

# Photo Conversion

## Feeder Scanner



# Table of Contents

<b>Table of Contents .....</b>	<b>PAGE 1</b>
<b>Copyright and Damage Statement .....</b>	<b>PAGE 2</b>
<b>Which Scanner Should You Use? .....</b>	<b>PAGE 3</b>
<b>When Using Libratory Equipment .....</b>	<b>PAGE 4</b>
<b>Preparing Your Materials .....</b>	<b>PAGE 5</b>
<b>Turning on the Scanner .....</b>	<b>PAGE 6</b>
<b>Loading Materials on the Scanner .....</b>	<b>PAGE 7</b>
<b>Loading Multiple Sizes of Photos .....</b>	<b>PAGE 9</b>
<b>Getting Started with FastFoto .....</b>	<b>PAGE 11</b>
<b>Scanning More Materials .....</b>	<b>PAGE 22</b>
<b>Finishing Up .....</b>	<b>PAGE 23</b>

## Warning Concerning Copyright Restrictions

The copyright law of the United States (17 USC Sec. 108) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish or allow users to make a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

The Lake County Public Library is not responsible for edited or altered software or for damage to personal computers or audiovisual equipment caused by library materials.

# Which Scanner Should I Use?

## Feeder

- Photos that are 5" x 7" or smaller
- Photos that are in a clean and undamaged condition

## Flatbed

- Polaroid or self-processed photos
- Sticky photos
- Photos thicker than .011"
- Photos that are 6" x 8" or larger
- Torn photos
- Wrinkled photos
- Fragile photos
- Plastic cards
- 35mm film strips
- 35mm slides
- Medium format film
- 4" x 5" film



# When Using Laboratory Equipment

- Do not drop or handle the equipment too aggressively as it may cause it to become damaged.
- Do not allow the equipment to come into contact with water or other liquids. In the event that water or other liquids enters the interior, immediately turn off the equipment. Continuing to use the equipment may result in fire or electrical shock.
- Do not handle the equipment with wet hands. Doing so may cause electrical shock and damages to the unit.
- Do not expose the equipment to extreme temperatures, humidity, or vibrations, which may cause damage to the equipment.

# Preparing Your Materials

Before using this scanner, we recommend that you organize your materials.

To start, be sure to refer to the list of materials that are approved for this scanner, and remove any that would be better suited for the flatbed scanner.

Next, organize your materials by event, place, people, or other identifiers. This will help when saving them later.



Finally, organize your materials by size. This will ensure that the scanner won't accidentally crop items as it scans them.



# Turning on the Scanner

Turn on the scanner by pressing the power button.



When the scanner is on, the **Ready** light will be on as shown here.

# Loading Materials on the Scanner

Extend the input and output trays and the stopper and slide the edge guides all the way out.



Insert materials upside down and backwards in landscape position into the scanner.

Push the gray guides in until they are flush with your materials.





# Loading Multiple Sizes of Photos

Only for photos that are 4" x 6 " and 5" x 7"

Extend the input and output trays and the stopper and slide the edge guides all the way out.



Insert photos upside down and backwards in landscape position into the scanner.

Place photos in scanner in descending order of size with the largest in the back and the smallest in the front.



Push gray guides in until they are flush with the edges of the largest photos.

# Getting Started with FastFoto

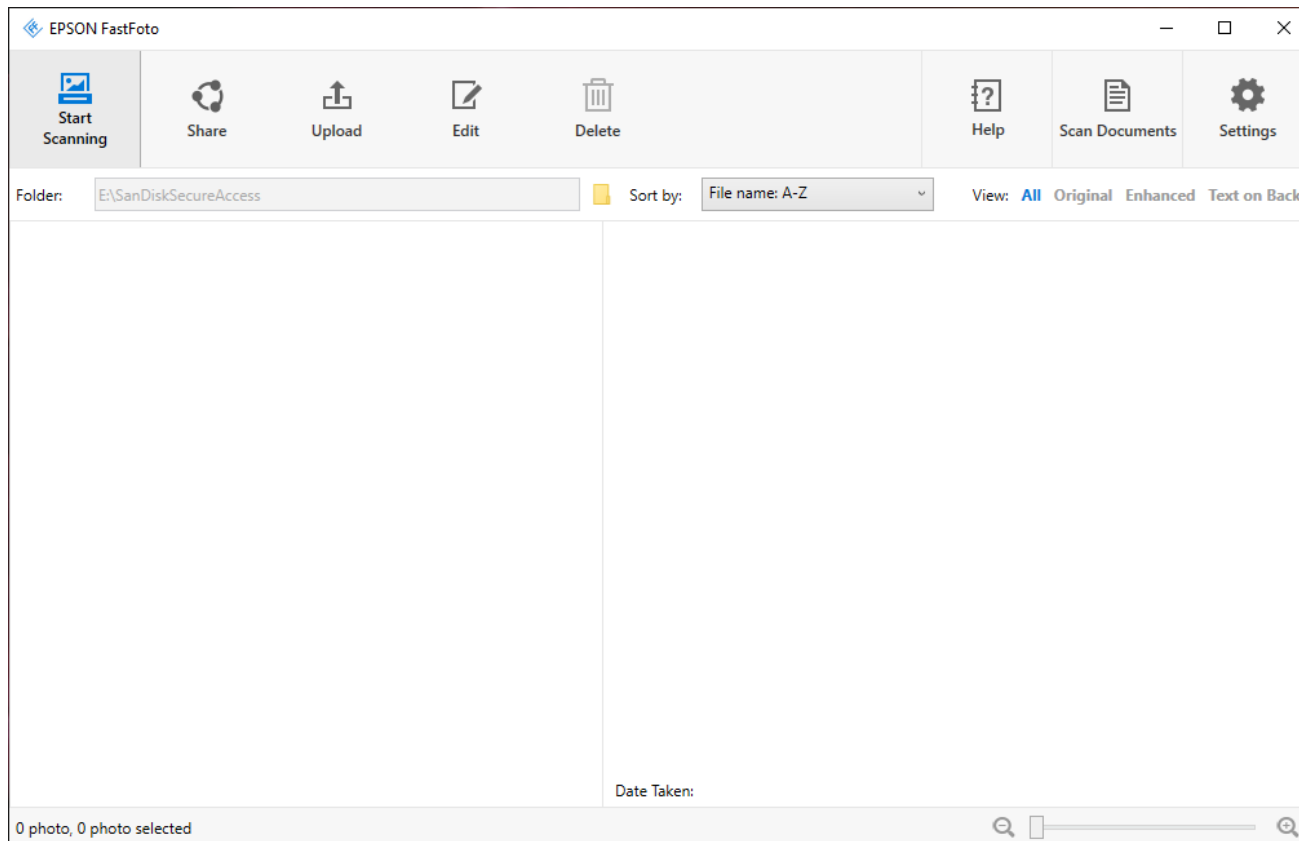


**Disclaimer:** This guide only offers a brief and basic overview of aspects of this software necessary for scanning documents.

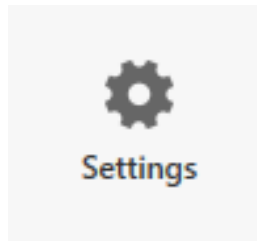




To start the FastFoto software, double click on the **FastFoto** icon.

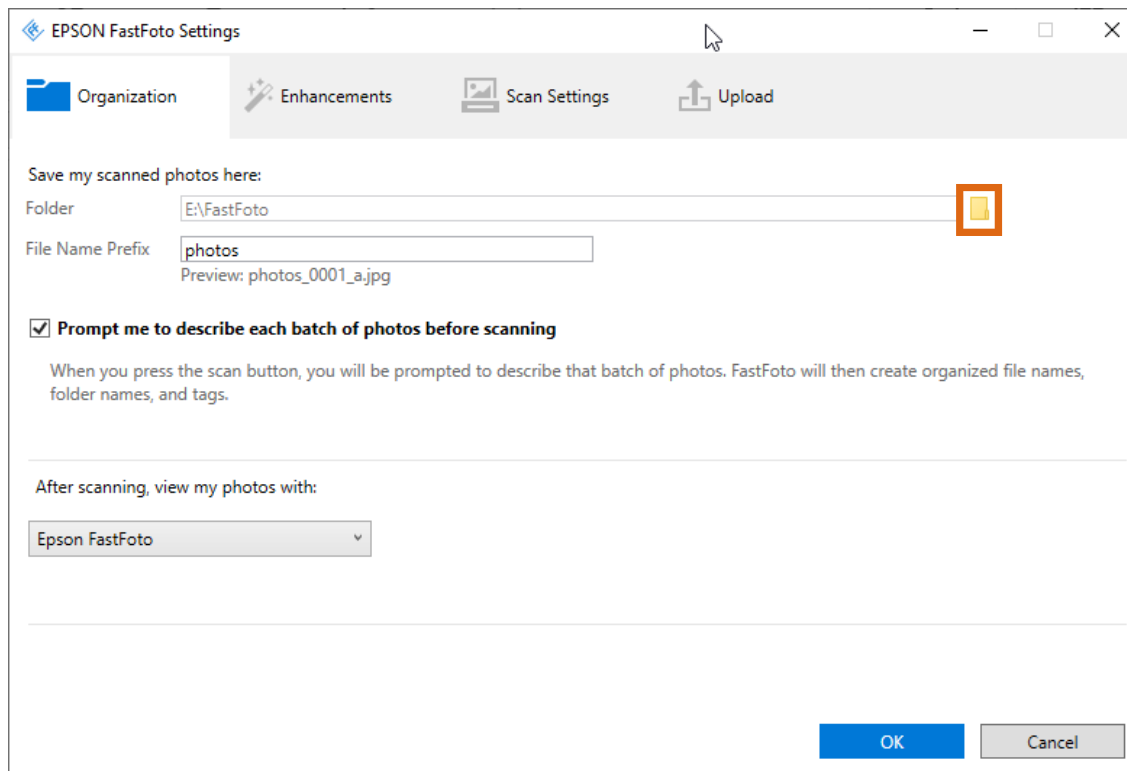


When the FastFoto software is running, you should see this window.

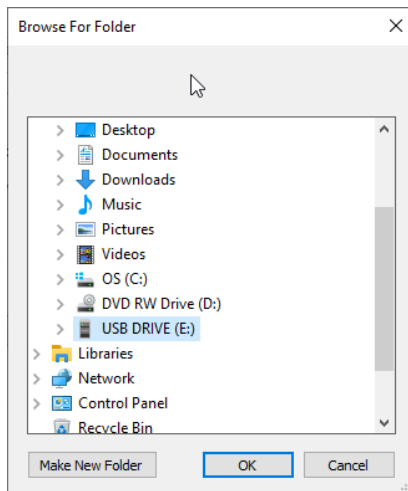


Before you start scanning, make sure that the settings are correct. Do this by first selecting the **Settings** icon at the top-right corner of the FastFoto window.

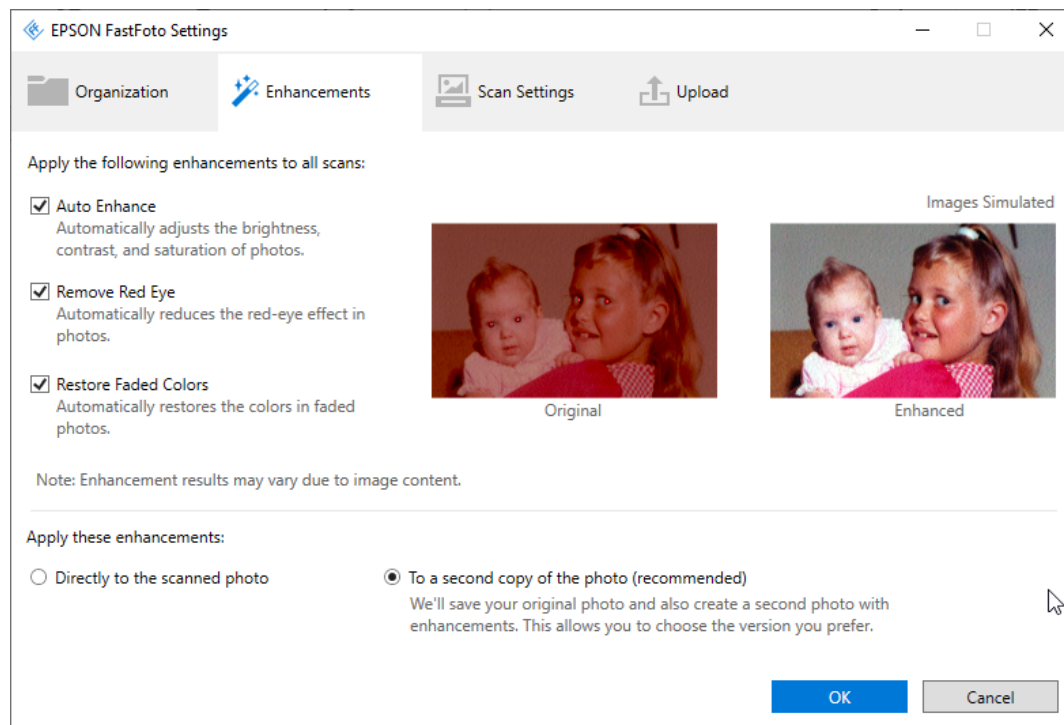
The Organization tab under Settings is where you can change the location in which FastFoto will save your scanned photos.



Select a new location by clicking the folder icon.



Clicking on the folder icon will open this window. You will be able to select your storage device from the list in this window.

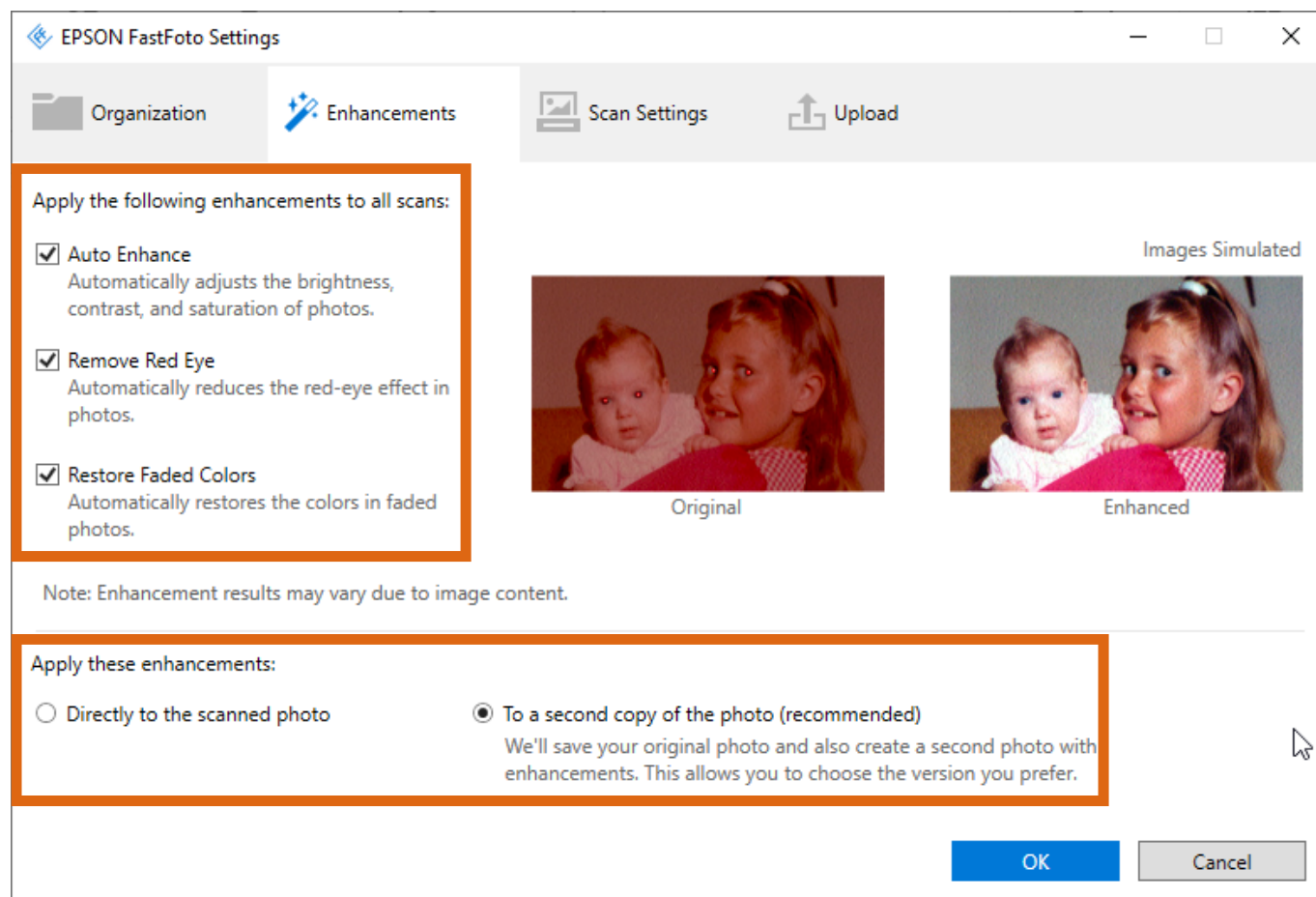


The Enhancements tab is where you can select any enhancements you want to have applied to your photos as they are scanned.

Each option includes a brief description. You can check the box next to each option to have that enhancement applied to your photos.

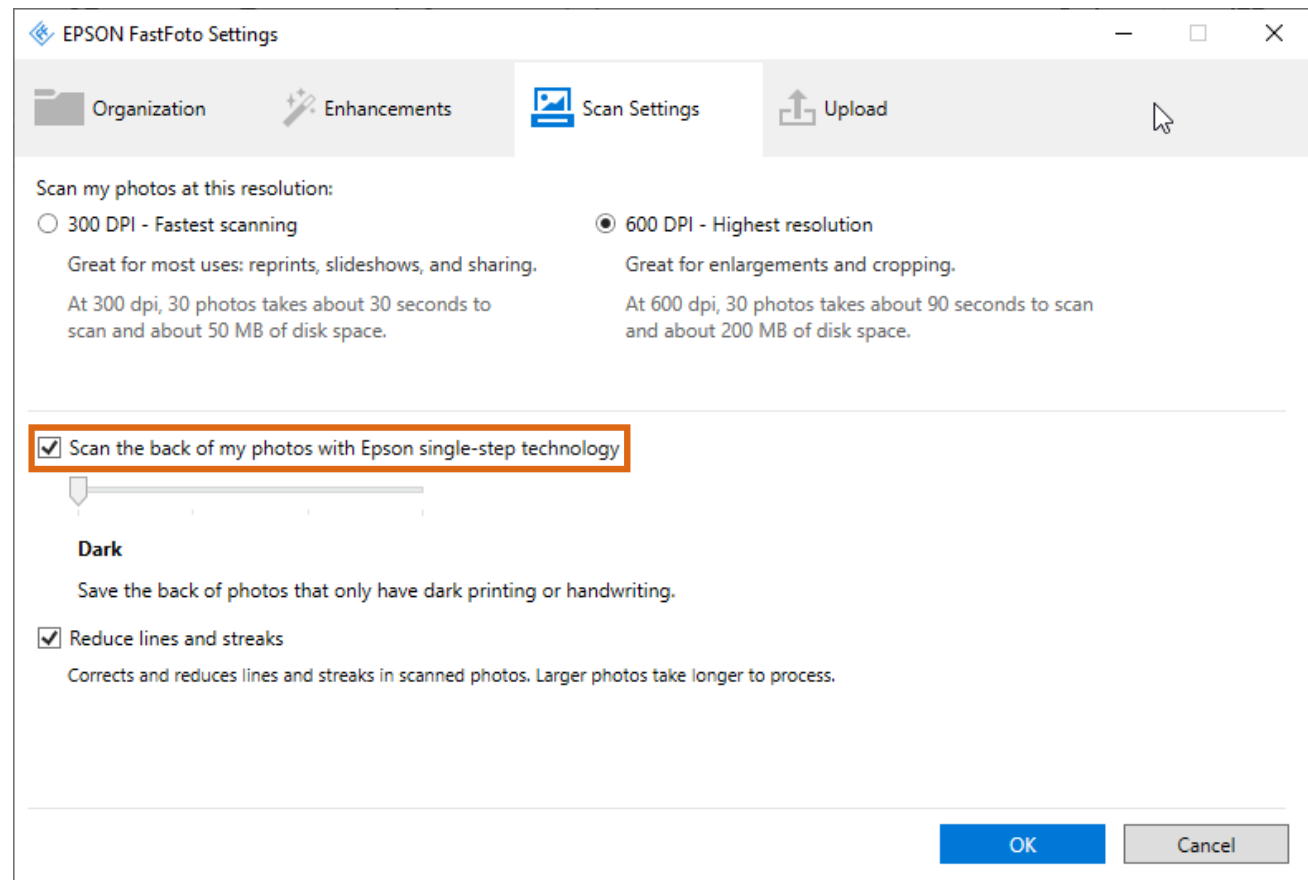
**Note:** Applying enhancements to your photos will increase the processing time for your scans.

FastFoto also gives you the option to have those enhancements applied directly to the photos, or to make two copies of the photos and only apply the enhancements to the second copy.



In the Scan Settings tab, you can choose to have the backs of your photos scanned. This is useful for photos with notes and information written on their backs.

To activate this setting, check box next to "Scan the back of my photos with Epson single-step technology."



FastFoto lets you choose between four settings for what types of writing get picked up by the scanner.



**Dark**

Save the back of photos that only have dark printing or handwriting.



**Medium**

Save the back of photos that have medium or darker printing or handwriting.



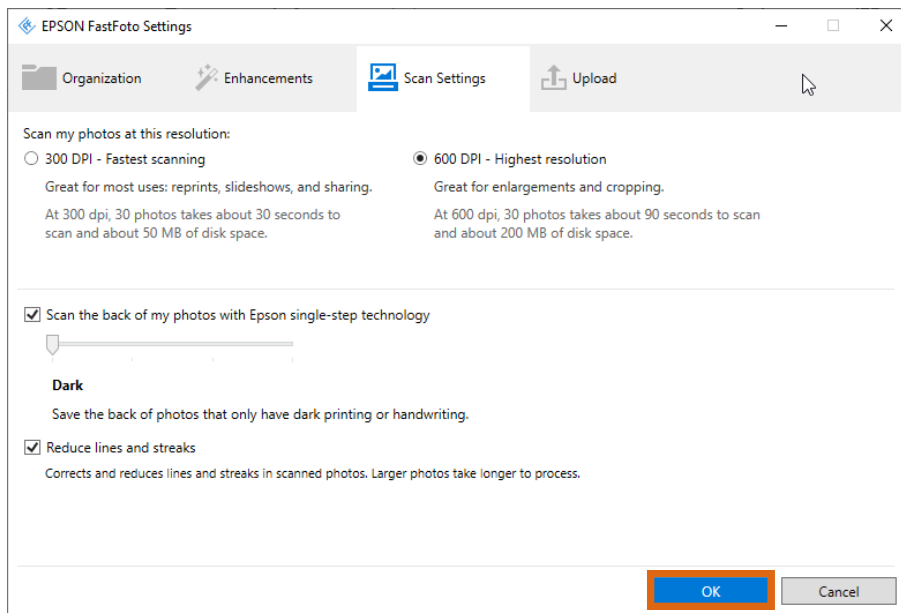
**Light**

Save the back of photos that have any detectable printing or handwriting.

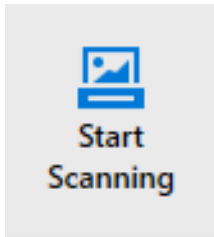


**All**

Save both sides of each photo.



When you have finished selecting your settings, click **OK.**

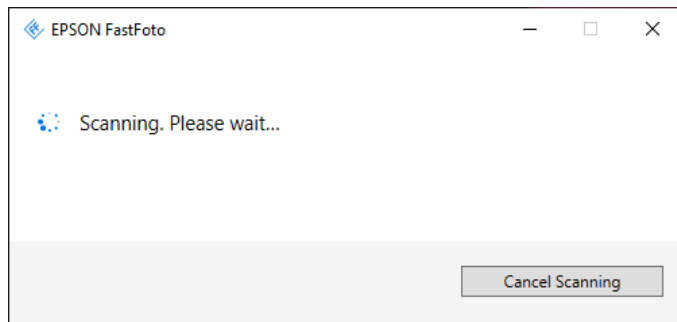


Click on the **Start Scanning** icon at the top left corner of the FastFoto window when you are ready to scan your photos.

To help keep track of your photos, FastFoto gives you the option to create a subfolder for each batch of photos. You can select a Year, Month or Season, and create a Subject to help you identify each batch of photos. You will be prompted to do this every time you start scanning a new set of photos.

A screenshot of the EPSON FastFoto 'Describe Your Photos' window. The window has a title bar with the EPSON logo and 'FastFoto'. Below the title bar is the heading 'Describe Your Photos' and a subtext: 'FastFoto will use this information to create organized file names, folders, and tags.' There are three input fields: 'Year' with a dropdown menu showing '2008', 'Month or Season' with a dropdown menu showing 'Spring', and 'Subject' with a text box containing 'Orchestra Disney Trip'. Below these fields is a 'File Name Preview' showing '2008\_Spring\_Orchestra\_Disney\_Trip\_0001.jpg'. There is a checkbox labeled 'Create a subfolder for this batch of pictures' which is checked. Below this is a 'Folder Name Preview' showing the path 'C:\Users\DLPW01\Pictures\FastFoto\2008\_Spring\_Orchestra\_Disney\_Trip'. At the bottom, there is an unchecked checkbox labeled 'Do not prompt me to describe my photos when scanning' and a blue 'Start Scanning' button.

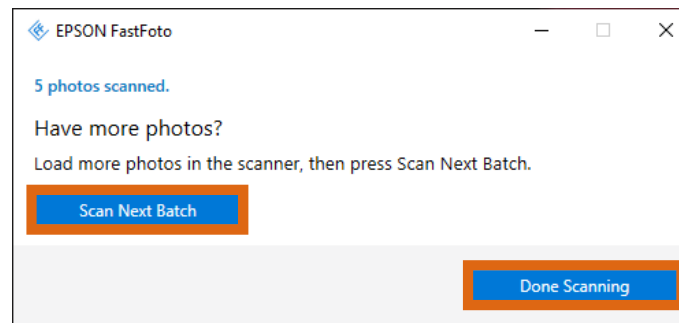
Click **Start Scanning** when you are ready to scan.



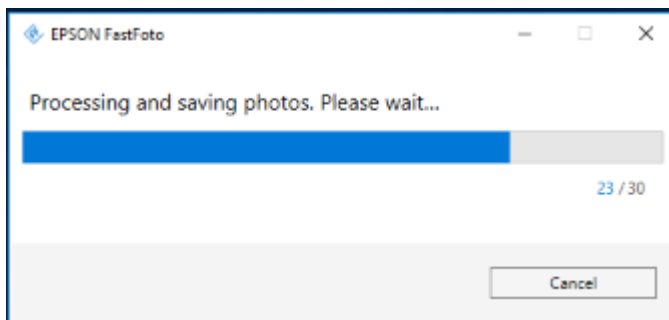
You will see this window while your photos are being scanned.

Then, you will see this window after your photos have been scanned.

If you have more photos to add to this set, load them into the scanner and then click on **Scan Next Batch**.



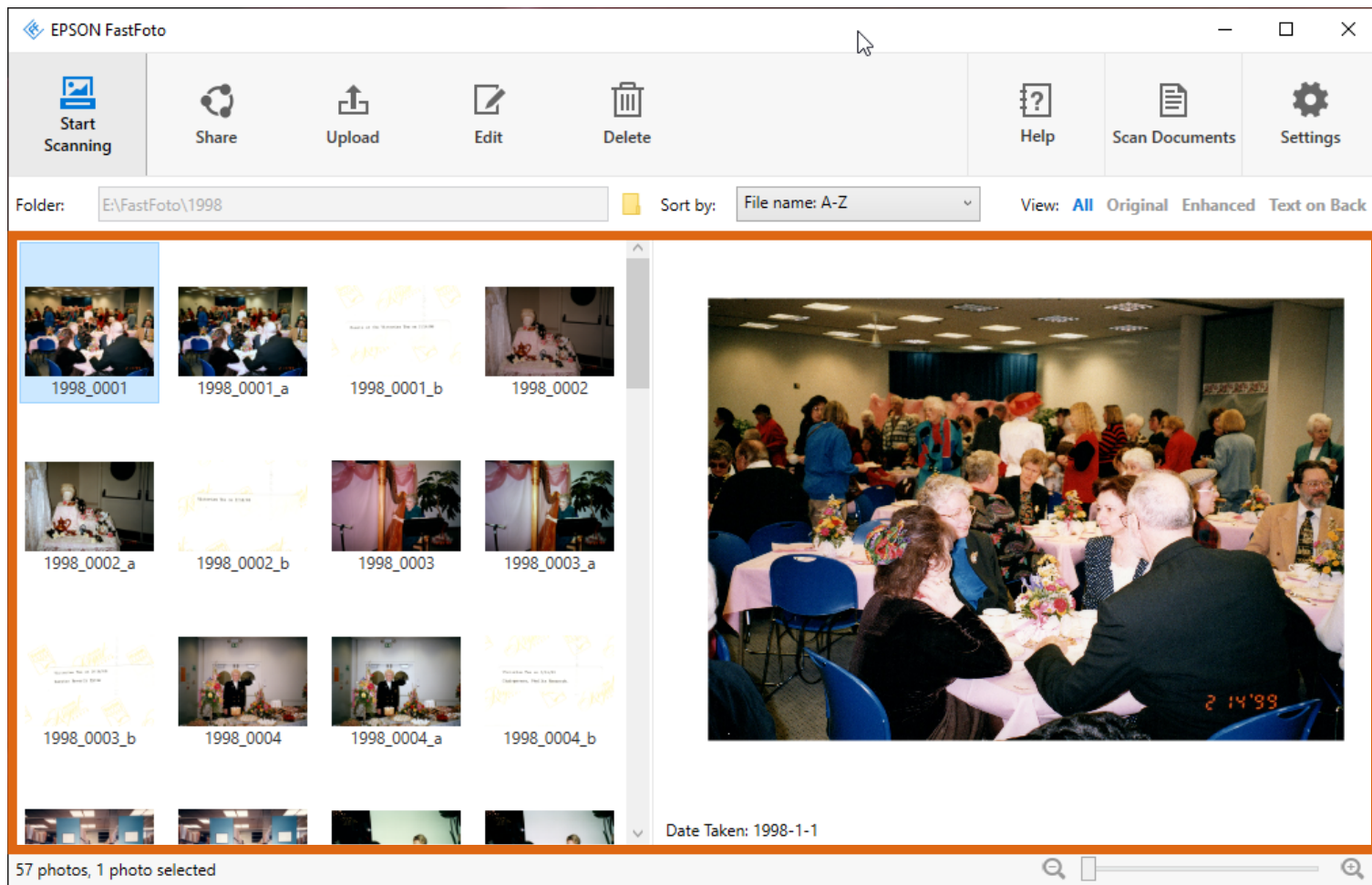
If you are finished scanning all the photos in this set, click on **Done Scanning**.



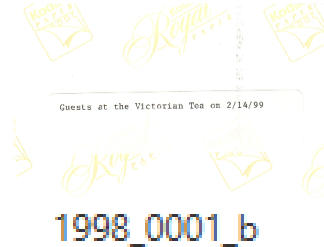
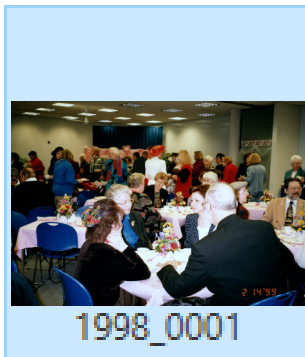
After clicking on **Done Scanning**, you will see this window while your photos are being processed.



After your photos have been processed, you will be able to go through them in the FastFoto window.

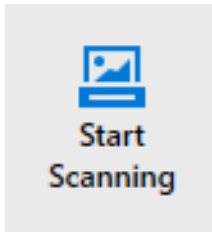


Each of your photos will have a unique name.  
Originals of a photo will end in a number, and  
variations of that photo will end in the same number  
followed by a letter.



In this example, the images are all from the same photo. The first photo ending in 0001 is the original, the photo ending in 0001\_a is the enhanced copy, and the photo ending in 0001\_b is the back of the photo.

# Scanning More Materials



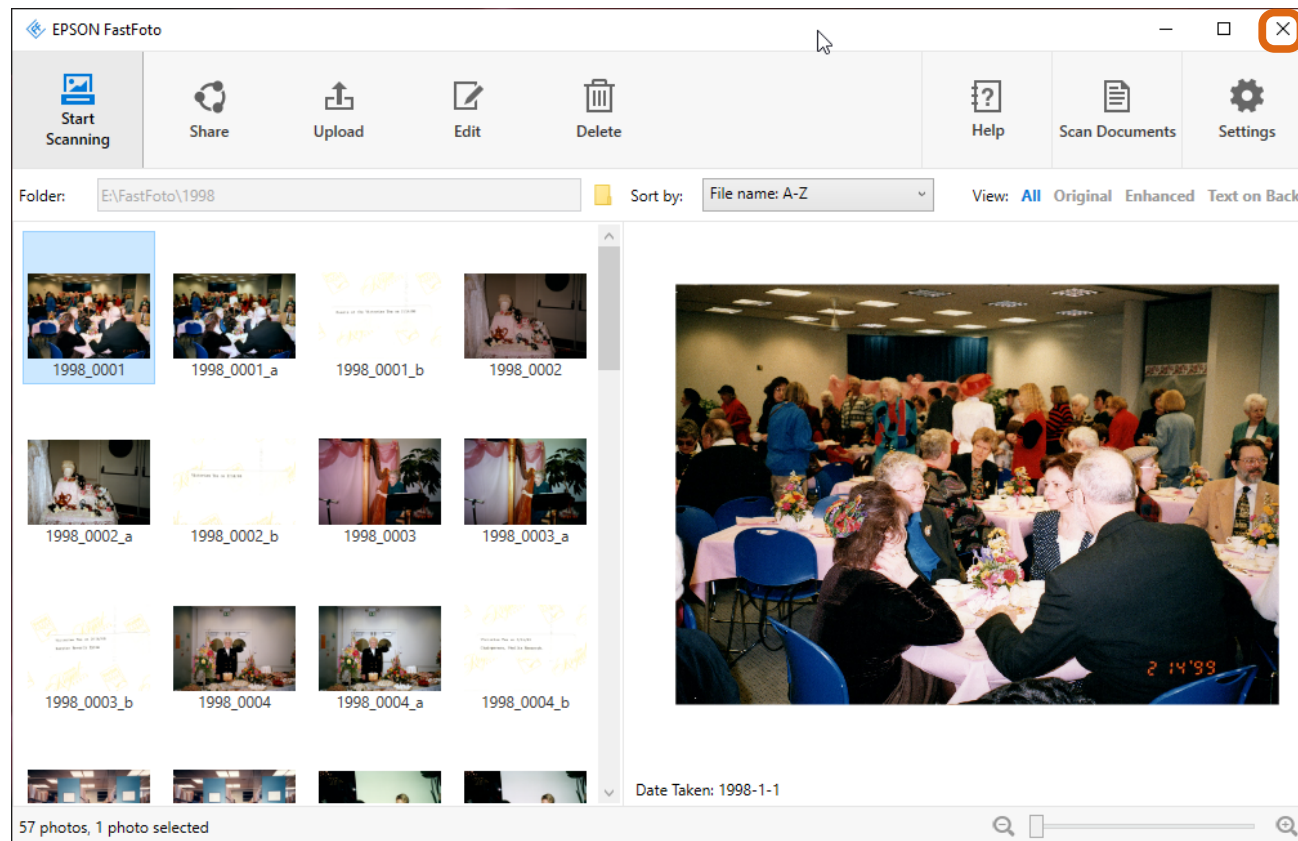
To scan a new set of materials, simply load them into the scanner and click on **Start Scanning**.

You will be prompted again to describe your photos. Make sure that the box next to, "Create a subfolder for this batch of pictures," so that your new set of materials will be saved into a different folder on your storage device than the first set. When you are ready, click **Start Scanning**.

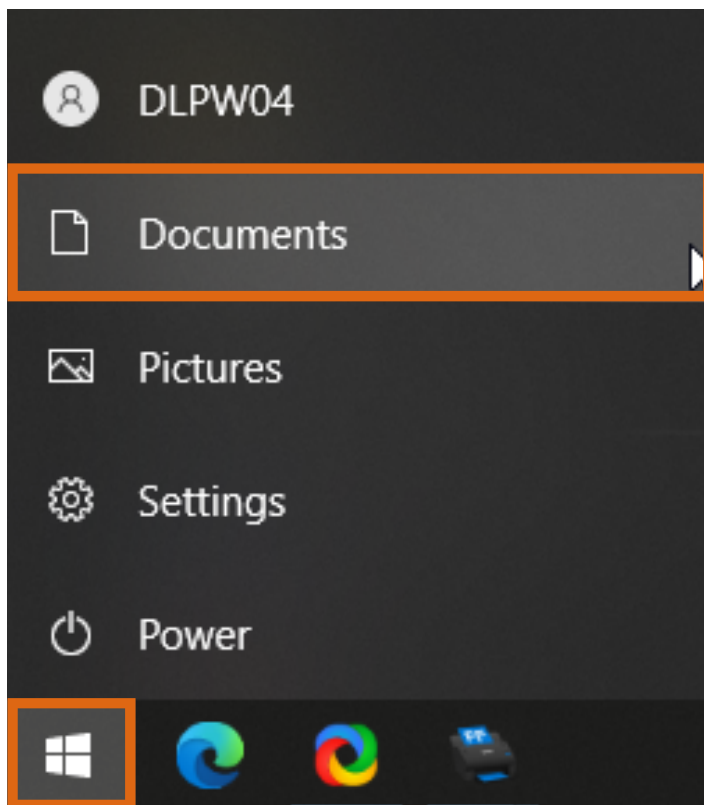
A screenshot of the EPSON FastFoto application window titled "Describe Your Photos". The window explains that FastFoto will use the provided information to create organized file names, folders, and tags. It contains three input fields: "Year" with a dropdown menu showing "2008", "Month or Season" with a dropdown menu showing "Spring", and "Subject" with a text box containing "Orchestra Disney Trip". Below these fields is a "File Name Preview" showing "2008\_Spring\_Orchestra\_Disney\_Trip\_0001.jpg". A section with an orange border contains a checked checkbox labeled "Create a subfolder for this batch of pictures" and a "Folder Name Preview" showing the path "C:\Users\DLPW01\Pictures\FastFoto\2008\_Spring\_Orchestra\_Disney\_Trip". At the bottom, there is an unchecked checkbox labeled "Do not prompt me to describe my photos when scanning" and a blue "Start Scanning" button.

# Finishing Up

When you are finished, you can close out of FastFoto by clicking the **X** at the top-right corner of the window.

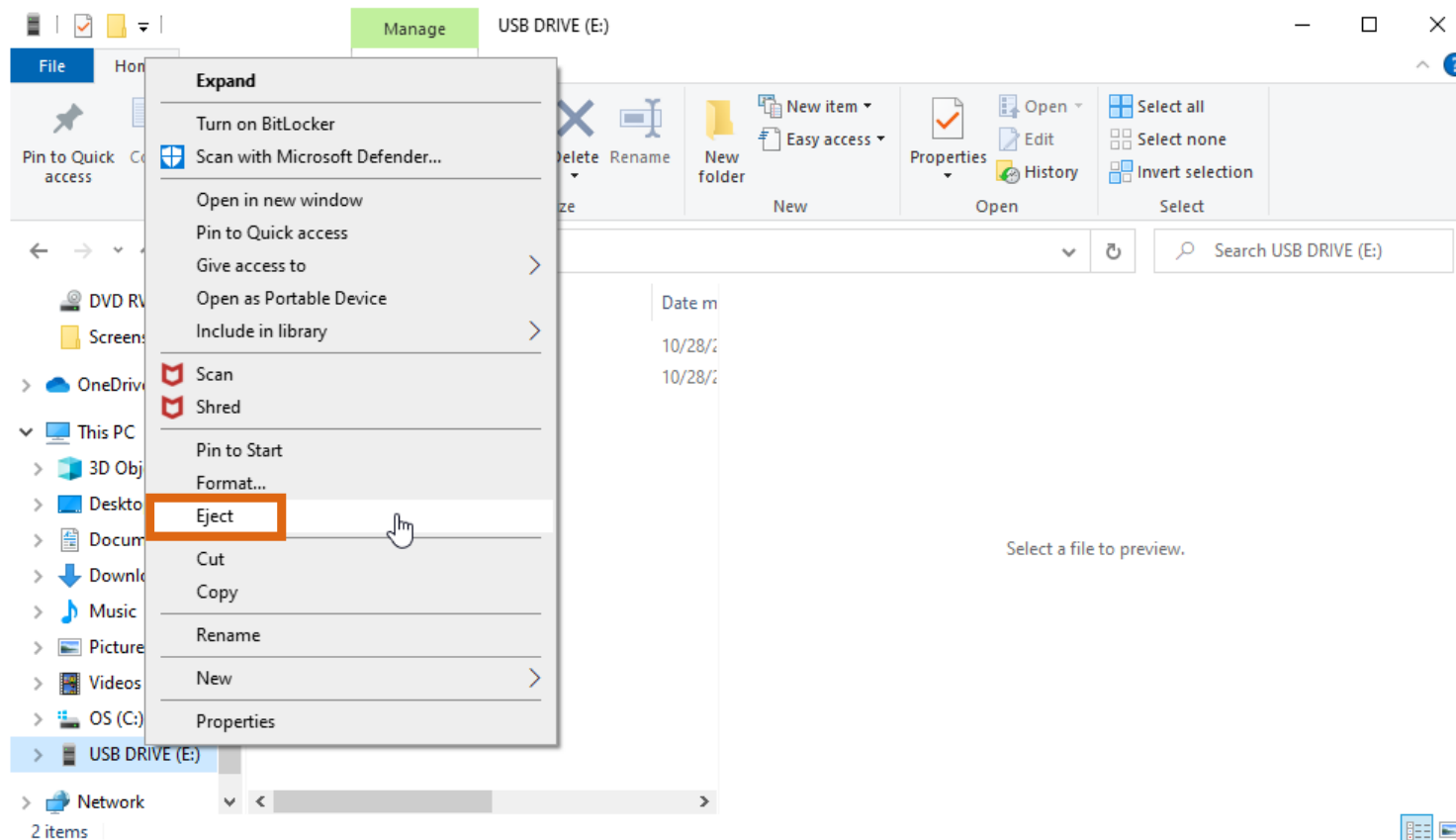


Finally, remember to eject and remove your storage device.

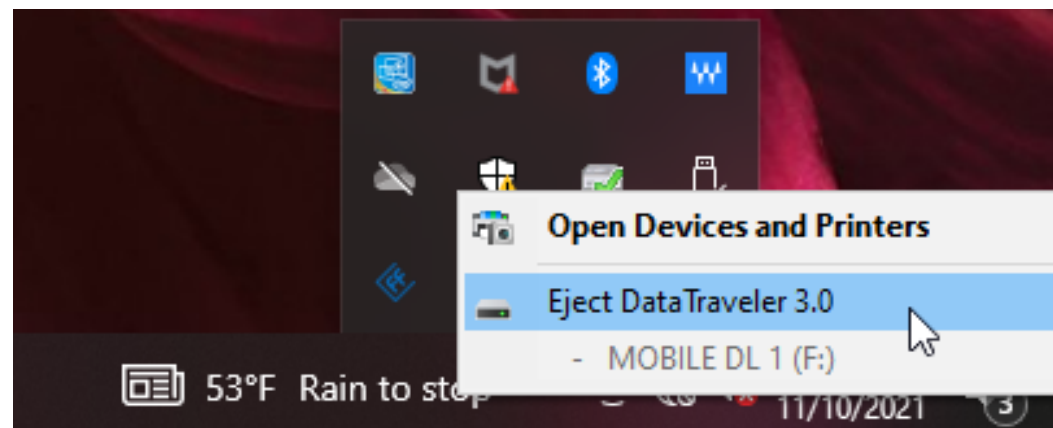
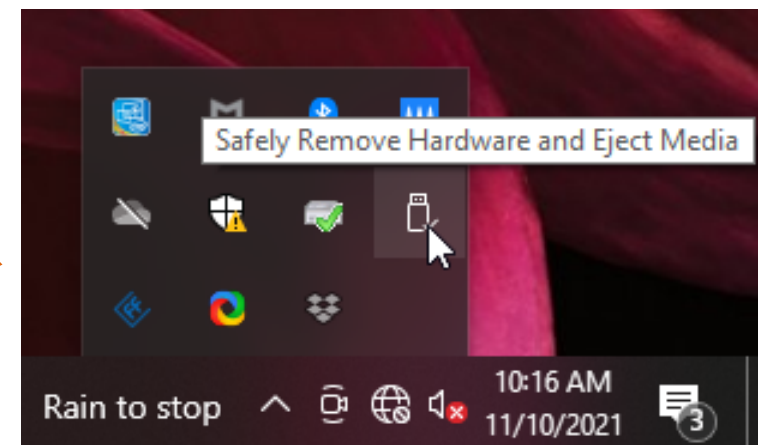
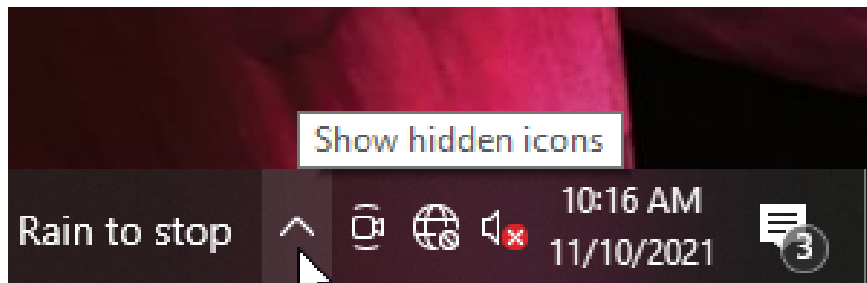


To access your storage device, click on the **Windows** icon at the bottom left corner of the screen, and then click on the **Documents** icon.

Then right-click on your device, and select **Eject** from the drop-down menu. Once the window closes, you can safely remove your device.



You can also eject flashdrives or external harddrives by clicking on the arrow in the bottom-right corner of the screen and right-clicking on the **Hardware** icon. Then, click on the **Eject** prompt next to your device in the list.







**Thank you for stopping  
by!**