

Photo Conversion

Flatbed Scanner



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Approximate Scan Times

DPI	1 4" X 6" Photo with no Adjustments			3 35mm Color Film Strips (12 Frames) with no Adjustments			12 35mm Slides with no Adjustments		
	Preview	Scan	Size	Preview	Scan	Size	Preview	Scan	Size
50	00:11.11	00:06.41	26.9 KB	00:52.19	02:18.43	25.2 KB	00:56.76	02:44.15	28.4 KB
72	00:11.63	00:07.07	39.7 KB	00:49.24	02:56.55	39.8 KB	01:00.20	03:14.44	40.8 KB
96	00:10.97	00:06.08	58.3 KB	00:48.50	02:55.94	59.6 KB	00:53.22	03:24.45	61.1 KB
150	00:11.11	00:07.83	111 KB	00:48.01	04:15.02	101.4 KB	00:59.83	04:31.28	116 KB
200	00:10.18	00:08.26	169 KB	00:49.01	04:36.78	164 KB	01:05.35	05:12.99	189 KB
240	00:11.24	00:08.50	219 KB	00:49.34	04:41.77	214.8 KB	01:05.47	05:02.64	249 KB
300	00:11.10	00:08.18	318 KB	00:46.80	07:09.08	294.6 KB	01:02.51	07:38.54	340 KB
360	00:10.56	00:11.05	397 KB	00:48.82	08:14.44	397.3 KB	01:01.57	08:10.36	449 KB
400	00:11.64	00:10.38	473 KB	00:49.43	08:10.20	469.7 KB	01:03.09	08:07.04	523 KB
600	00:10.56	00:15.76	909 KB	00:51.02	12:48.66	908.8 KB	01:00.72	12:16.01	996 KB
720	00:10.46	00:22.63	1.26 MB	00:50.22	15:14.30	1.26 MB	01:01.79	14:11.59	1.29 MB
800	00:12.21	00:22.63	1.48 MB	00:45.72	15:53.48	1.66 MB	01:01.50	14:09.56	1.51 MB
1200	00:10.91	00:56.60	3.34 MB	00:50.94	23:26.98	2.98 MB	01:02.03	16:11.76	2.66 MB
1600	00:11.50	01:32.36	5.53 MB	00:49.74	31:52.62	4.38 MB	01:02.15	21:22.82	3.31 MB
2400	00:11.36	03:35.65	10.8 MB	00:49.25	01:00:40.00	9.65 MB	01:02.73	50:00:20	10.26MB
3200	00:10.25	05:22.84	18.9 MB	-	-	-	-	-	-
4800	00:10.19	05:11.53	18.9 MB	-	-	-	-	-	-

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 equipment.
- Do not expose the equipment to extreme temperatures, humidity, or vibrations, which may cause damage to the equipment.

Preparing Your Materials

Before scanning, it is a good idea to get your materials organized.



For this scanner, we recommend organizing your photos by type and then by person, date, location, or event.



Turning on the Scanner

Turn on the scanner by pressing the power button.

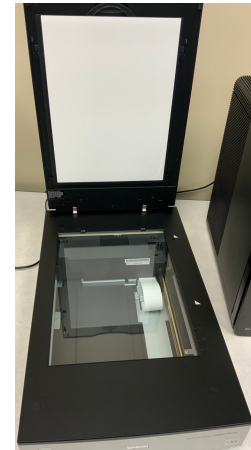


When the scanner is on, the light above the **Power** button will be on as shown here.

Placing Documents or Photos on the Scanner



Open the scanner lid.



When scanning documents such as photos or cards, make sure the document mat is installed inside the scanner lid.

Remember to clean the scanner glass before placing your items on the scanner.

Place photos and documents at the top right corner on the glass of the flatbed.



When placing multiple items on the flatbed, make sure to leave at least 1" of space between items.

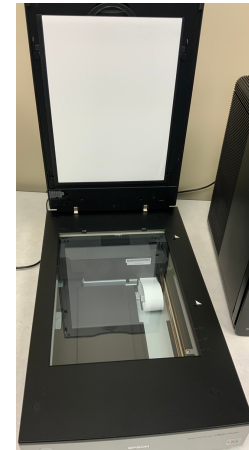
**Remember to close the scanner
lid before scanning,**



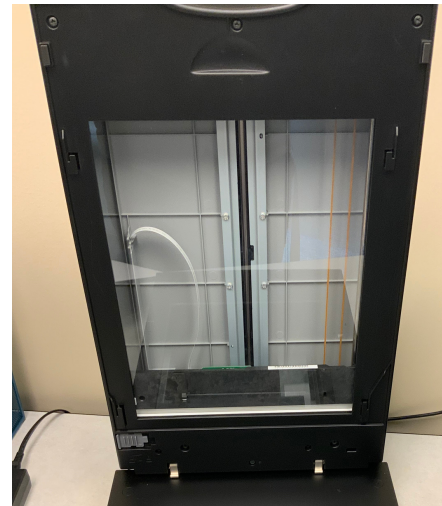
Placing Slides, Film, or Negatives on the Scanner



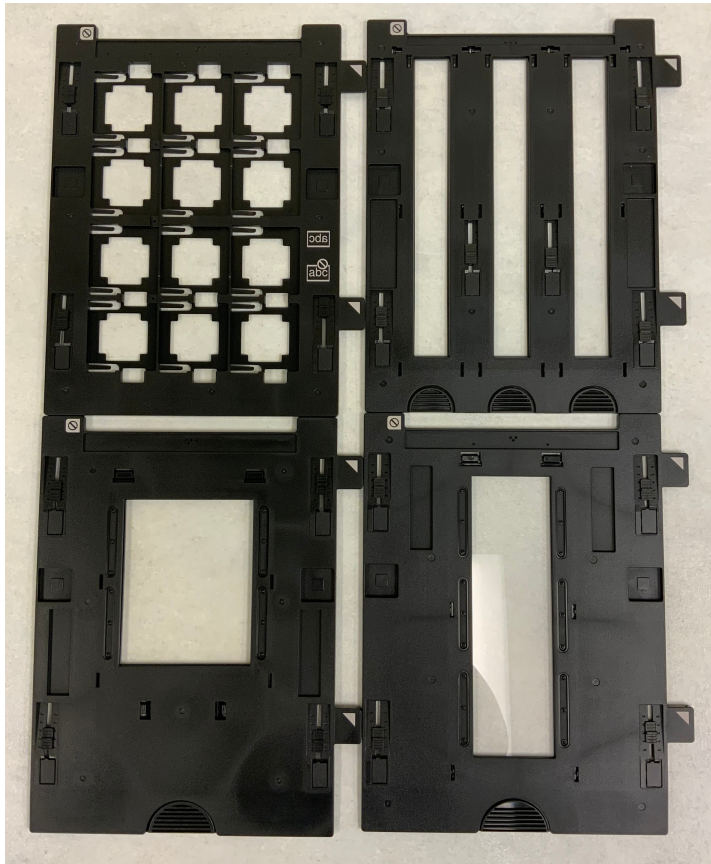
Open the scanner lid.



When scanning materials such as slides, film, or negatives, make sure the document mat has been removed from the scanner lid.

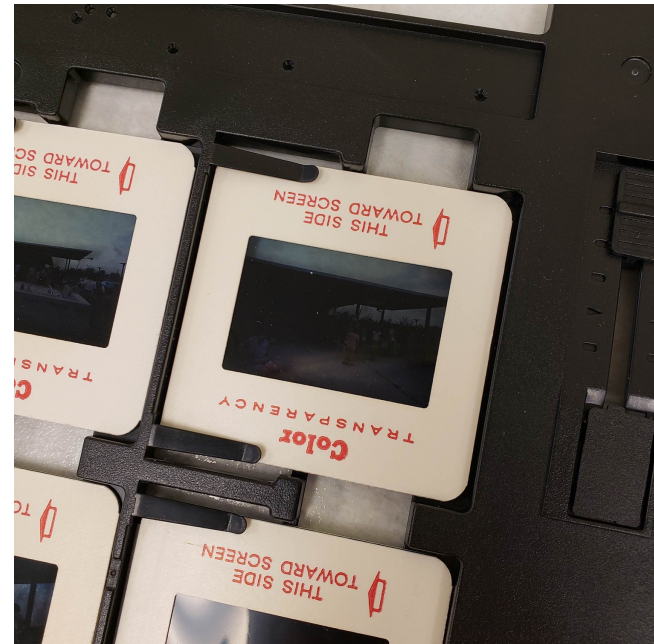


Remember to clean the scanner glass before placing your items on the scanner.

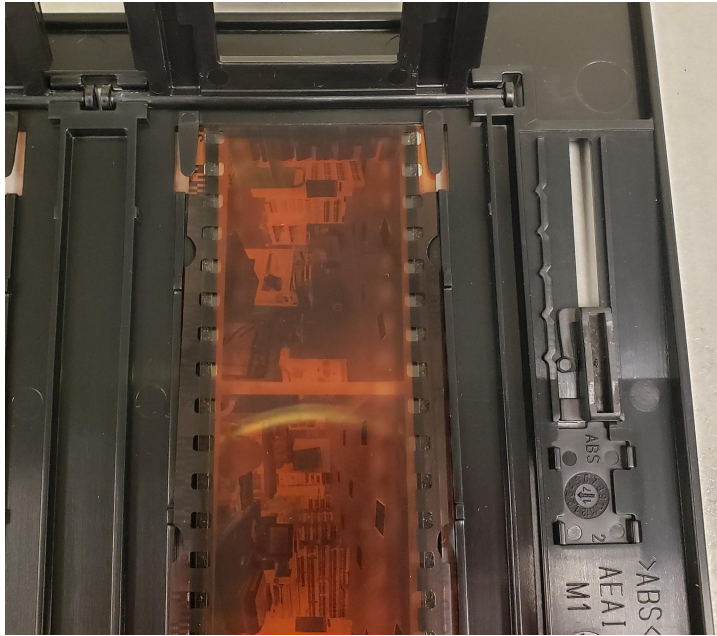


For slides, film, and negatives, there are plastic guides that you will insert your materials into before scanning.

When inserting slides into the guide, make sure to push them under the plastic tabs. Also, make sure to place them shiny-side down.

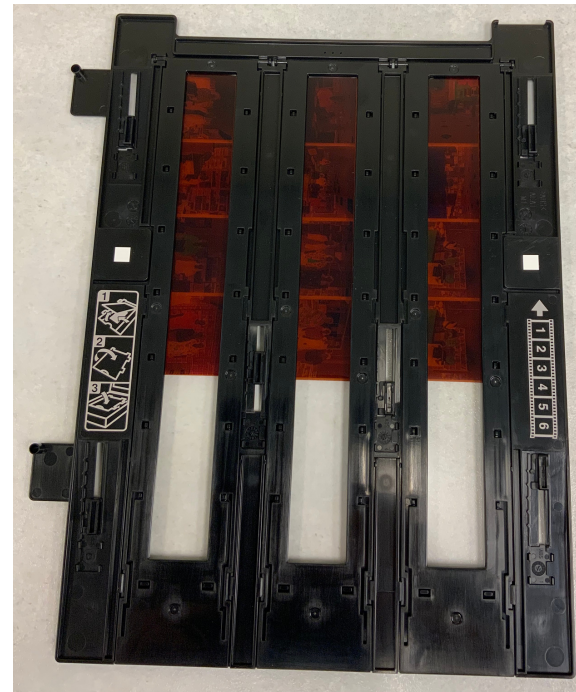


When inserting film or negatives into the guides, you will start by flipping the guides upside down and opening the latches as seen here.



Again, make sure to place the film or negatives under the plastic tabs and shiny-side down.

Once your film or negatives have been placed in the guide, close the latches.



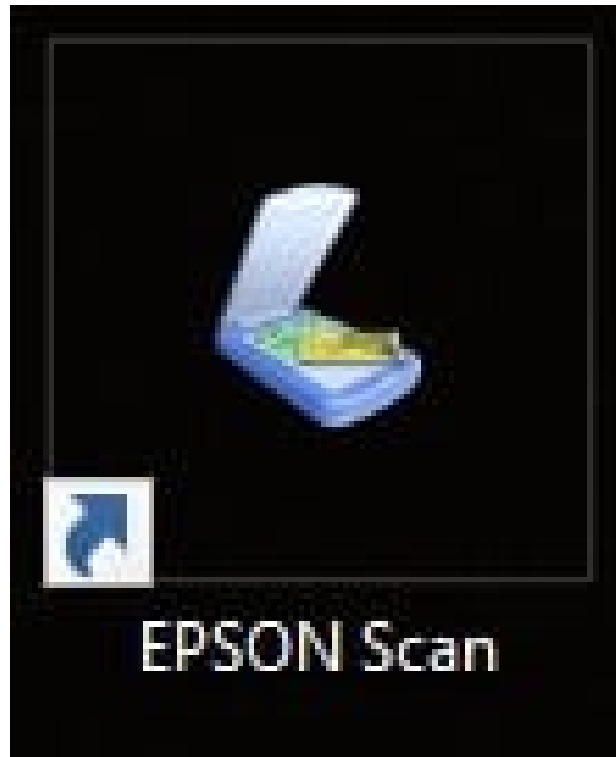
When placing the guides on the scanner, make sure the arrows on the right-side of the guide match up with the arrows on the scanner.



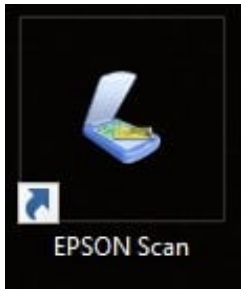
Remember to close the
scanner lid before scanning,



Getting Started with EPSON Scan



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

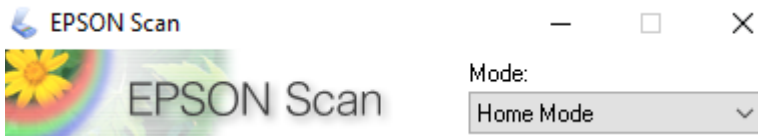


To start the EPSON Scan software, double click on the **EPSON Scan** icon.

The EPSON Scan software includes three different modes for scanning:



Basic scanning with minimal enhancement options.

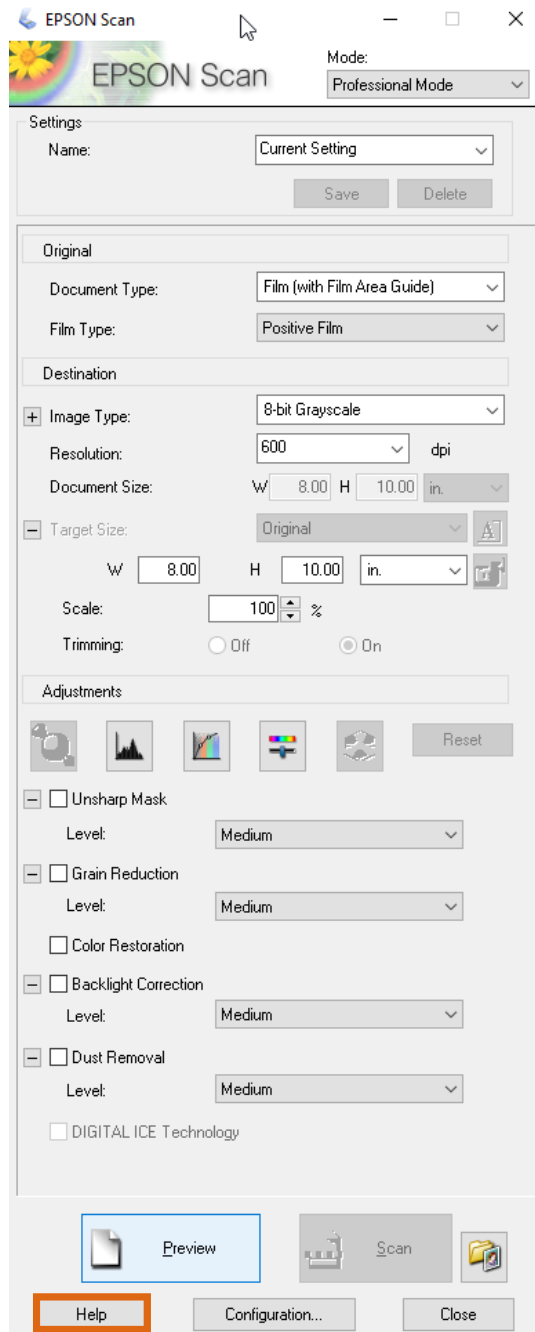


Scanning with more enhancement options.

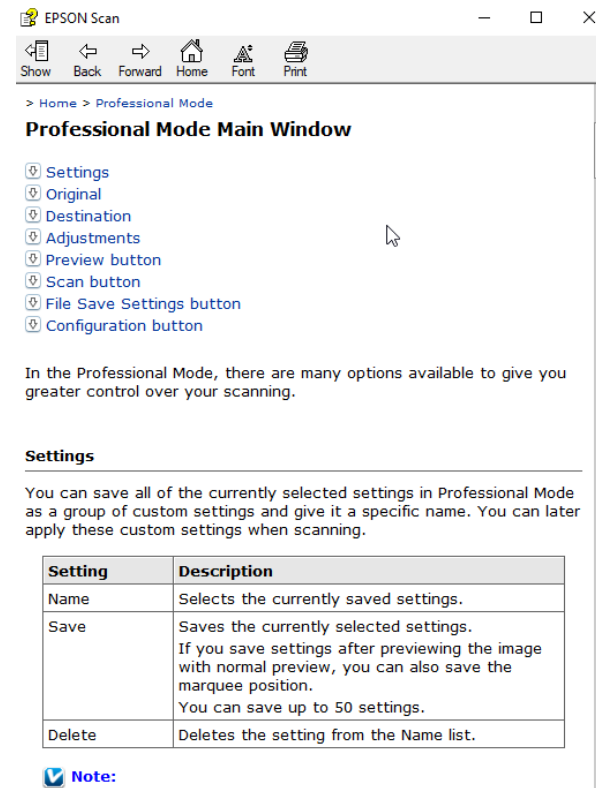


Professional scanning with the most enhancement options.

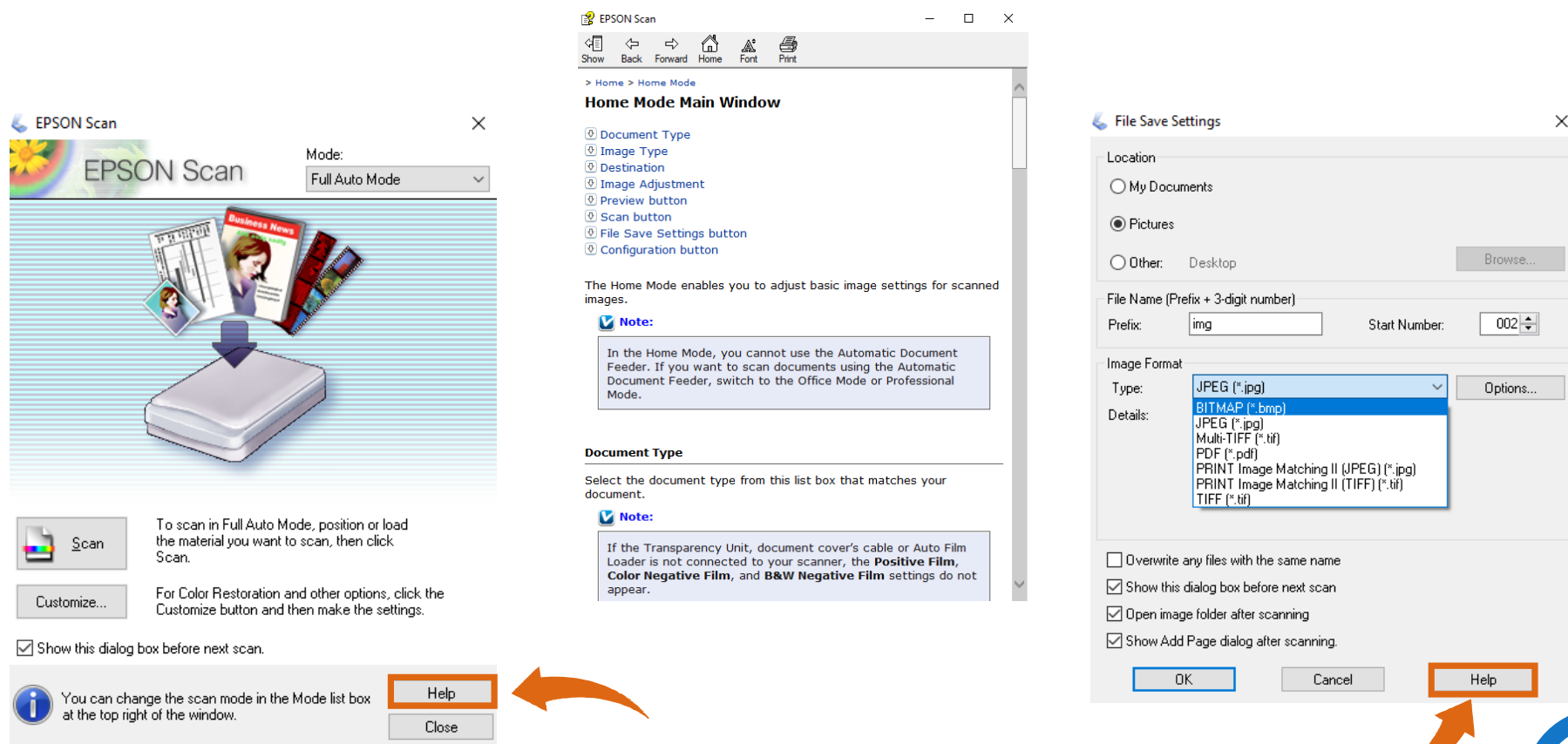
Each mode will be explained separately in the following sections.



Because of the complexity of **Professional Mode**, we will not be covering it in this guide. If you would like to learn more about **Professional Mode**, we encourage you to access the **EPSON Scan Professional Mode** guide by clicking on **Help** at the bottom-left corner of the **Professional Mode** window.



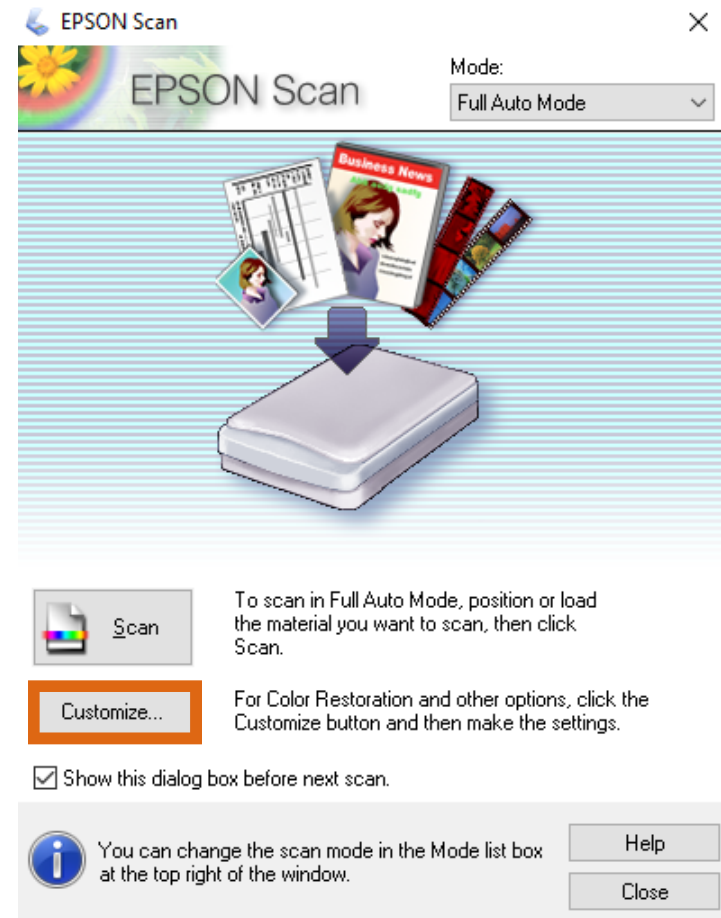
Any additional information not covered in this quick guide can be found by clicking on the **Help** icon found at the bottom of any **Epson Scan** window.



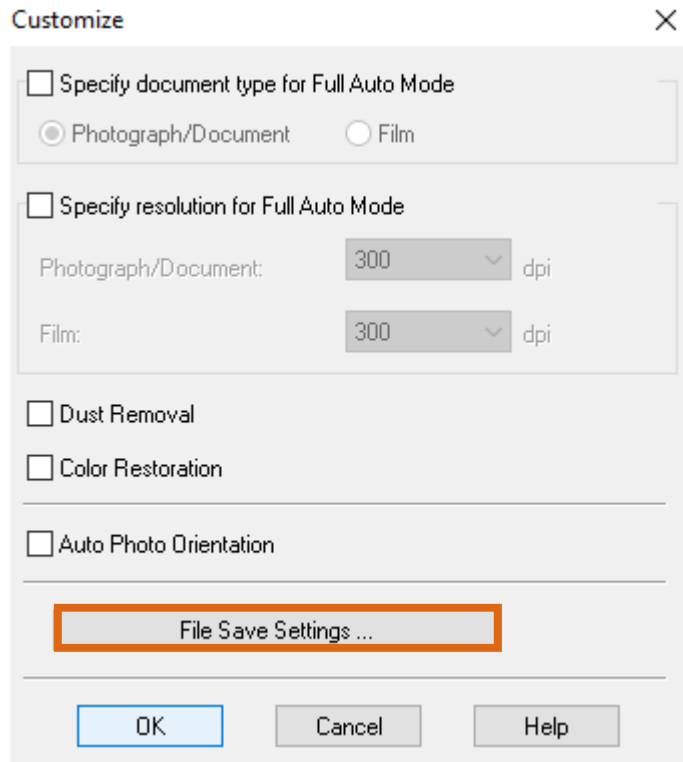
Epson Scan - Full Auto Mode

In **Full Auto Mode**, you will see this window. Please note, **Full Auto Mode** does not include the option to preview scans like the other two modes do.

From this screen, you are able to access the **Customize** window by clicking on the **Customize...** icon.

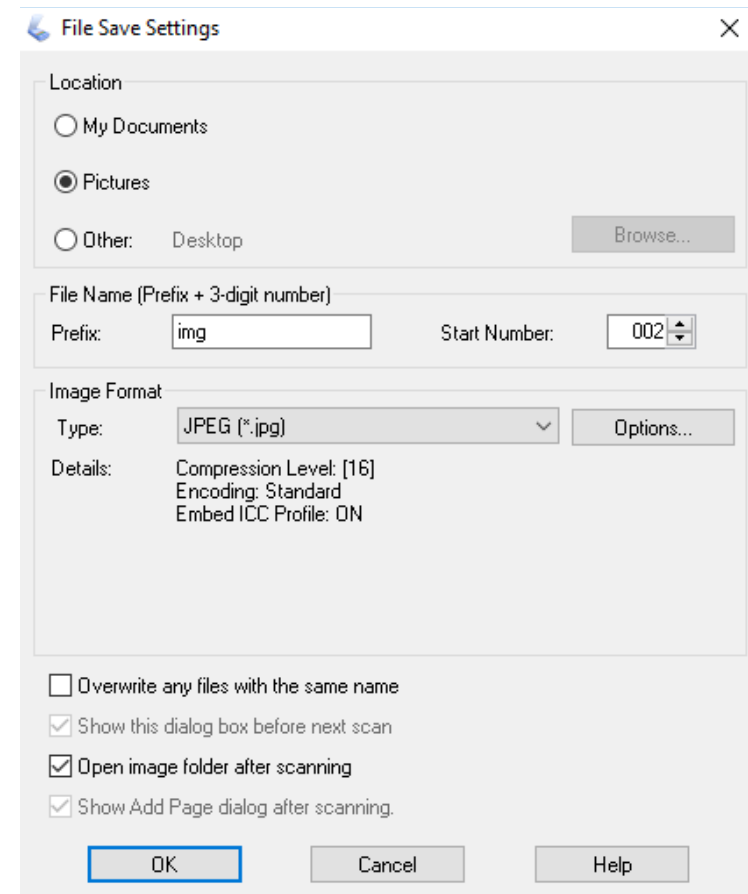


The **Customize** window gives you the opportunity to apply enhancements such as resolution changes and dust removal to your scans.

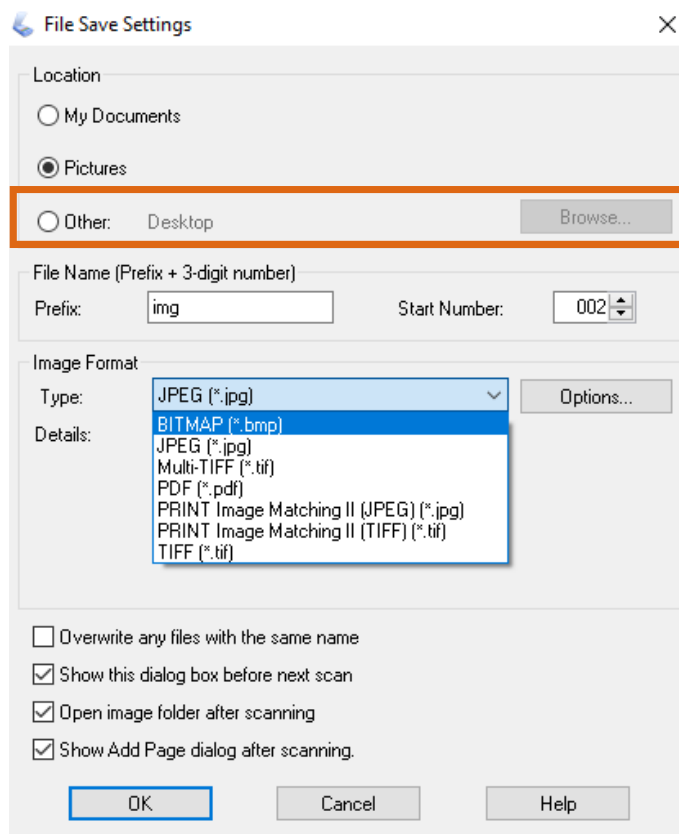


Once you have selected the enhancements you want applied to your documents, click on **File Save Settings...**

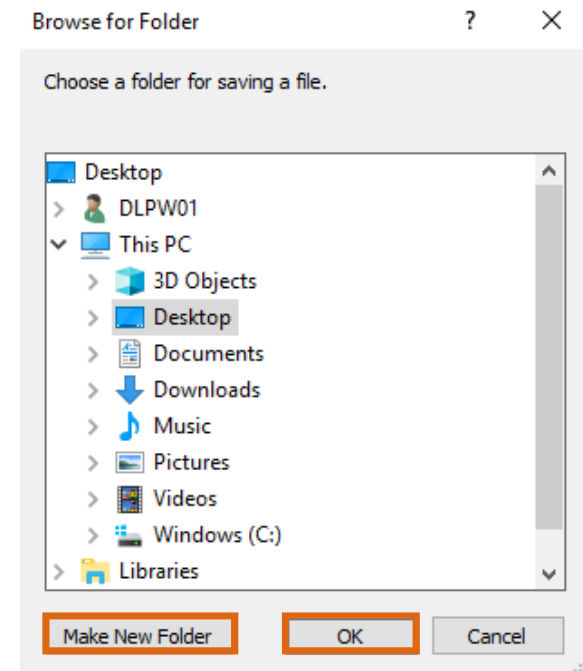
From the **File Save Settings** window, you can select the location your files will be saved to, as well as what format they will be saved in.



Choose where your scans will be saved to by selecting **Other** and then **Browse**.

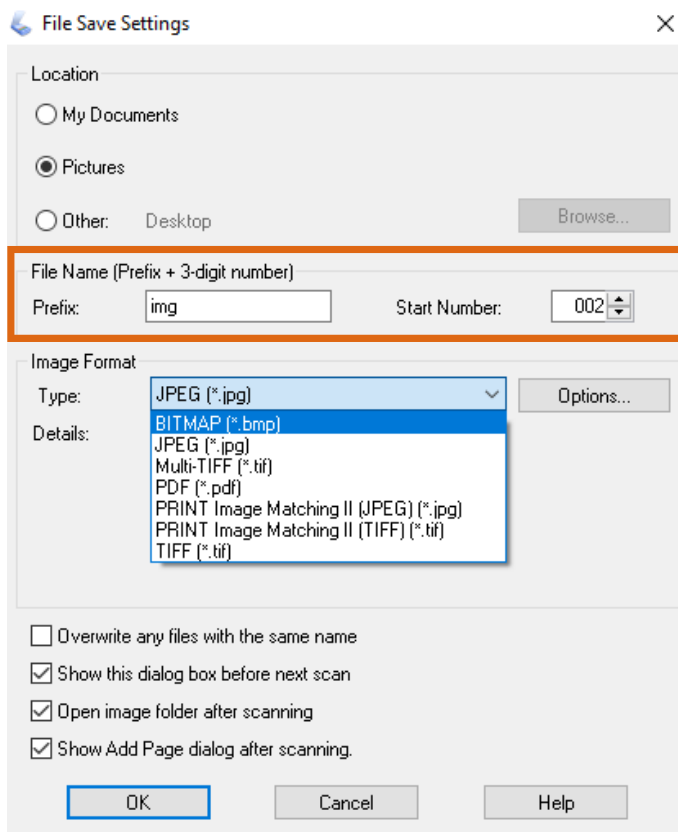


In the **Browse for Folder** window, select your storage media device from the menu. You can create a new folder for your files by clicking on your storage device, clicking **Make New Folder** at the bottom-right corner, and then naming your new folder. Be sure to click the **Enter** key on the keyboard to save your folder name.

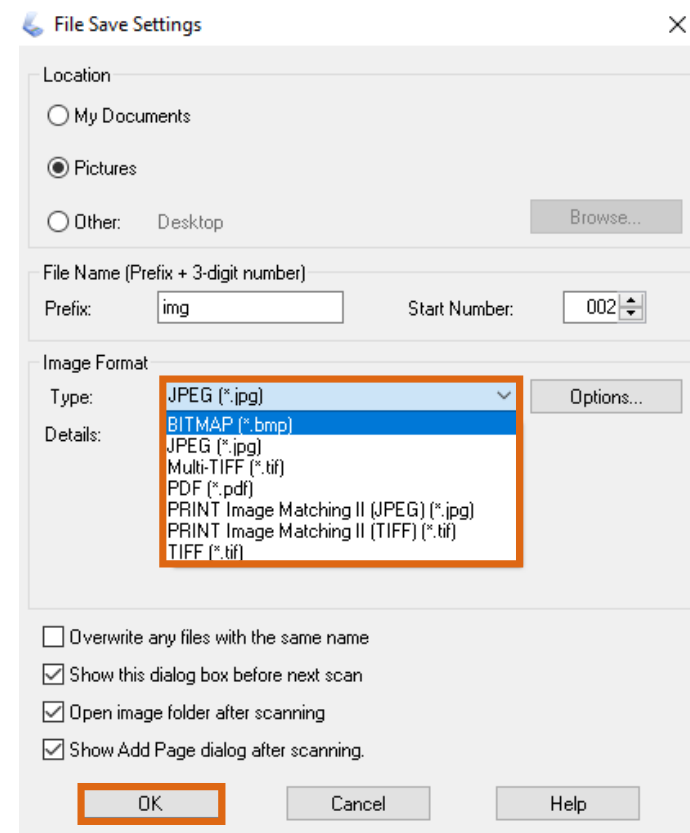


When you are ready, click **OK**.

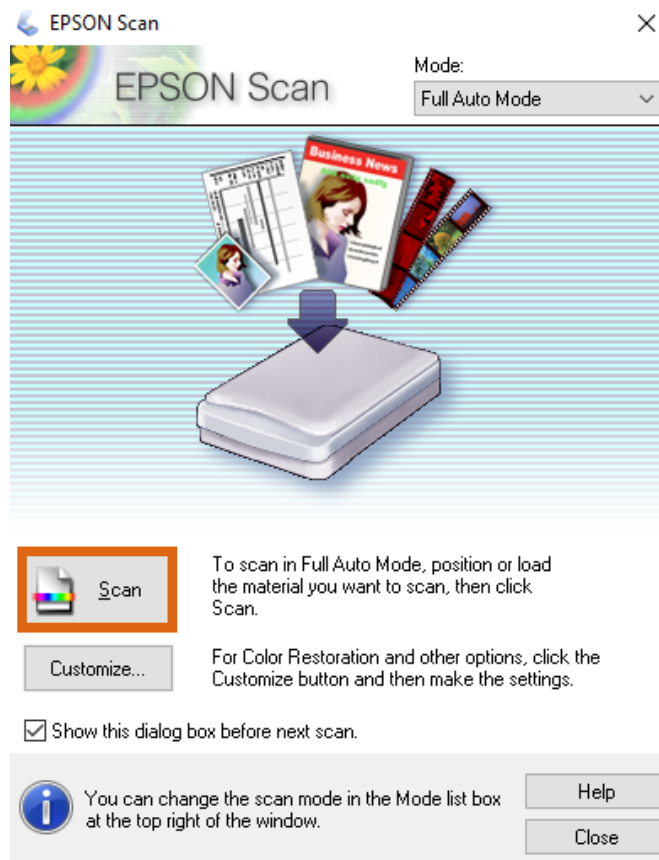
Next, you can choose to add a prefix to your photos. Doing this can help you organize them by person, event, date, or any other identifier. When scanned, your photos will be saved with this prefix and a number. You can go through and rename them later if you like.



Choose the format your scans will be saved in from the drop down menu under **Image Format**.

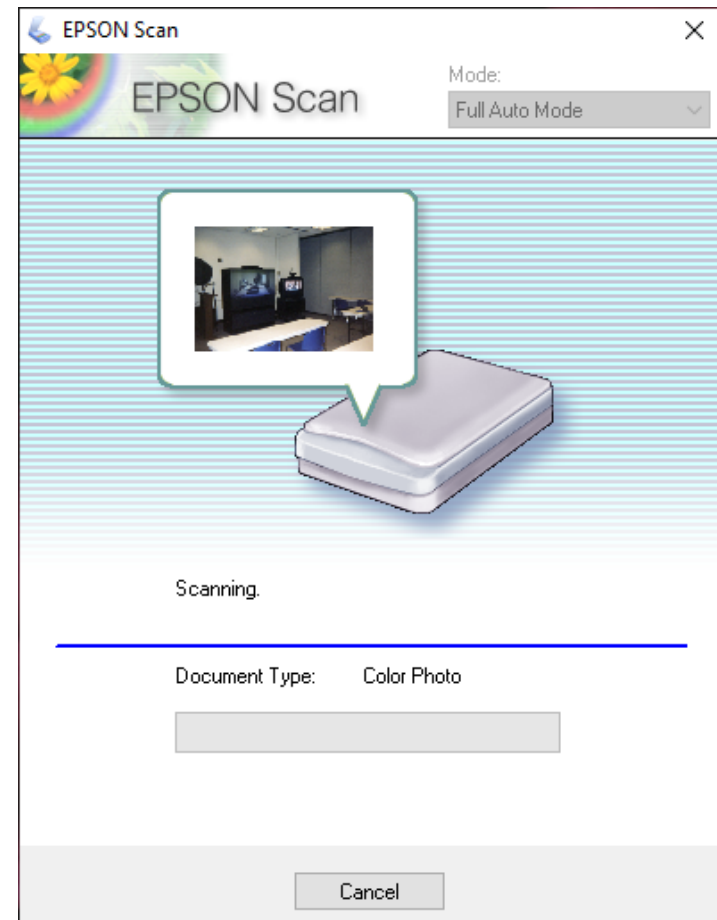


When you are ready to scan, select **OK**.

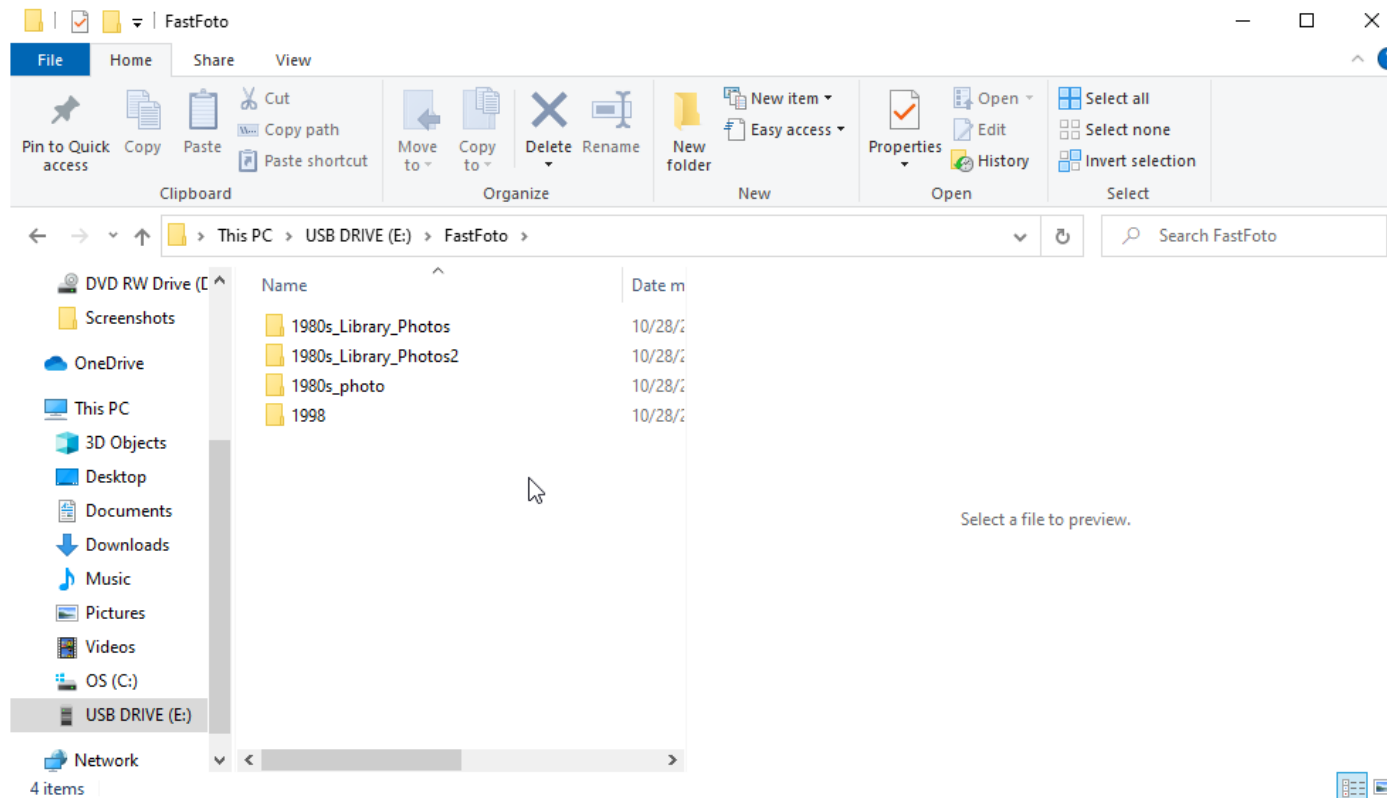


When you are ready,
select **Scan** to start
the scanner.

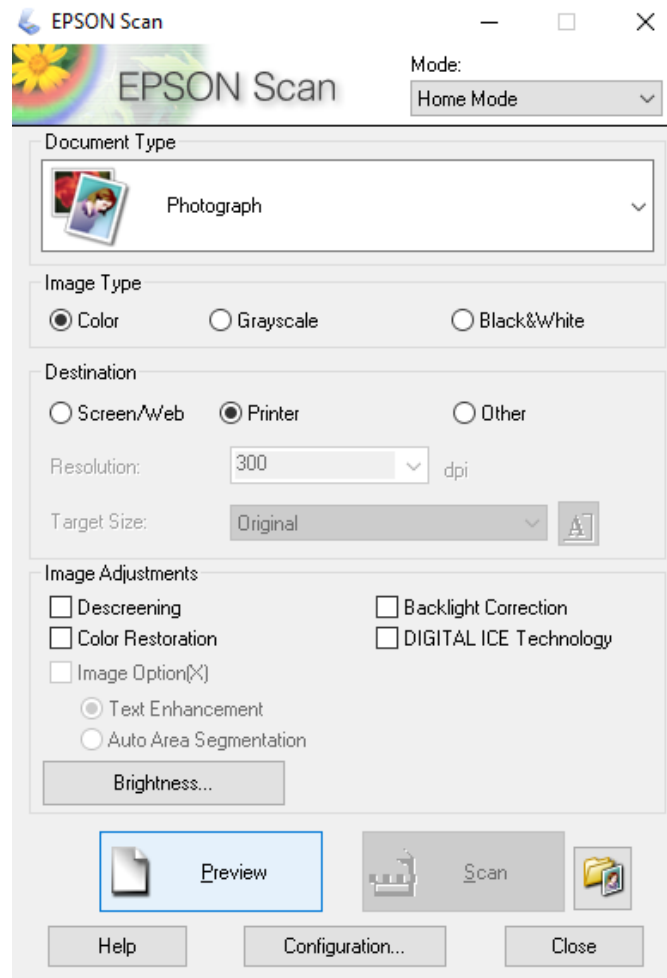
You will see this window
while your document is
being scanned.



When your document is done being scanned, the **EPSON Scan** window will close, and the file folder your photo was saved to will open.

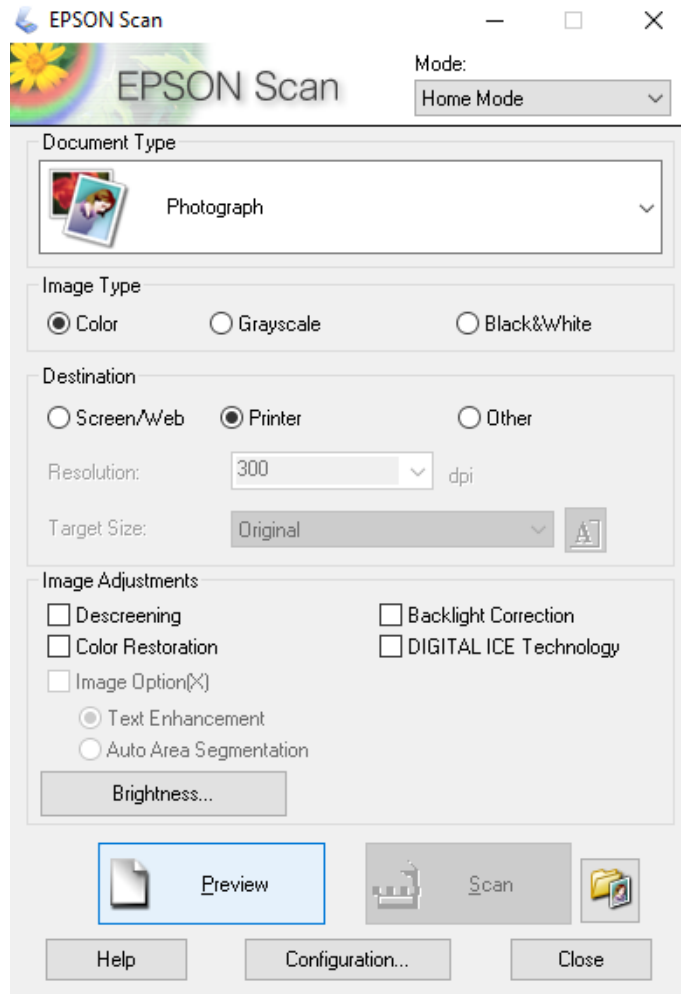


To scan more photos in **Full Auto Mode**, double-click on the **EPSON Scan** icon again and restart the process.



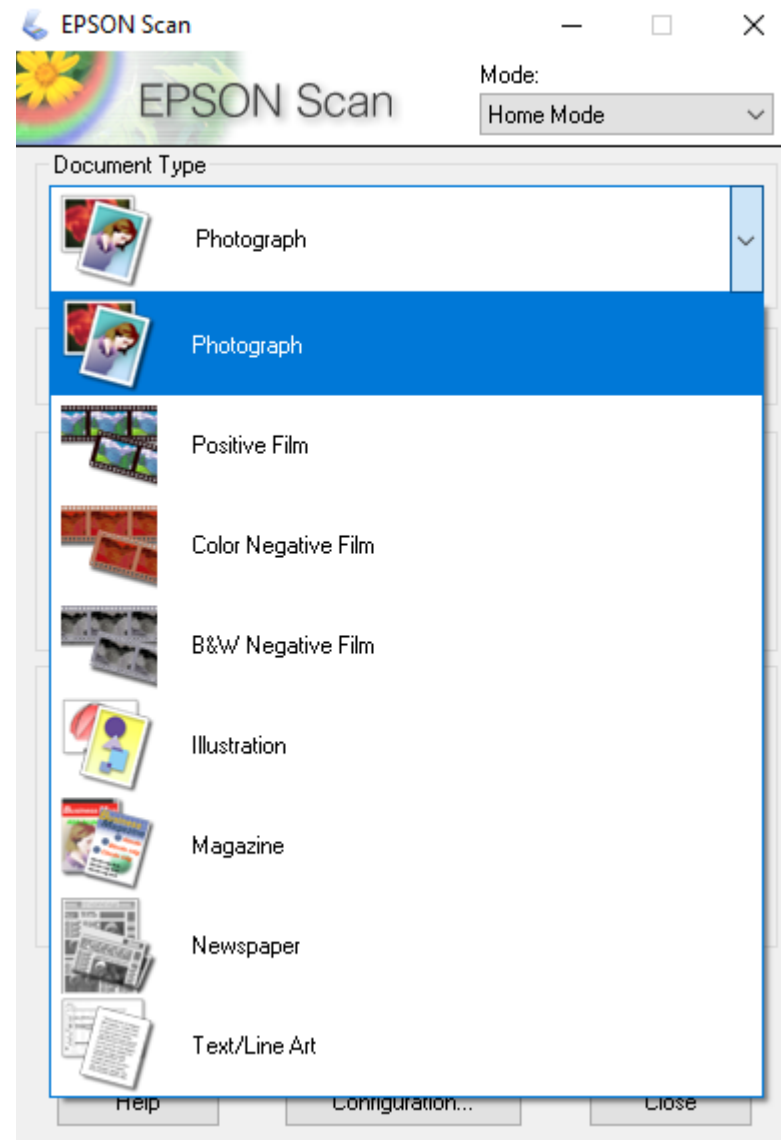
In the next section, learn about Epson
Scan's **Home Mode!**

Epson Scan - Home Mode

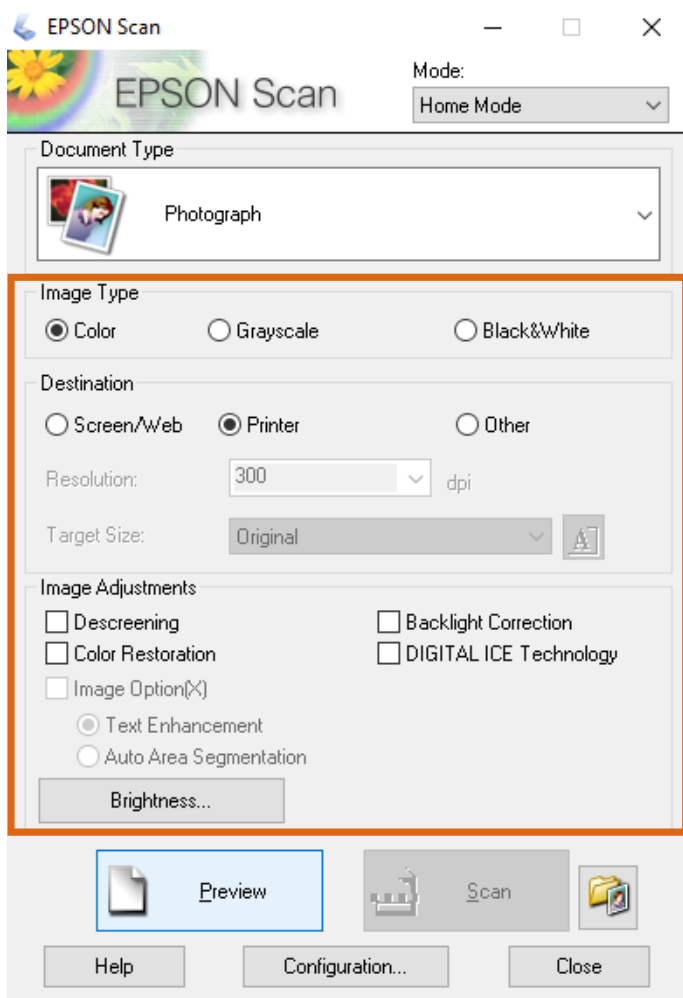


This is the screen you will see when you select **Home Mode**.

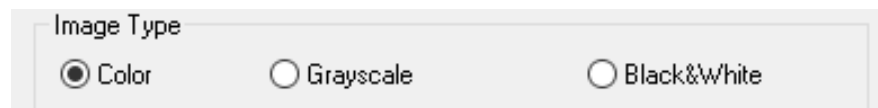
In the **Home Mode** main window, you will choose your **Document Type**. If you are unsure about what type of document you have, feel free to ask a staff member for help.

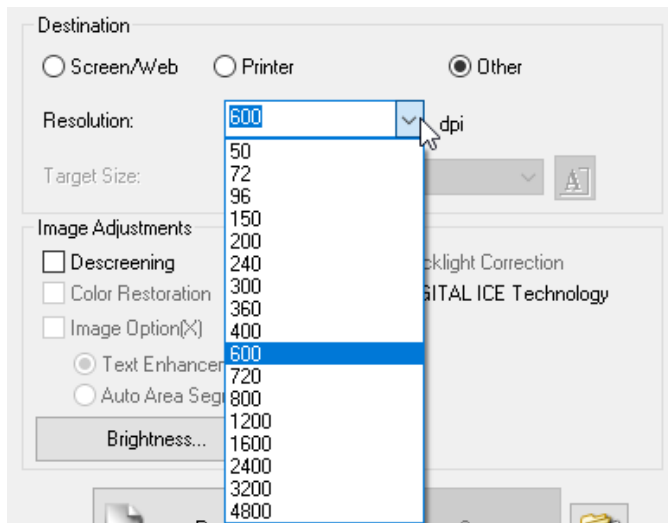


You will also choose your **Image Type**, **Destination** (resolution), and various **Image Adjustments** in the **Home Mode** main screen.



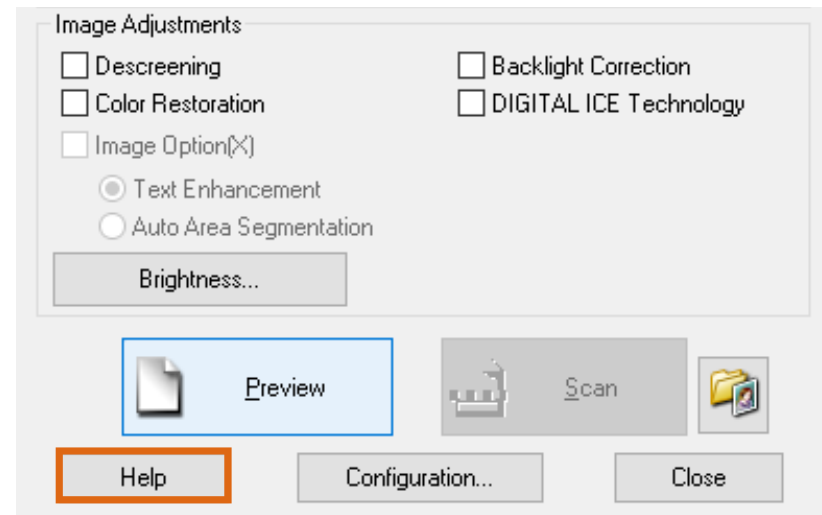
For **Image Type**, select whether your original document is in Color, Grayscale, or Black & White.



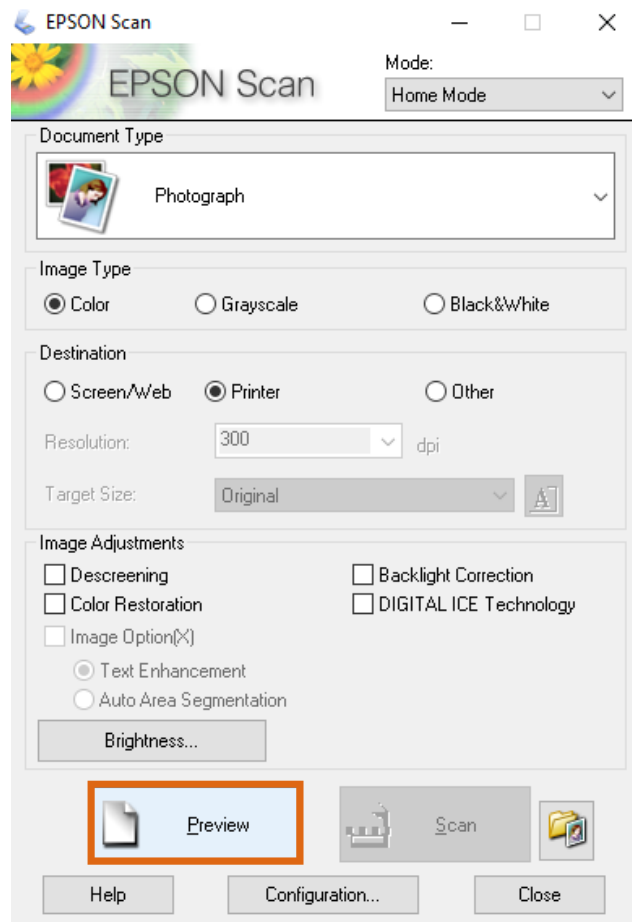


Under **Destination**, you can choose a destination, such as **Screen/Web**, to select a default resolution. You can also choose **Other** to select a resolution for the drop-down menu.

Remember, the higher the resolution, the longer it will take to scan your documents.

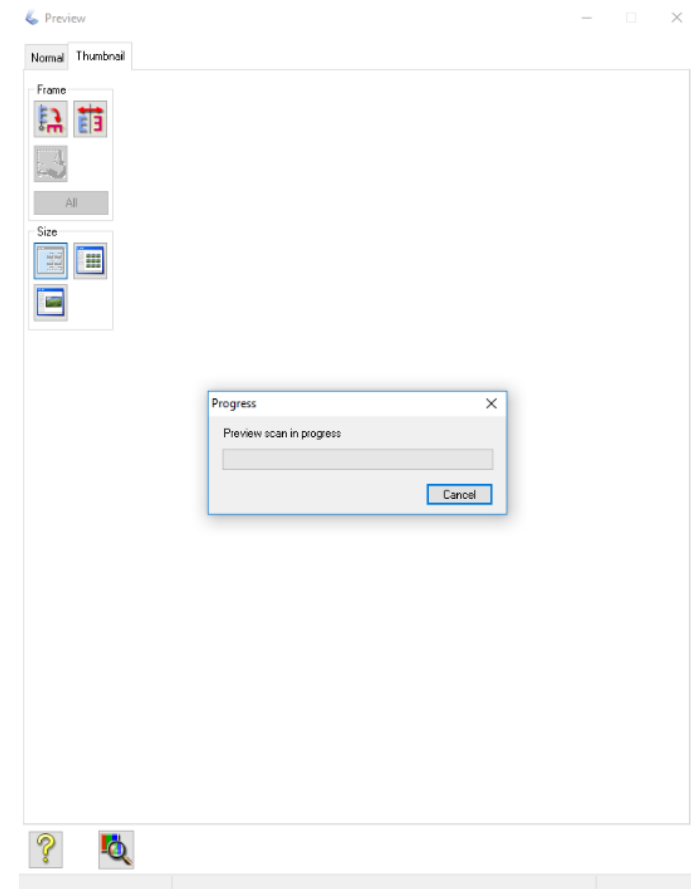


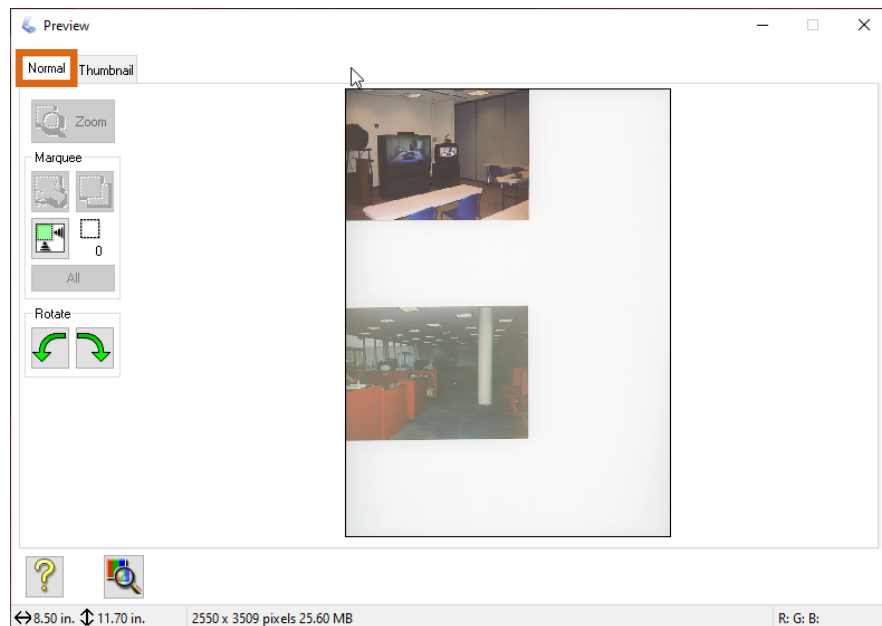
The availability of the various **Image Adjustments** will vary depending on what type of document you are scanning. For an explanation of the various options, select **Help** in the bottom-left corner of the screen.



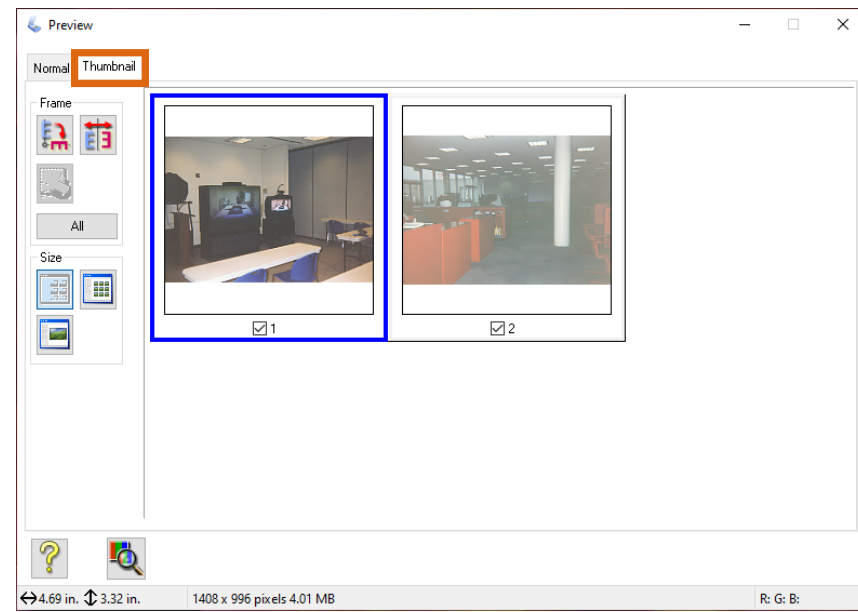
When you are ready, select **Preview** to start the scanning process.

While the scanner is preparing the preview image, you will see this window and **Progress** bar.



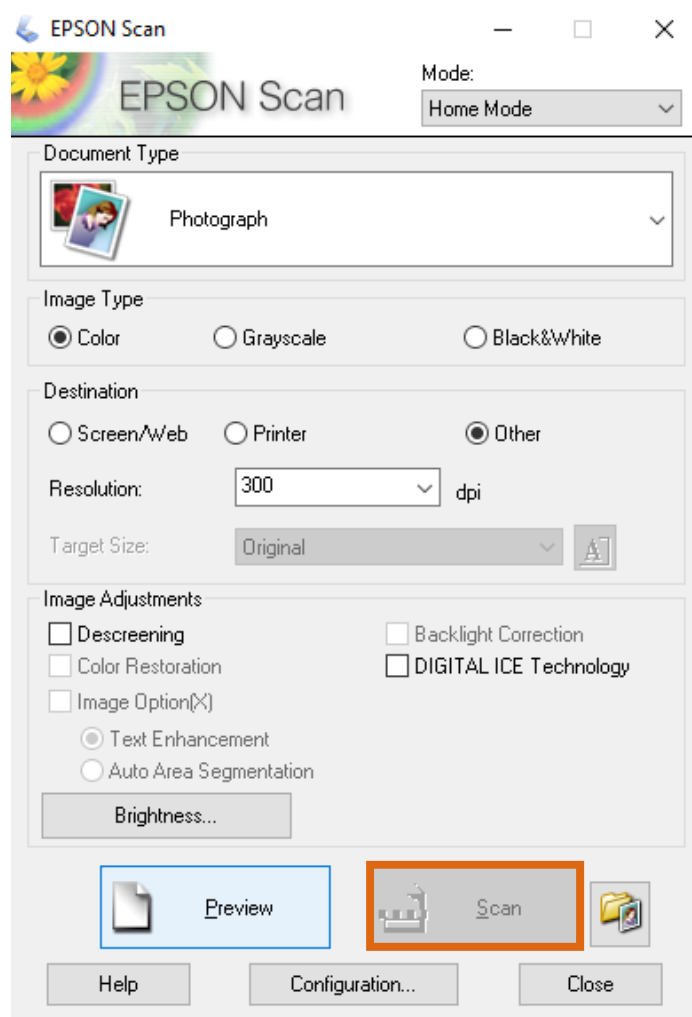


When the preview is ready, you will see a window similar to the one above. In the **Normal** tab, you will see exactly what has been placed on the scanner.

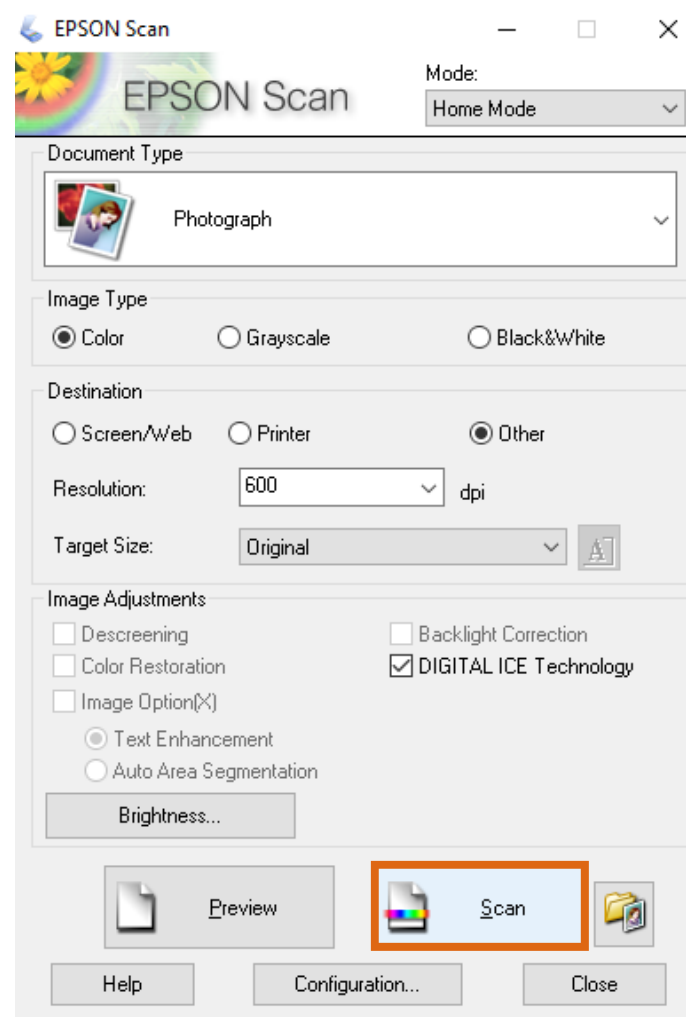


If you placed multiple documents on the scanner, you can make sure that they are each registering as individual items by viewing the preview in the **Thumbnail** tab.

Please note, if you close out of your preview before scanning, you will need to scan another preview before you will be able to scan your materials.

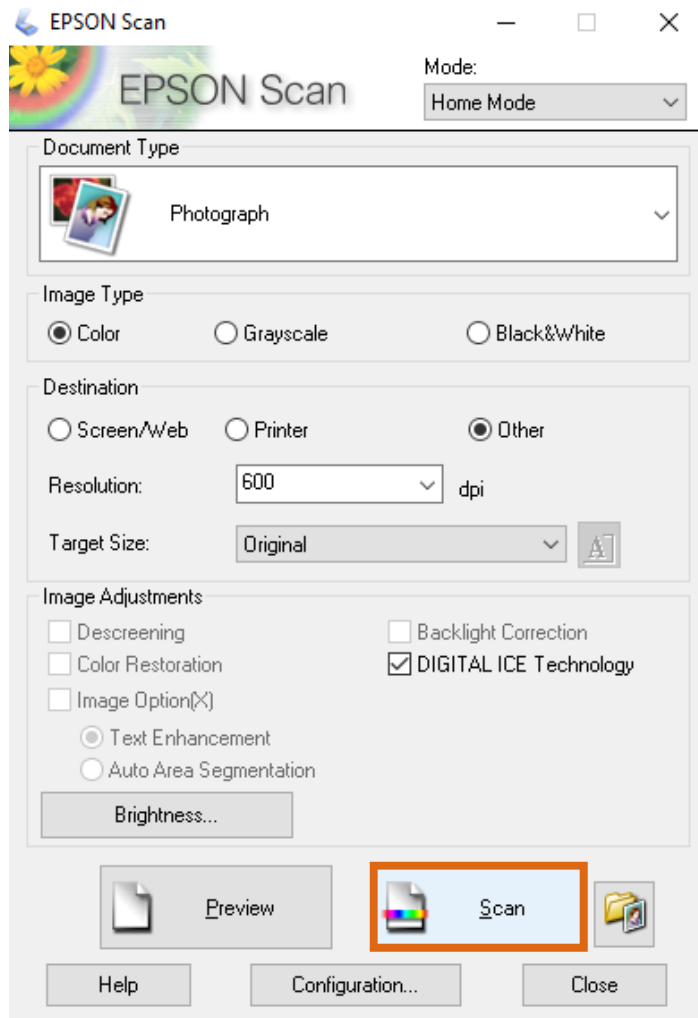


Without **Preview** window open.

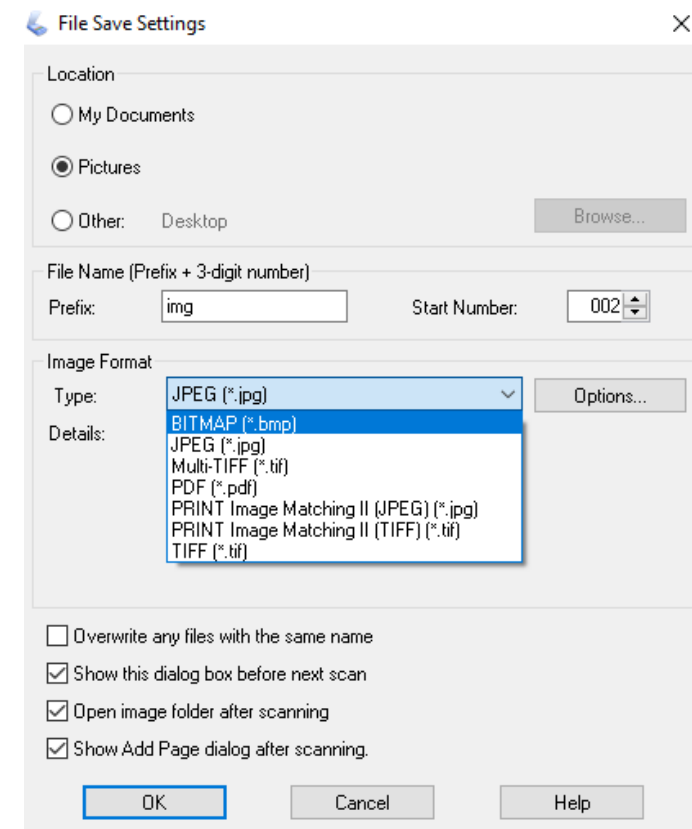


With **Preview** window open.

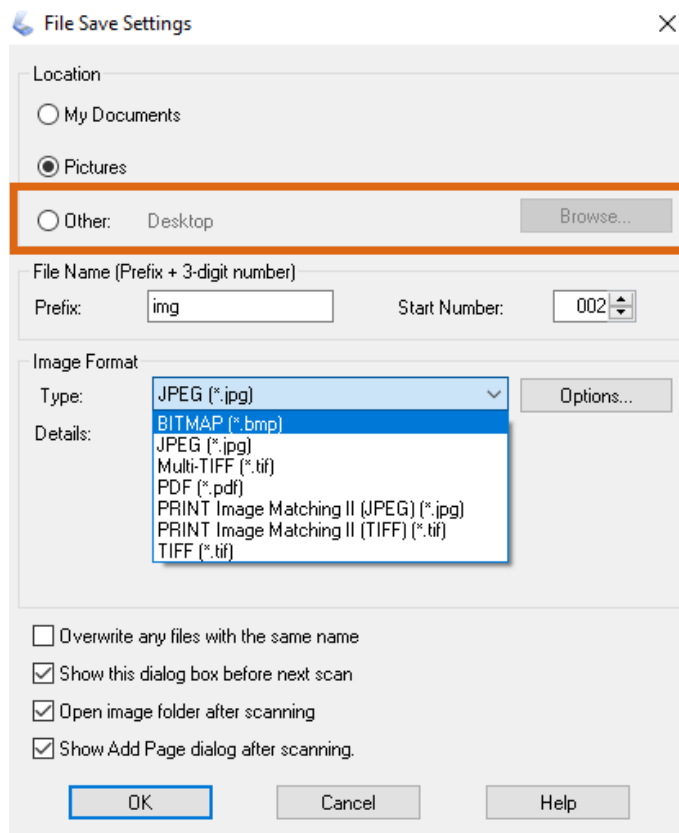
When you are ready,
click on **Scan**.



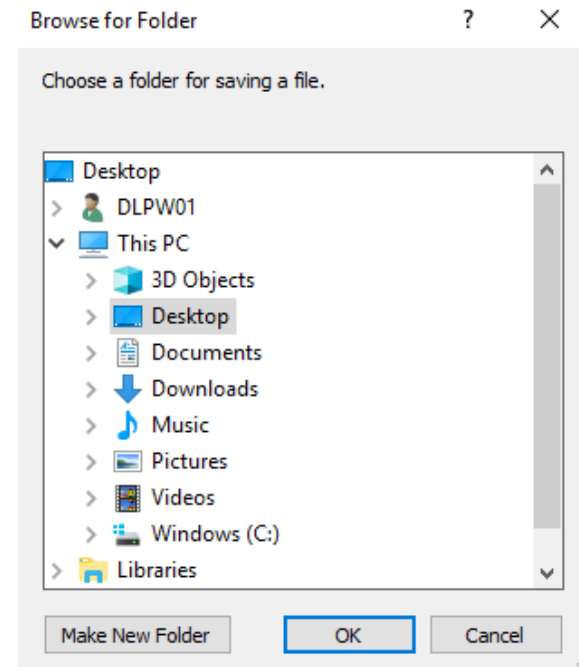
The first window you
see will be the **File
Save Settings**
window.



Choose where your scans will be saved to by selecting **Other** and then **Browse**.

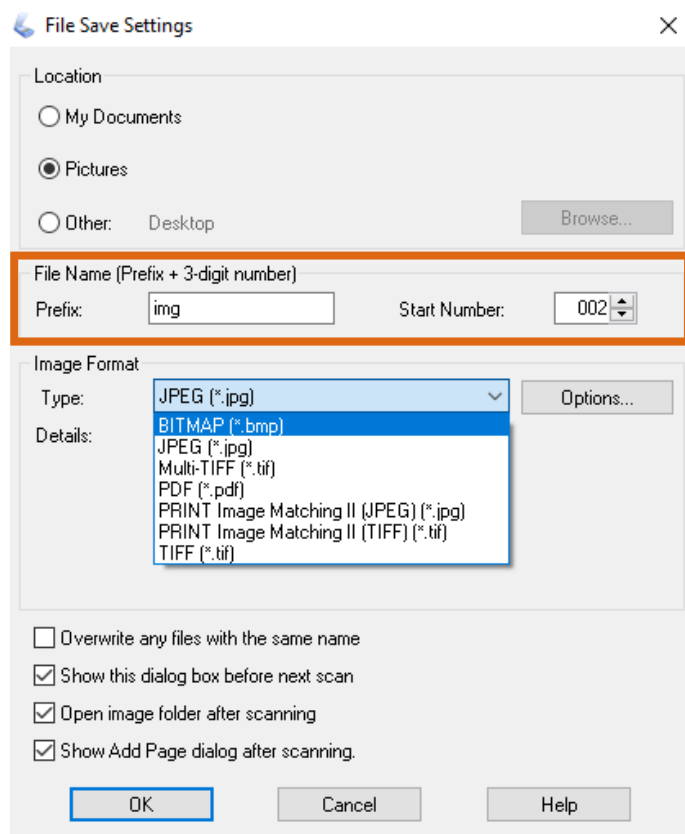


In the **Browse for Folder** window, select your storage media device from the menu. You can create a new folder for your files by clicking on your storage device, clicking **Make New Folder** at the bottom-right corner, and then naming your new folder. Be sure to click the **Enter** key on the keyboard to save your folder name.

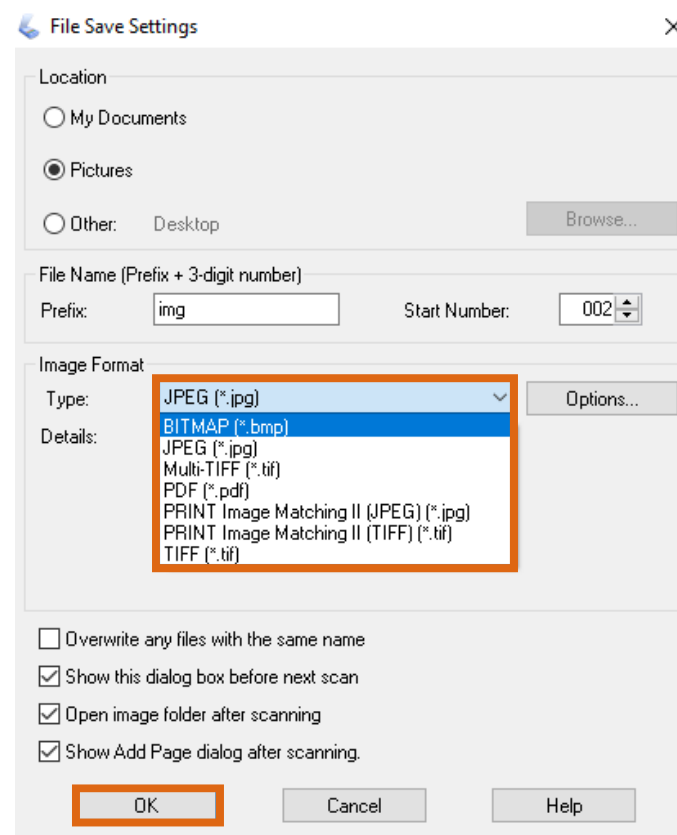


When you are ready, click **OK**.

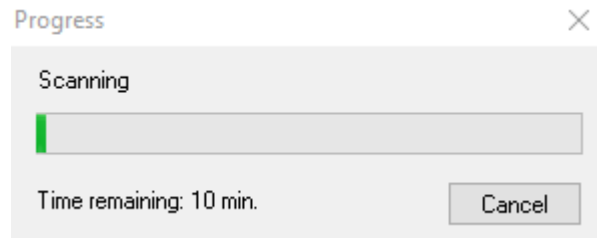
Next, you can choose to add a prefix to your photos. Doing this can help you organize them by person, event, date, or any other attribute. When scanned, your photos will be saved with this prefix and a number. You can go through and rename them later if you like.



Choose the format your scans will be saved in from the drop down menu under **Image Format**.

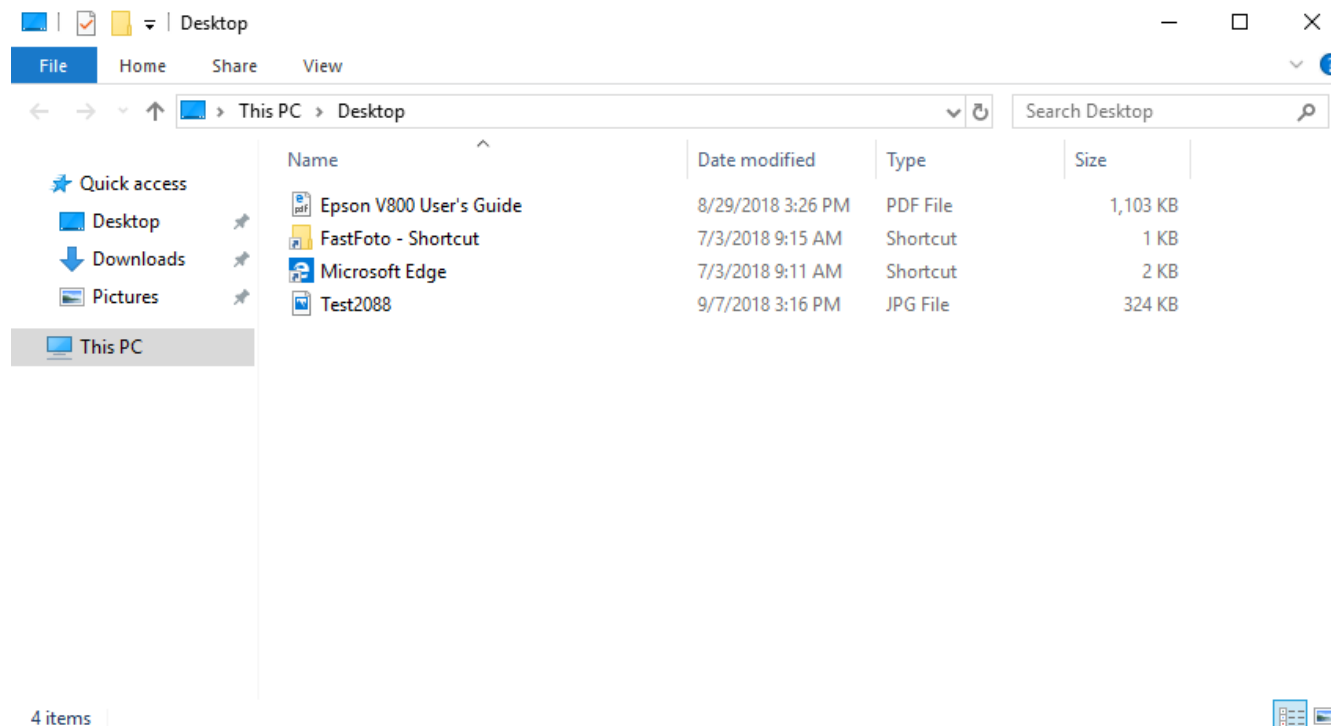


When you are ready to scan, click **OK**.

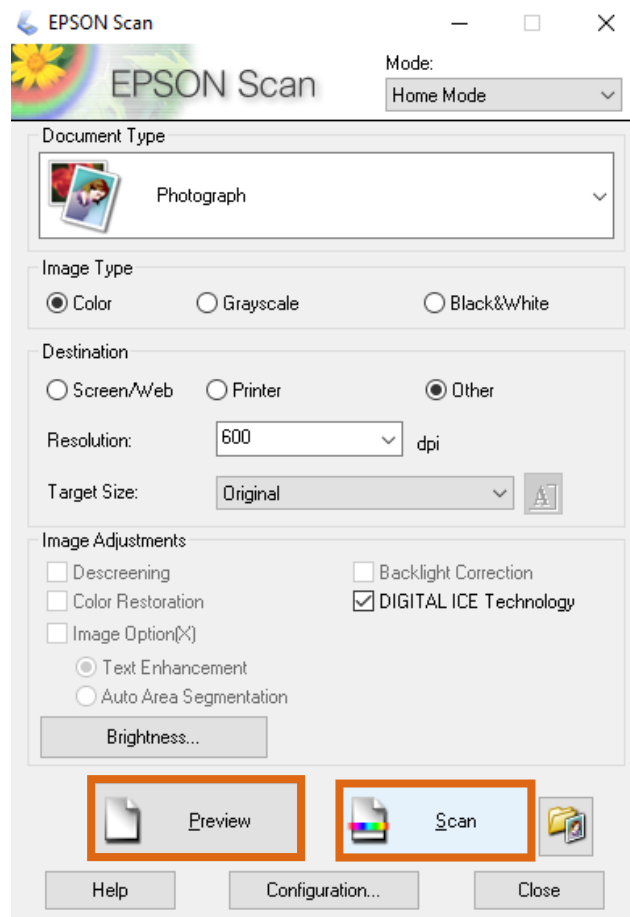


While your materials are being scanned, you will see this **Progress** bar.

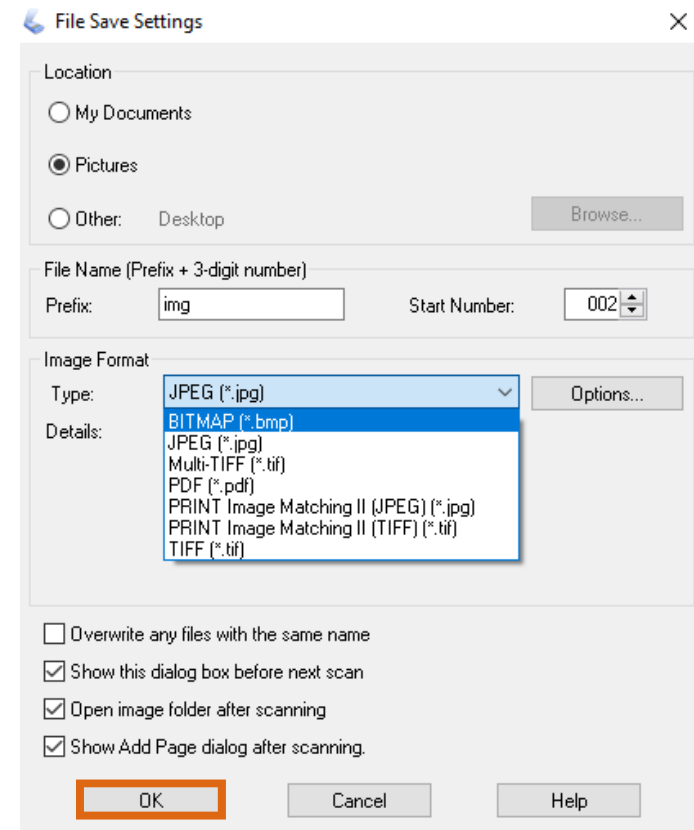
When your materials are done being scanned, the file folder your materials were saved to will open.



To scan more materials, place new documents on the scanner, then click **Preview**. Once you have seen and approved your preview, then select **Scan**.

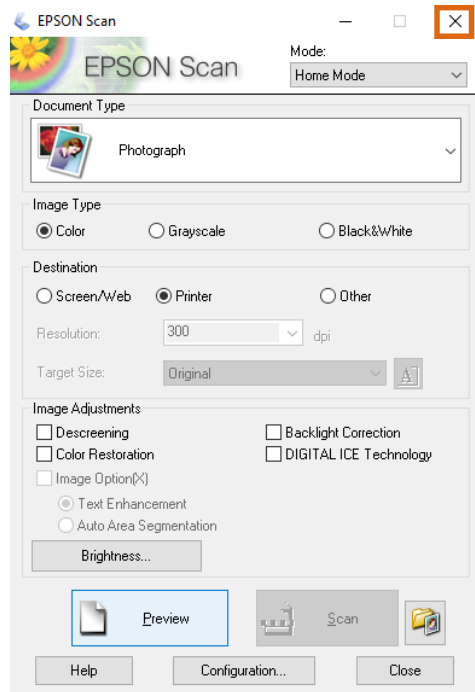


Unless you are scanning to a different location, you shouldn't need to change anything in the **File Save Settings** window. Click **OK** to begin the scan.

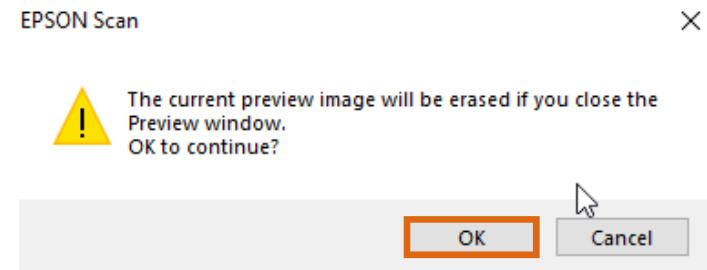


Finishing Up

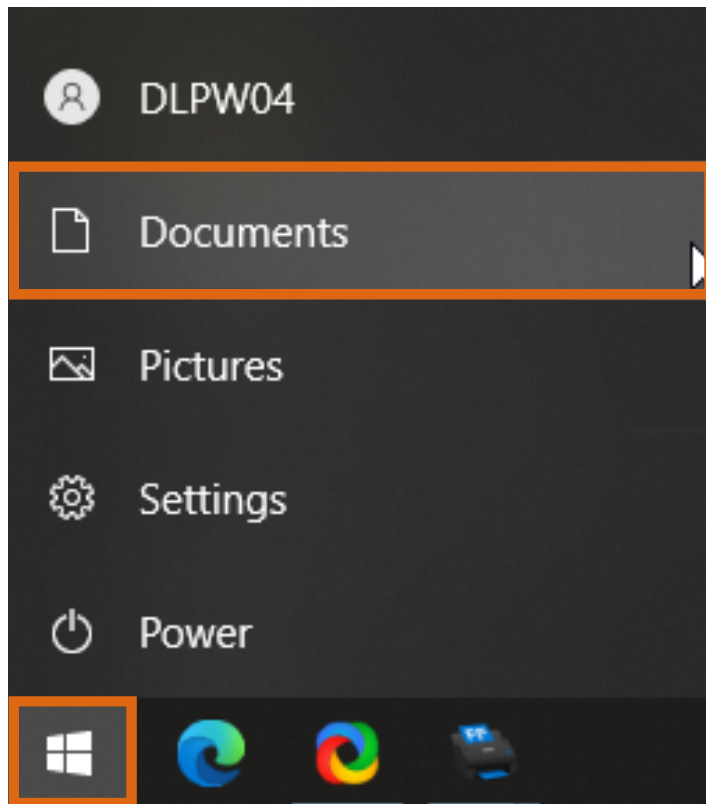
When you are finished, you can close out of **EPSON Scan** by clicking the **X** at the top-right corner of the window.



When you do this, the Preview window will close automatically. Before it closes, you will see this notification. Go ahead and click **OK**.

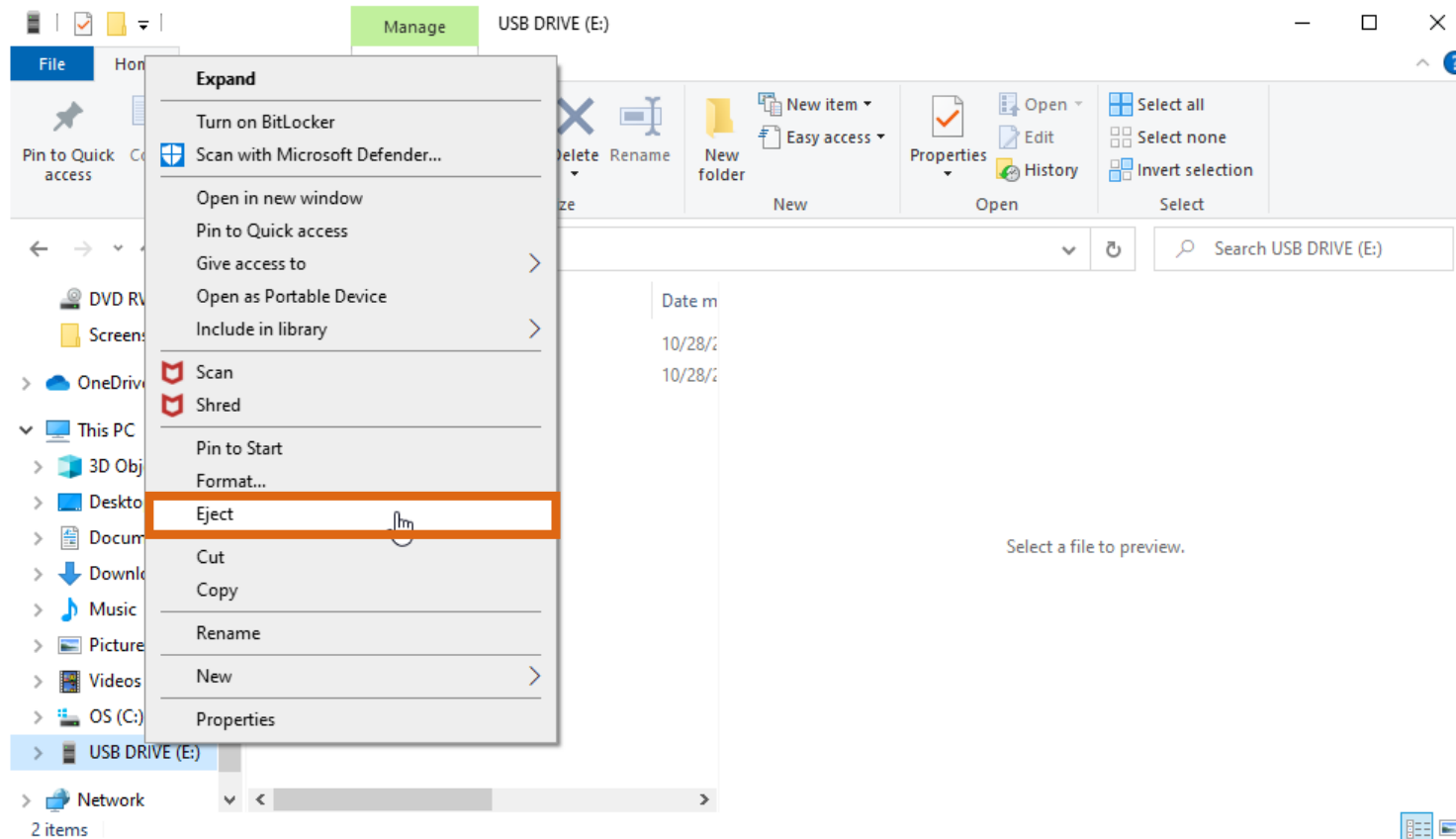


Finally, remember to eject and remove your storage device.

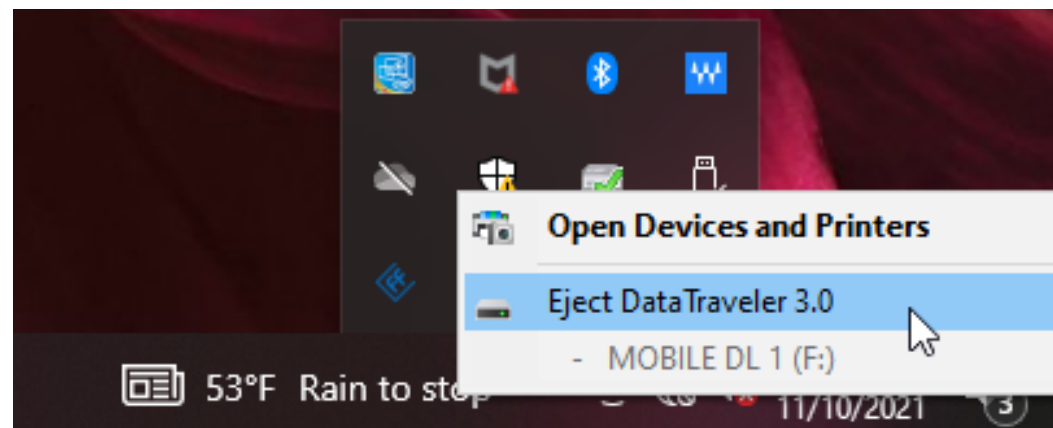
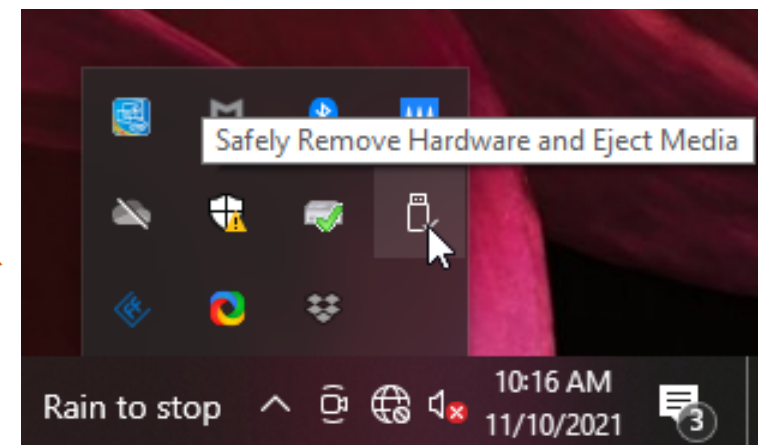
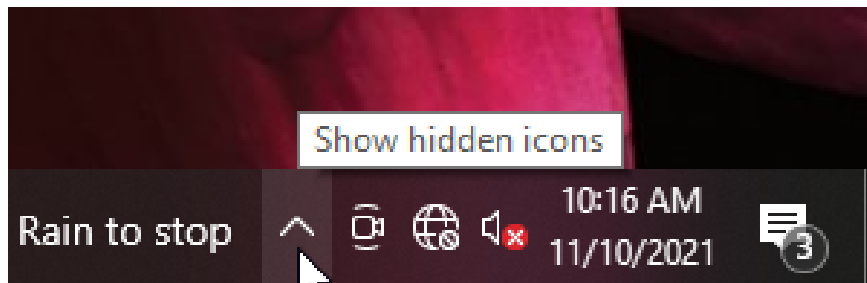


To access your storage device, click on the **Windows** icon at the bottom left corner of the screen, and then click on the **Documents** icon.

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!**