

Scanning objects on Epson scanners

Caution about choice of objects:

- all objects chosen for scanning should be soft with no sharp edges
- please do not use any objects which may scratch the glass on the scanner
 - scratches would effectively ruin the scanners for future use

Note: 2 scanners are not connected to a printer

- if you work on these, you will need to transfer your file on to a flash drive, or put it in netstorage, then print from another computer

Procedure:

- turn on scanner by pressing switch on side of scanner

- lift up lid of scanner and leave in upright position

- if glass is dusty, you can dust off the glass before placing your objects on the glass
 - use one of the negative brushes on the shelf above the table
- if glass has fingerprints, you can use chamois cloth on shelf next to negative brushes to clean glass

- put desired object(s) on scanner glass
 - upper right corner of the glass will be the upper right corner of your image area
 - please do not touch the glass with your fingers

- for a black background, turn the room lights off and leave the scanner lid up
- for a light grey background, gently close the lid as much as possible
 - do not press down on the scanner lid

to start scanning process: press far right button on front of scanner

- you will see one of two possible scan windows open: *Epson scan* or *Image Capture*

Option 1. Epson scan window:

- for Mode, choose Professional
- Document Type > Reflective
- Document Source > Document Table
- Auto Exposure Type > Photo
- Image Type > **8 bit grayscale** (if B&W) or 24 bit color (if color)
- Resolution - 200-250 PPI is sufficient

choose 'Preview'

- Preview window will appear to right of Scan window
- adjust floating border of preview scan as necessary

choose 'Scan'

- in File Save Settings window that opens:
 - Location > Other > Desktop
 - Image Format > JPEG
- click on Scan

- after image is scanned, **close scan window**, don't just minimize it
 - if you neglect to do this, you will not be able to work in Photoshop

Option 2. Image Capture window

- follow on screen instructions to do Preview scan
- click on Show Details
- in window that opens:
 - Kind > Color, Resolution > 300DPI
- Scan to > Desktop
- Format > JPEG
- click on Overview; adjust floating border as necessary
- click on Scan

open Photoshop and then open your scanned file in Photoshop

choose Image > Image Size to resize your image

- remember you must de select Resample Image in this window
- set your longer image dimension to about 10.2"

- save your image to your folder or flash drive