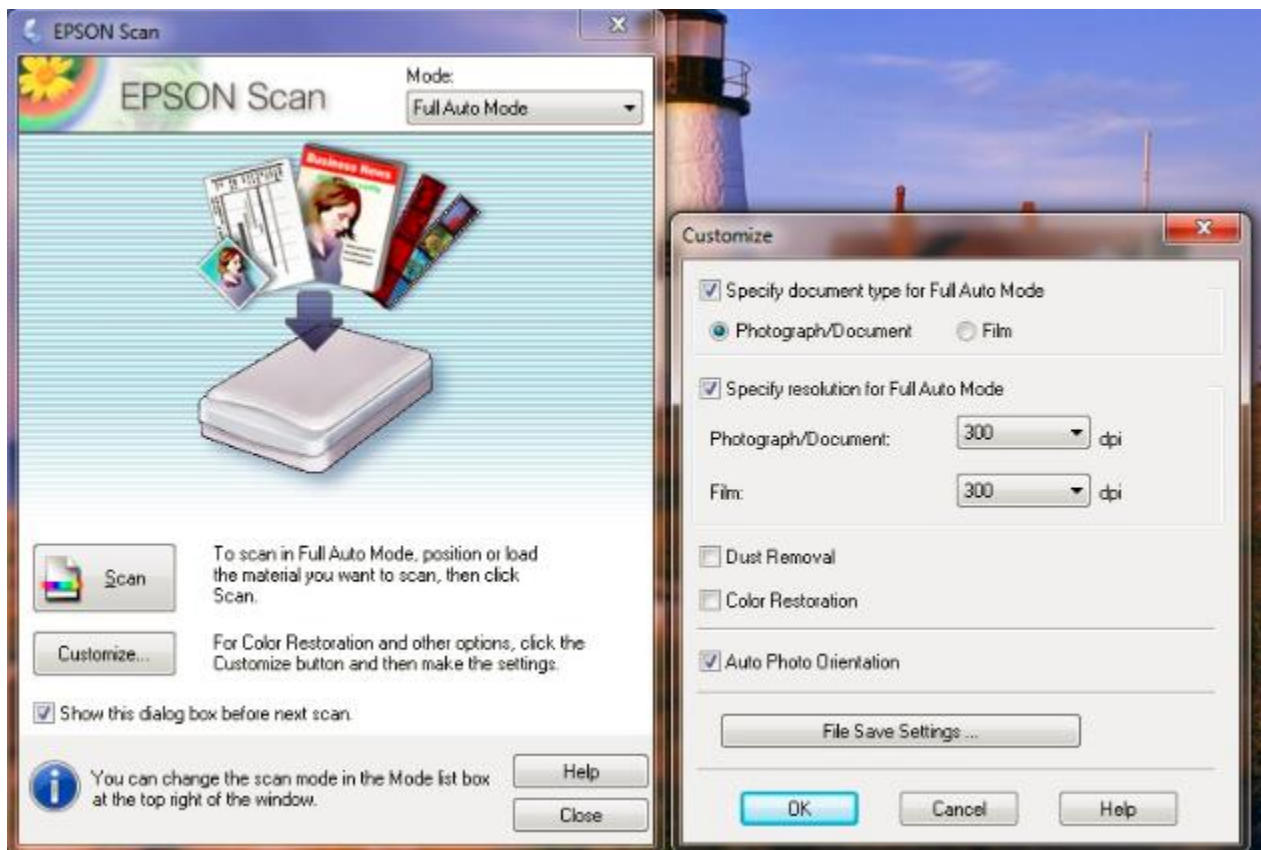
What Format Should I Save My Image/  
Document As?

- JPEG—Photos. Use if you'll be putting your images *online* (Facebook, Instagram, etc.)
- PDF—Use for documents
- PICT—For Mac users.
- TIFF—Photos. (Images will have higher resolution/ quality. Especially useful if you will be making changes to the image.)

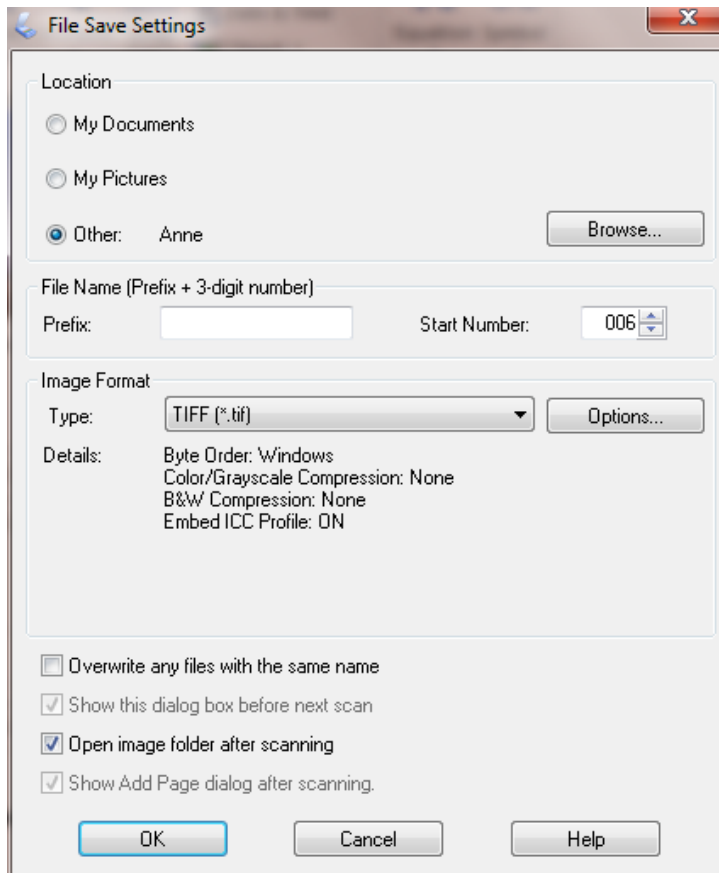
## Full Auto Mode

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1. Click scan
2. Save image
3. Customize scan
  - a. Click customize
  - b. Select document type
  - c. Select extra features such as Dust Removal



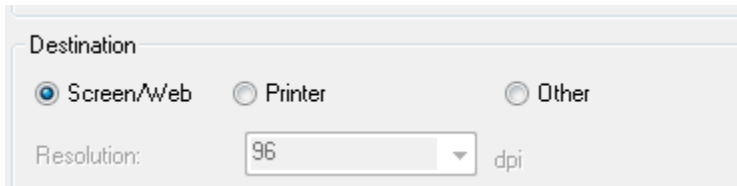
4. Select file type (BITMAP, JPEG, Multi-TIFF, PDF, PICT, PRINT IMAGE, TIFF) *\*See glossary for additional information*



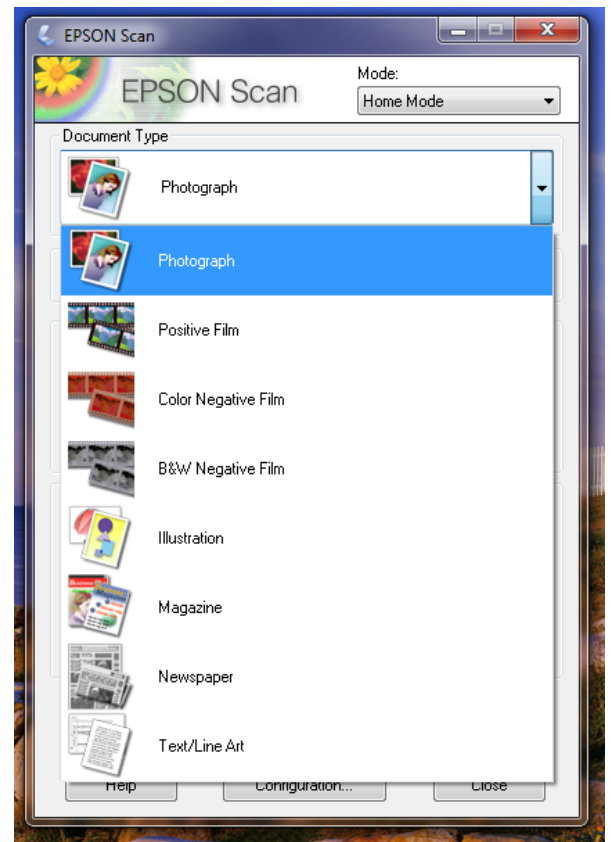
## Home Mode

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1. Select Home Mode
2. Select document type
3. Select Destination



- a. **Screen/Web:** For images you will view only a computer screen or post on the Web
- b. **Printer:** For images you will be printing or converting to editable text



## 4. (Optional) Select Image Adjustments

- a. **Backlight Correction:** Removes shadows from photos that have too much background light.
- b. **Descreening:** Removes a wavy or ripped pattern called "moiré," which tends to happen in areas of halftone color such as skin color.
- c. **Color Restoration:** Transforms old, faded, or badly exposed photos into ones with true-to-life color and sharpness.
- d. **DIGITAL ICE Technology:** Removes stubborn dust or scratch marks from color photos, film, or slides.

*\*Once you're done scanning make sure to de-select whatever image adjustments you made.*

## 5. Select the Image Type

### Preview

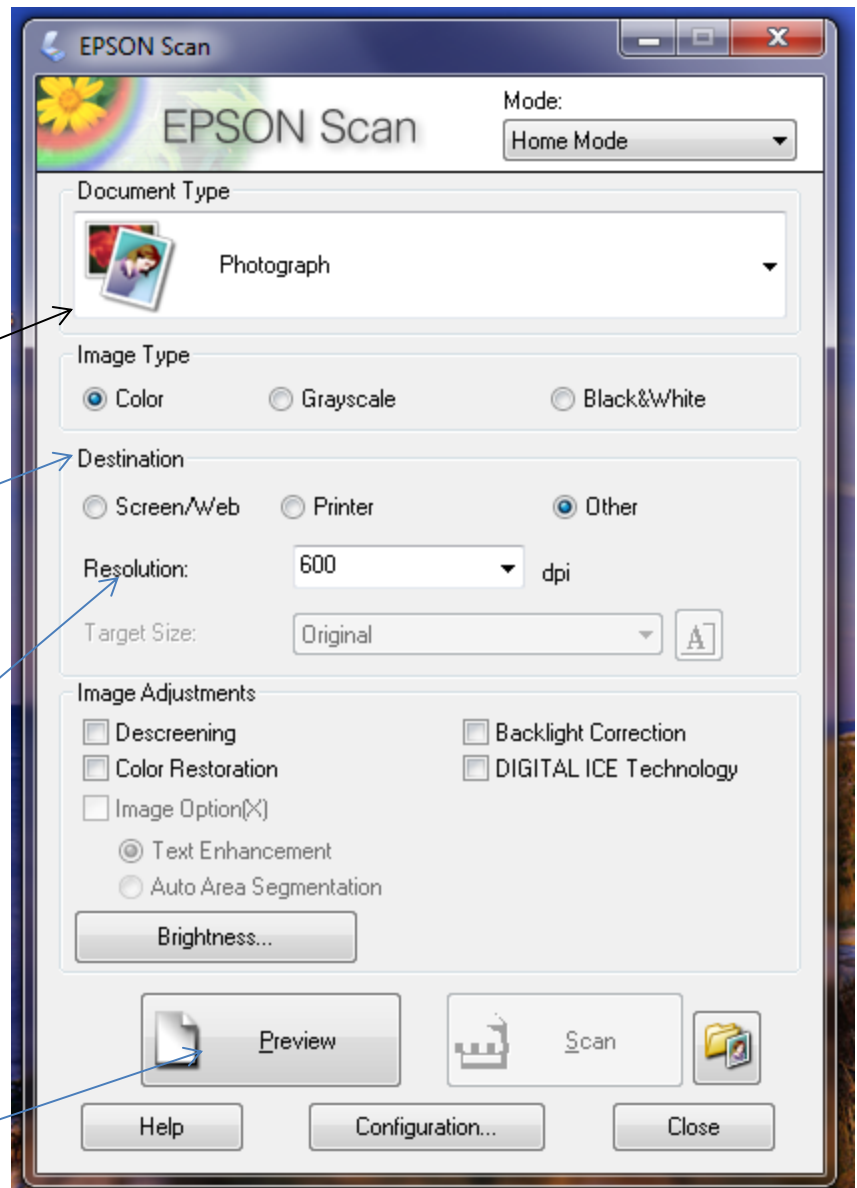
*Select the type of image you have*

*Select where your image will appear (Will you be printing it? Putting it on the Internet?)*

*If you select Screen/Web or Printer, the scanner will automatically fill in the resolution*

**OR**

*Select preferred resolution*



*Once you are done making any adjustments, select preview to scan the image.*

## 6. Select Preview

## 7. If you're finished with your image, select scan.

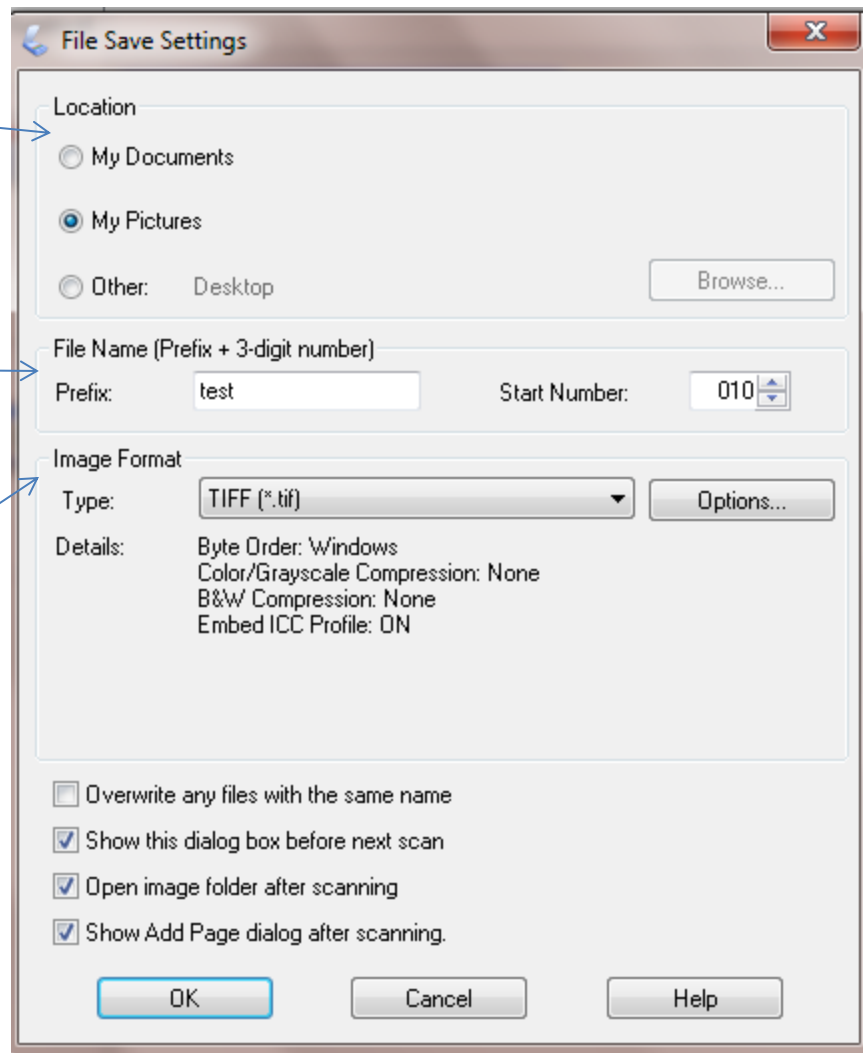


## Saving

*Select location where  
you'll be saving your image  
(USB, hard drive, etc.)*

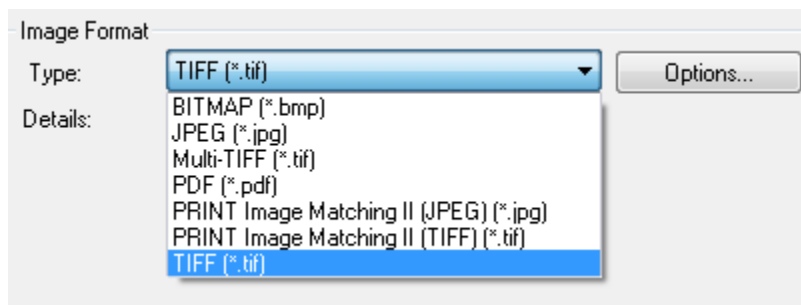
*Create file name*

*Select Image Format*



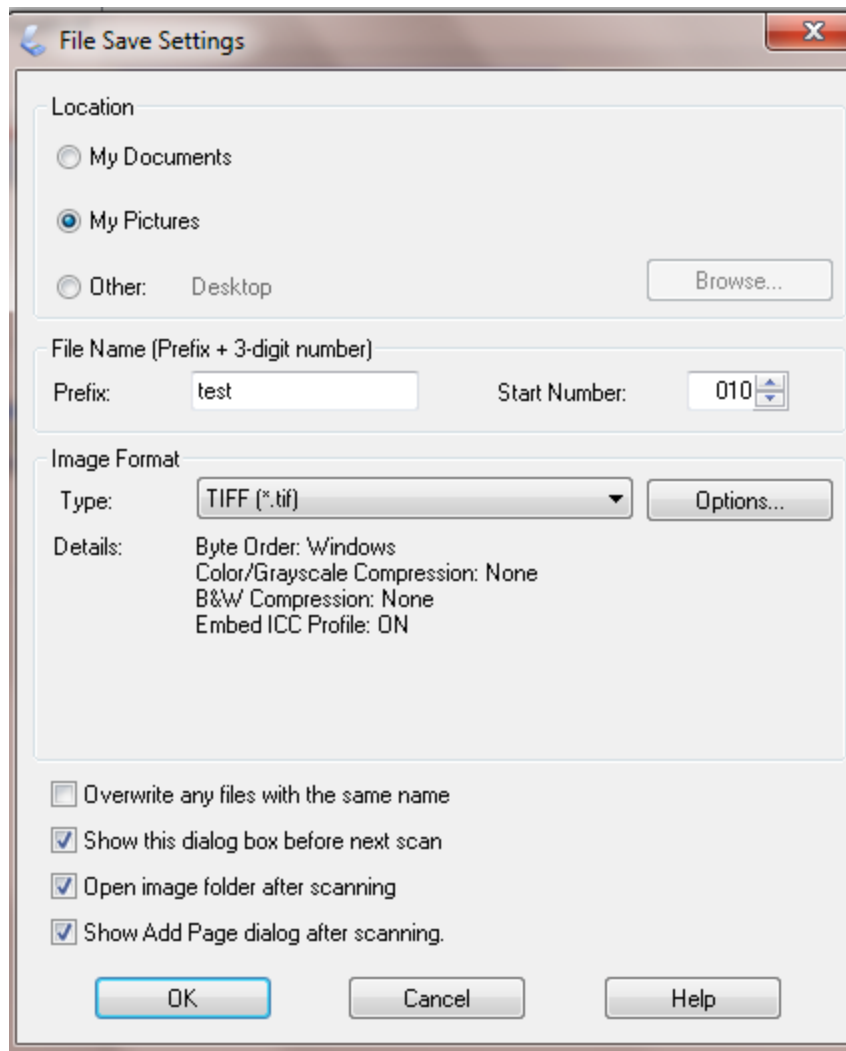
The 'File Save Settings' dialog box is shown with the following sections:

- Location:** Radio buttons for 'My Documents', 'My Pictures' (selected), and 'Other: Desktop'. A 'Browse...' button is to the right.
- File Name (Prefix + 3-digit number):** A text field for 'Prefix' containing 'test' and a spinner for 'Start Number' set to '010'.
- Image Format:** A dropdown menu showing 'TIFF (\*.tif)' and an 'Options...' button. Below it, details are listed: 'Byte Order: Windows', 'Color/Grayscale Compression: None', 'B&W Compression: None', and 'Embed ICC Profile: ON'.
- Checkboxes:** 'Overwrite any files with the same name' (unchecked), 'Show this dialog box before next scan' (checked), 'Open image folder after scanning' (checked), and 'Show Add Page dialog after scanning' (checked).
- Buttons:** 'OK', 'Cancel', and 'Help' at the bottom.



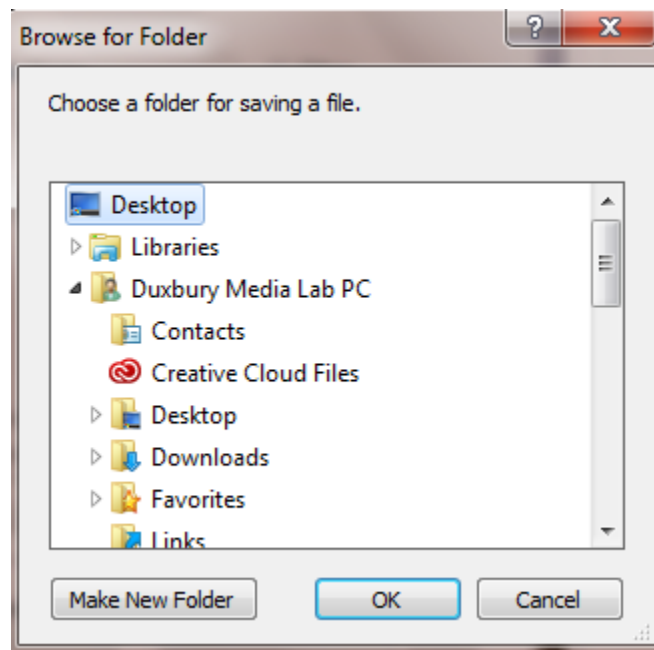
The 'Image Format' dropdown menu is open, showing the following options:

- TIFF (\*.tif) (highlighted)
- BITMAP (\*.bmp)
- JPEG (\*.jpg)
- Multi-TIFF (\*.tif)
- PDF (\*.pdf)
- PRINT Image Matching II (JPEG) (\*.jpg)
- PRINT Image Matching II (TIFF) (\*.tif)



*When you are ready to save/ scan your image, select OK*

8. Select Browse to choose where you want to save the image



9. Click OK.

*Depending on the image, it may take a few moments to scan and save the image*

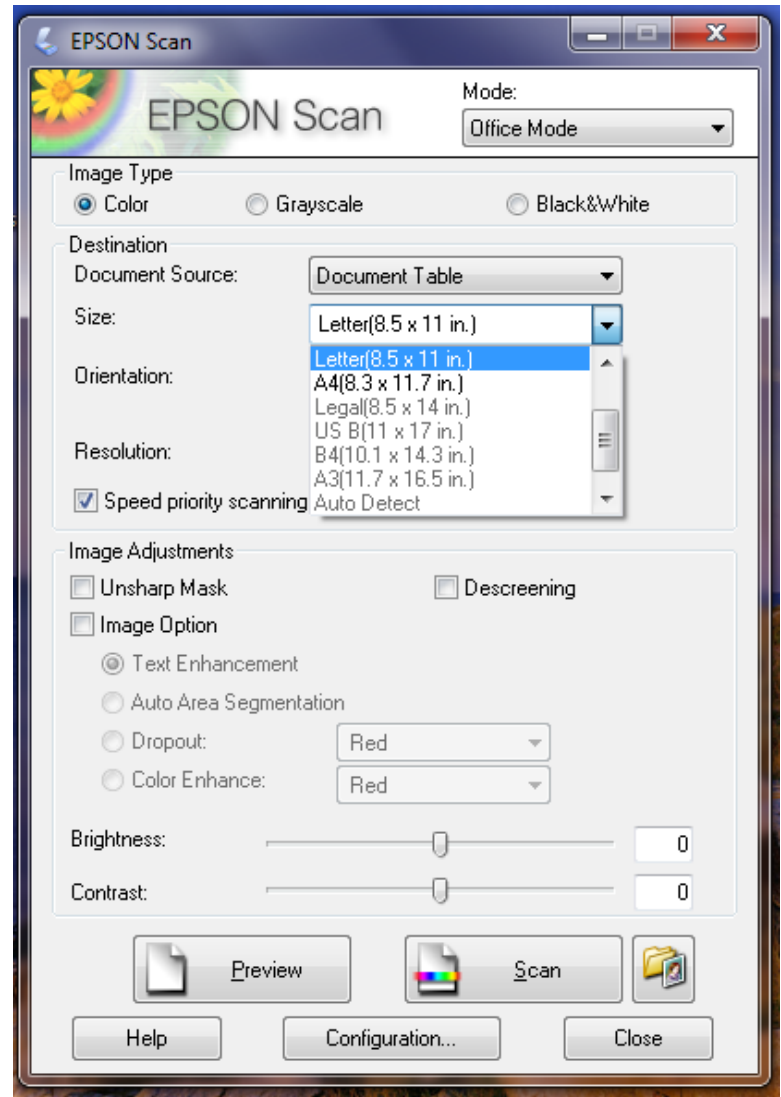
## Office Mode

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1. Place the document on the scanner
2. Select Document Source
3. Select Image Adjustments  
(Optional)
4. Preview
5. Scan

### Quick Tip

- **Unsharp Mask:** Improves image sharpness



## Professional Mode

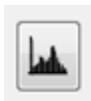
1. Select Professional Mode
2. Select Document Type
  - a. Reflective (photo)
  - b. Film (with Film Holder)
  - c. Film (with Area Guide)

### 3. Preview

### 4. Make adjustments



Auto Exposure



Histogram Adjustment



Tone Correction



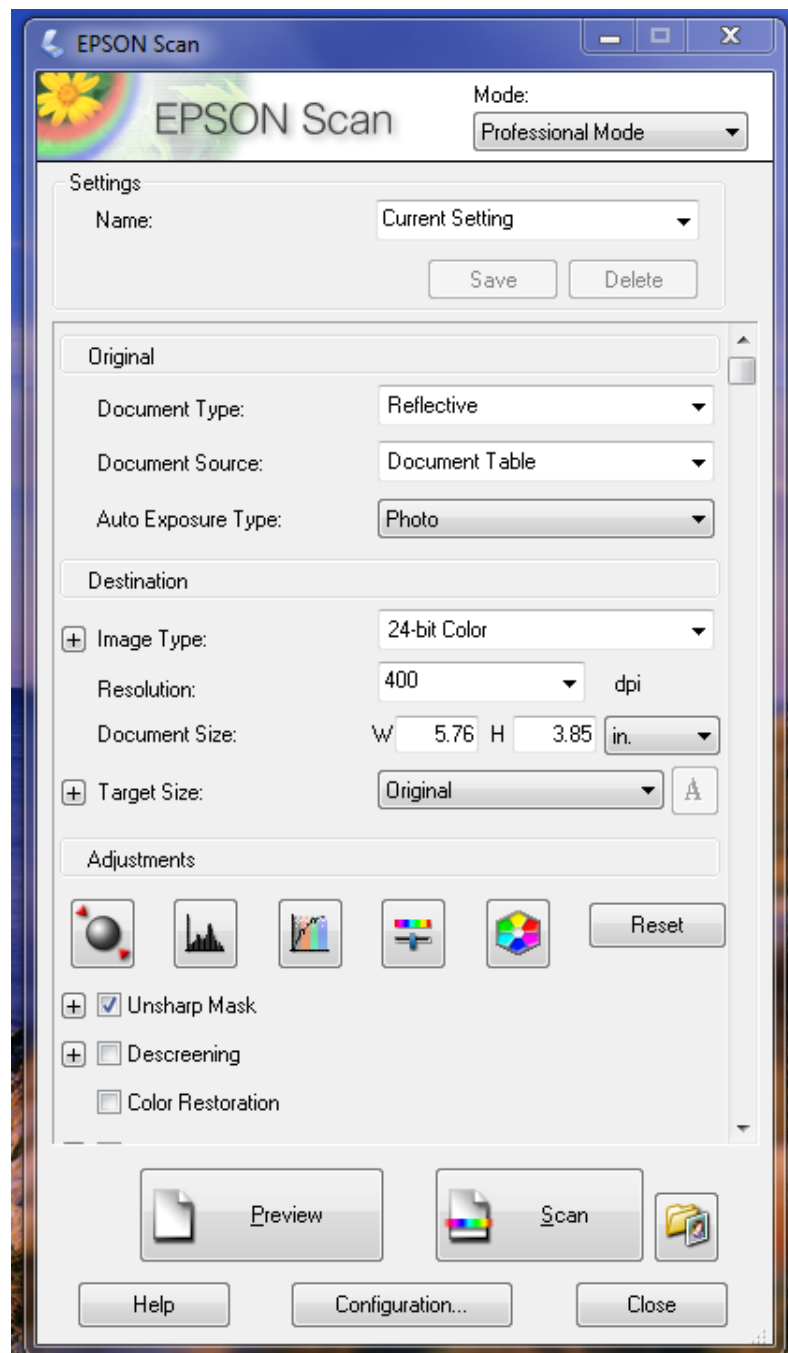
Image Adjustment



Color Palette

### 5. Select Reset when you're done

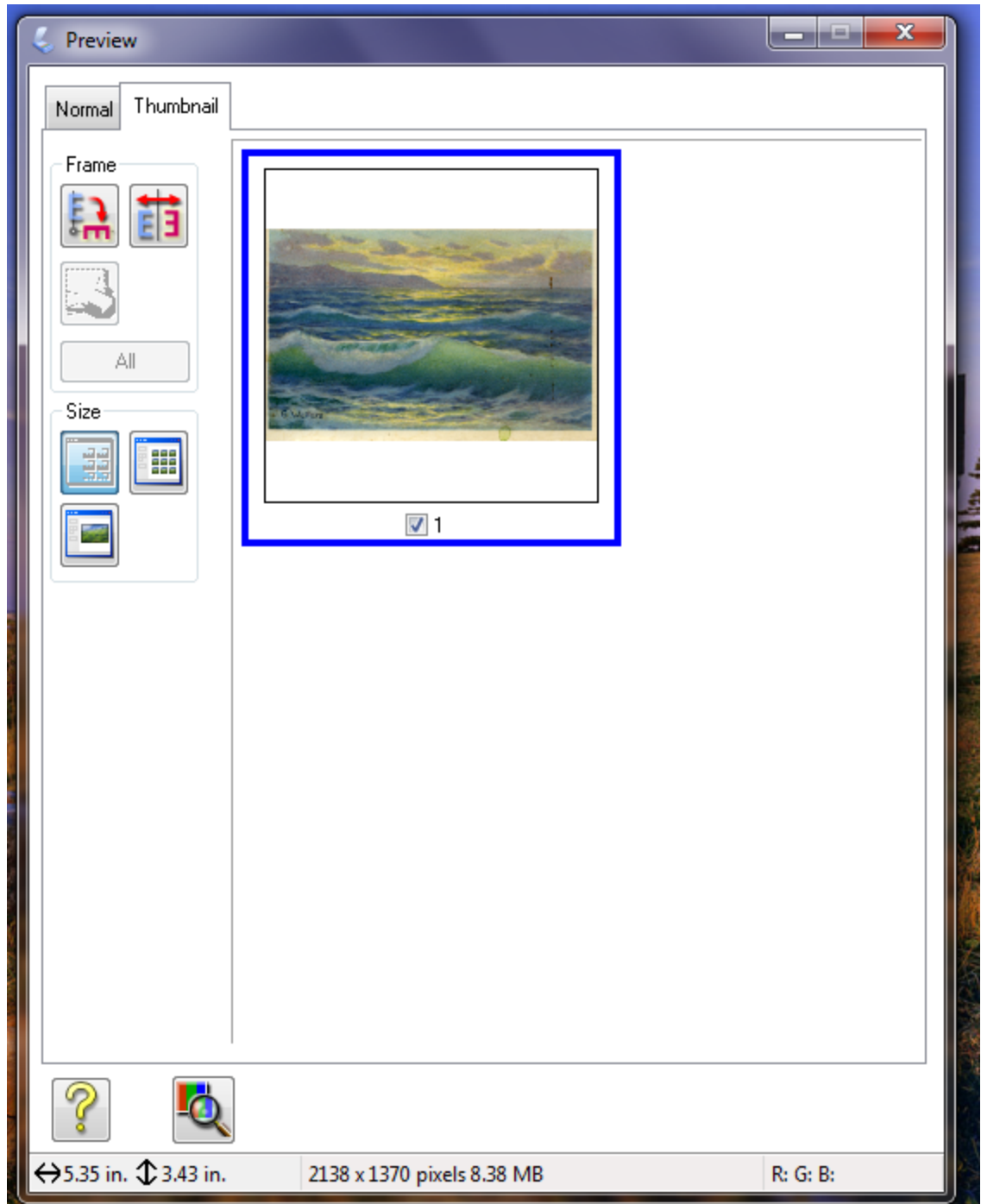
scanning



### Quick Tip

To undo adjustments in preview mode, click on reset.

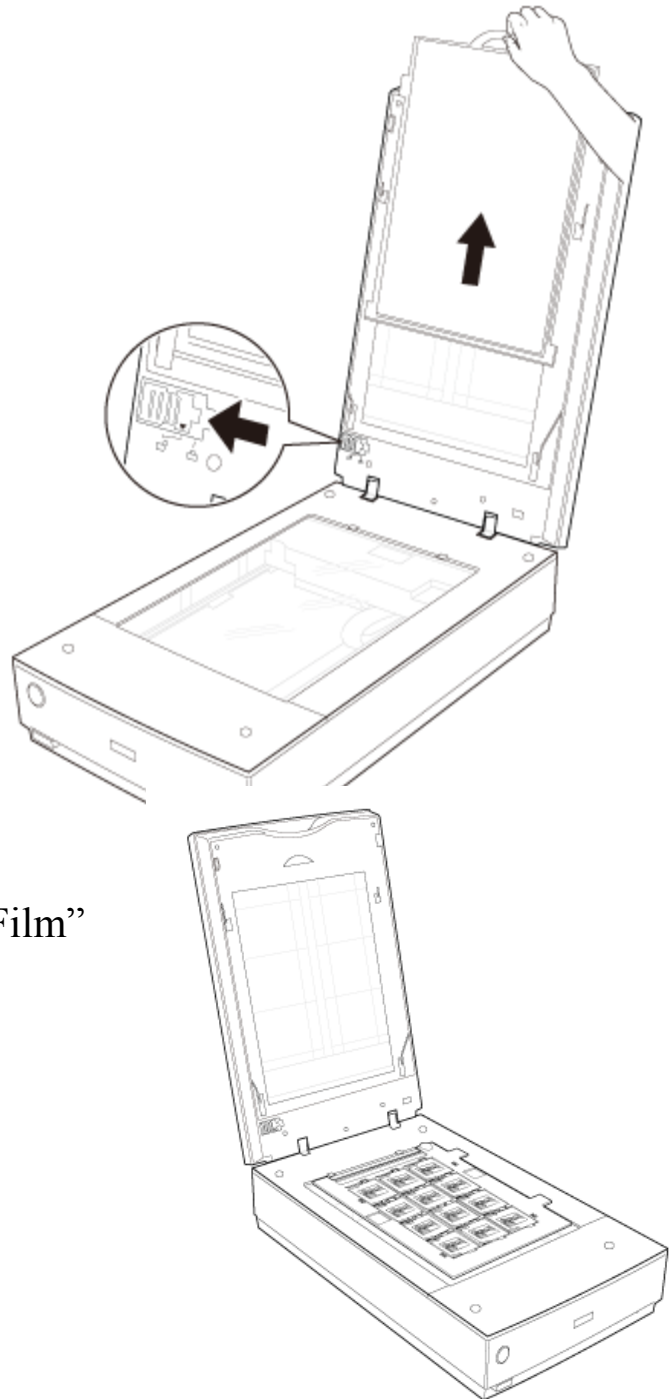
Using the preview pane, you can rotate photos by clicking on frame.



## Scanning Slides

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1. Open scanner
2. Remove document matt
3. Place slides in film holder
  - a. The shiny base side should be facing down
  - b. Your image should appear backwards on the side that faces up
  - c. Place the film holder on the document table so that it is aligned with the upper right corner.
4. Close scanner cover
5. For color sides, select “Positive Film”
6. Select preview
7. Make adjustments as needed
8. Select Scan



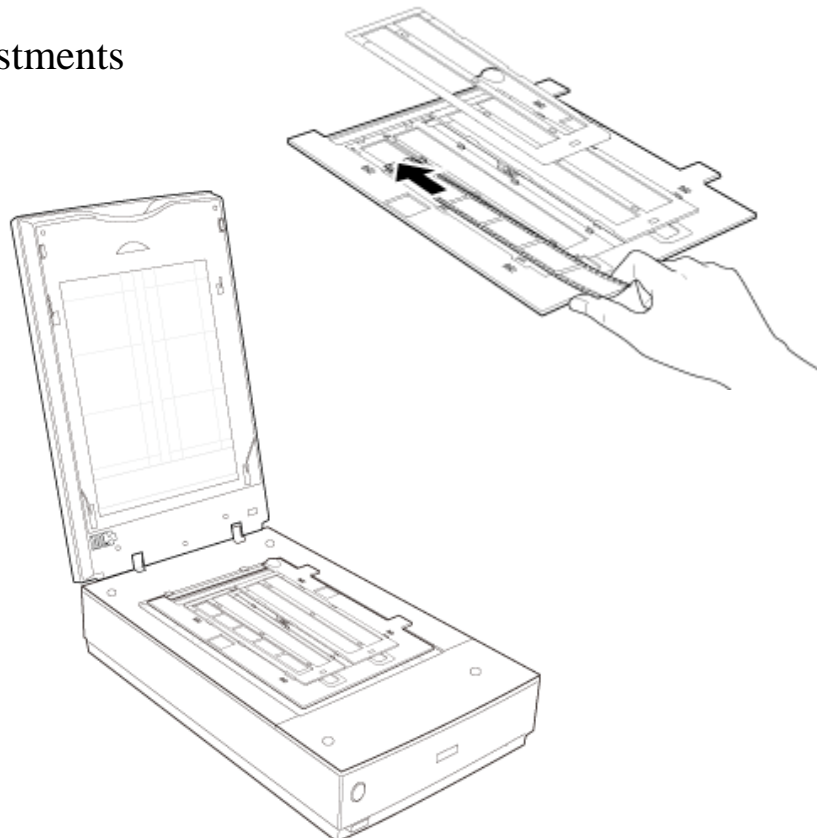
## Scanning Negatives

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1. Remove film strip cover(s) on the film holder.
2. Slide up to four film strips all the way into the film holder
  - a. Shiny base side should be facing down
  - b. The images and any wording should appear backwards on the side that faces up
3. Open scanner
4. Place Film Holder (The side with the numbers should be facing up)
5. Select either Color Negative Film or B & W Negative Film

*When you scan negatives, the image will appear as a positive on the computer.*

6. Select Preview
7. Make necessary adjustments
8. Select scan





## Glossary

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**Backlight Correction:** Removes shadows from photos that have too much background light.

**BITMAP (\*.bmp) (Windows only):** A standard image file format for Windows. Most Windows programs, including word processing programs, can read images in this format.

**Color Restoration:** Transforms old, faded, or badly exposed photos into ones with true-to-life color and sharpness.

**Descreening:** Removes a wavy or ripped pattern called "moiré," which tends to happen in areas of halftone color such as skin color.

**DIGITAL ICE Technology:** Removes stubborn dust or scratch marks from color photos, film, or slides.

**Dust Removal:** Virtually “cleans” dust marks from originals as they’re being scanned.

**JPEG:** A compressed file format. Good for images that will be on the Web.

**PDF:** A document format that can be read on both Windows and Mac OS X systems (platform independent).

**PICT:** A standard image file format for Mac OS X.

**Text Enhancement:** Sharpens text and increases accuracy.

**TIFF:** A file format created for exchanging data between many programs, such as graphic and DTP software. Use for images that will be modified.

