

How to Use an Epson Flatbed Scanner



Man I wish someone would show me how to scan on one of these flatbed scanners!



HOW TO SCAN A PHOTO OR DOCUMENT:

1. Place your document or photo on the scanner by opening the cover and place the document or photo face down on the glass. Make sure the upper left corner of the document or photo is against the rear right corner of the scanner, next to the arrow mark.
2. If you are scanning multiple photos at once, position each photo at least 0.8 inch (20 mm) apart from the others
3. Close the scanner cover gently so that your original does not move.
4. Open the *EPSON Scan Application* by double-clicking.
5. Select Professional Mode from the drop down menu in the upper right hand corner of *The Epson Scan* window.

6. Before scanning your document or photo, you need to select these basic settings.

7. **Original settings** - tells the Scanner the type of document or photo you are scanning. (Click the arrow to open the Document Type list and select **Reflective** (for scanning a photo or document). Then click the arrow in the Auto Exposure Type list and select **Document** or **Photo**.

8. **Destination settings** - choose a color depth from Image Type menu and choose a resolution setting (50 to 12800 dpi)

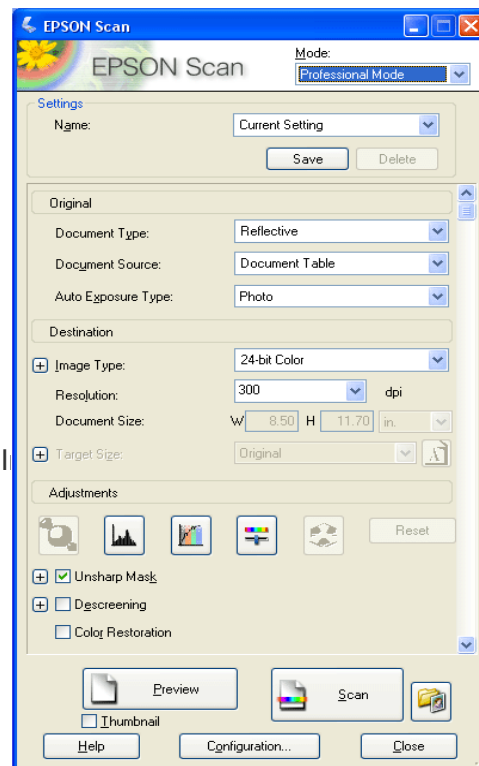


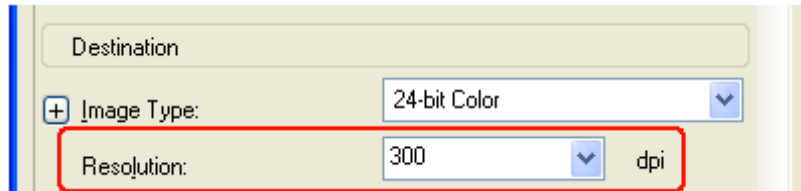
Image Type settings:

- 48-bit Color - Color photo that you may want to modify in a 48-bit image-editing program if you use this setting, your image file size will be significantly larger than if you use the 24-bit Color or Color Smoothing settings.
- 24-bit Color – Color Photo
- Color Smoothing – Color Graphics, such as a chart or graph
- 16-bit Grayscale - Black-and-white photo with many shades of gray
If you use this setting, your image file size will be larger than if you use the 8-bit Grayscale setting.
- 8-bit Grayscale – Black and White photo with just a few shades of gray.
- Black and White - Document with black text and/or line art.








Scanning resolution guidelines:

- 96 to 150 dpi - Send via e-mail, upload to web, viewing only on the screen.
- 200 dpi - Fax
- 300 dpi - Print, convert to editable text (OCR).
- Enlarge after scanning at 100% - Increase Resolution setting by same amount you will increase image size after scanning.

9. Select the resolution you want your final document or photo to be. Before you select the scan resolution, consider whether you will enlarge your images before or after you scan them, are you going to print it, email it, for the web, etc. For example - If you plan to enlarge your images later in an image-editing program, you need to increase the Resolution setting to retain a high image quality after enlargement. Increase the resolution by the same amount you will increase the image size. For example, if the resolution is 300 dpi (dots per inch), but you will increase the image size to 200% in an image-editing program, change the Resolution setting to 600 dpi in Epson Scan.



10. Click the **Preview** button toward the bottom of the Epson Scan window.
11. Select the area you want to scan using the marquee and mouse; you can move the marquee to change the scan area. You can also constrain the marquee to a defined size by choosing a document size in the Epson Scan window.
12. You can use Adjustment and Enhancement settings to modify your images. (You can click RESET to go back to the default settings for your image)

- Auto Exposure – adjust exposure automatically. 
- Histogram Adjustment – adjust highlights, shadows, and gamma levels. 
- Tone Correction – adjust tone levels. 
- Brightness -adjust lightness and darkness. 
- Contrast - adjusts the difference between the light and dark areas of an image. 
- Color Balance – adjust red, greens, and blues in your image. 
- Color Palette – adjust mid-tone levels without effecting highlights and shadows. 
- Unsharp Mask, to sharpen a fuzzy image
- Descreening - reduces the appearance of moiré pattern created when you scan printed materials like magazines, postcards, or newspapers.
- Backlight Correction – can remove shadows from an image that is too dark because of backlighting
- Dust Removal – digitally remove unwanted specks of dust from a photo.
- Grain Reduction – reduces the appearance of graininess in your film.

13. Now you are ready to scan your image(s). Click the **Scan** button.
14. A dialogue window will pop up, name your file, choose your file format, and tell it where you want the image to be saved.

HOW TO SCAN A FILM – NEGATIVE OR POSITIVE:

1. Open the scanner lid and remove the white reflective document mat.
2. Make sure the glass on the scanner's document table and TPU (glass in the lid) is completely clean and free of dust. Use a soft cloth to wipe clean, if necessary.
3. Use the film holder that came with the transparency unit you are scanning with (750V or 10000XL), 35mm slides and filmstrips, medium format (120, 220, and 6x12cm) and 4x5 film.
4. Loading the film in the holder – place the holder on a flat surface, open its cover (if it has one), load the film shiny side face-down and emulsion side face-up.
5. Place the film holder on the document glass, aligning the holder with the arrow marks on the 10000XL and align the film holder with the notches to the side of the document table on the 750V.
6. Open the *EPSON Scan Application* by double-clicking.
7. Select Professional Mode from the drop down menu in the upper right hand corner of *The Epson Scan* window.
8. **Original settings** – select FILM as your document type and select the type of film – Positive Film, Color Negative Film or B&W Negative Film.
9. **Destination settings** – choose a color depth from Image Type menu and choose a resolution setting (50 to 12800 dpi)

Image Type settings:

- 48-bit Color - Color photo that you may want to modify in a 48-bit image-editing program
If you use this setting, your image file size will be significantly larger than if you use the 24-bit Color or Color Smoothing settings.
- 24-bit Color – Color Photo
- Color Smoothing – Color Graphics, such as a chart or graph
- 16-bit Grayscale - Black-and-white photo with many shades of gray
if you use this setting, your image file size will be larger than if you use the 8-bit Grayscale setting.
- 8-bit Grayscale – Black and White photo with just a few shades of gray.
- Black and White - Document with black text and/or line art.

Scanning resolution guidelines:








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- 200 dpi - Fax
- 300 dpi - Print, convert to editable text (OCR).

- Enlarge after scanning at 100% - Increase Resolution setting by same amount you will increase image size after scanning.

10. Click Preview button.

11. Click and drag within each image to select just the area you want to scan.

12. You can use Adjustment and Enhancement settings to modify your images. (You can click RESET to go back to the default settings for your image)

- Auto Exposure – adjust exposure automatically. 
- Histogram Adjustment – adjust highlights, shadows, and gamma levels. 
- Tone Correction – adjust tone levels. 
- Brightness -adjust lightness and darkness. 
- Contrast - adjusts the difference between the light and dark areas of an image. 
- Color Balance – adjust red, greens, and blues in your image. 
- Color Palette – adjust mid-tone levels without effecting highlights and shadows. 
- Unsharp Mask, to sharpen a fuzzy image
- Descreening - reduces the appearance of moiré pattern created when you scan printed materials like magazines, postcards, or newspapers.
- Backlight Correction – can remove shadows from an image that is too dark because of backlighting
- Dust Removal – digitally remove unwanted specks of dust from a photo.
- Grain Reduction – reduces the appearance of graininess in your film.

13. Now you are ready to scan your film. Click the **Scan** button.

14. A dialogue window will pop up, name your file, choose you file format, and tell it where you want the image to be saved.