Scanning Photographs

Step 1: Prepare scanner
- Put on gloves. This will help keep the scanner and material clean
- Lift the scanner's lid
- Using an anti-static cloth gently wipe the scanner's glass

Step 2: Prepare photographs
- Handle your photographs with care, pick up your photographs by the edges.
- Place photographs face-down on the scanning bed. You can scan multiple photographs at once.
- Close scanning bed lid

Step 3: Open Epson Scan
- Make sure the scanner is powered on.
- Connect your external hard drive or USB to the computer

Epson Scan

Scanning Photographs

Step 4: Settings

- Set Mode to **Home Mode**
- Document Type**:** Select **Photograph**
- Image Type: **Grayscale** for B&W photographs, **Color** for a color photographs
- Click **Other** for Destination
- Resolution: Set to **600** dpi
- Target Size: **Original**
- You can set the settings differently if you are comfortable with the equipment
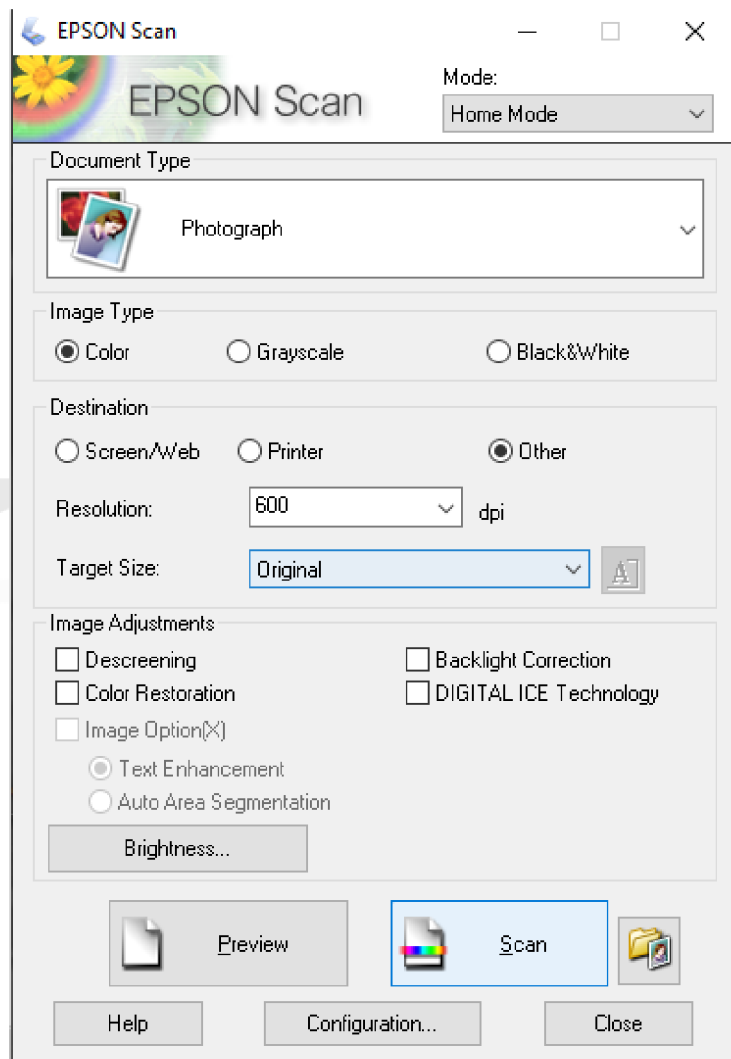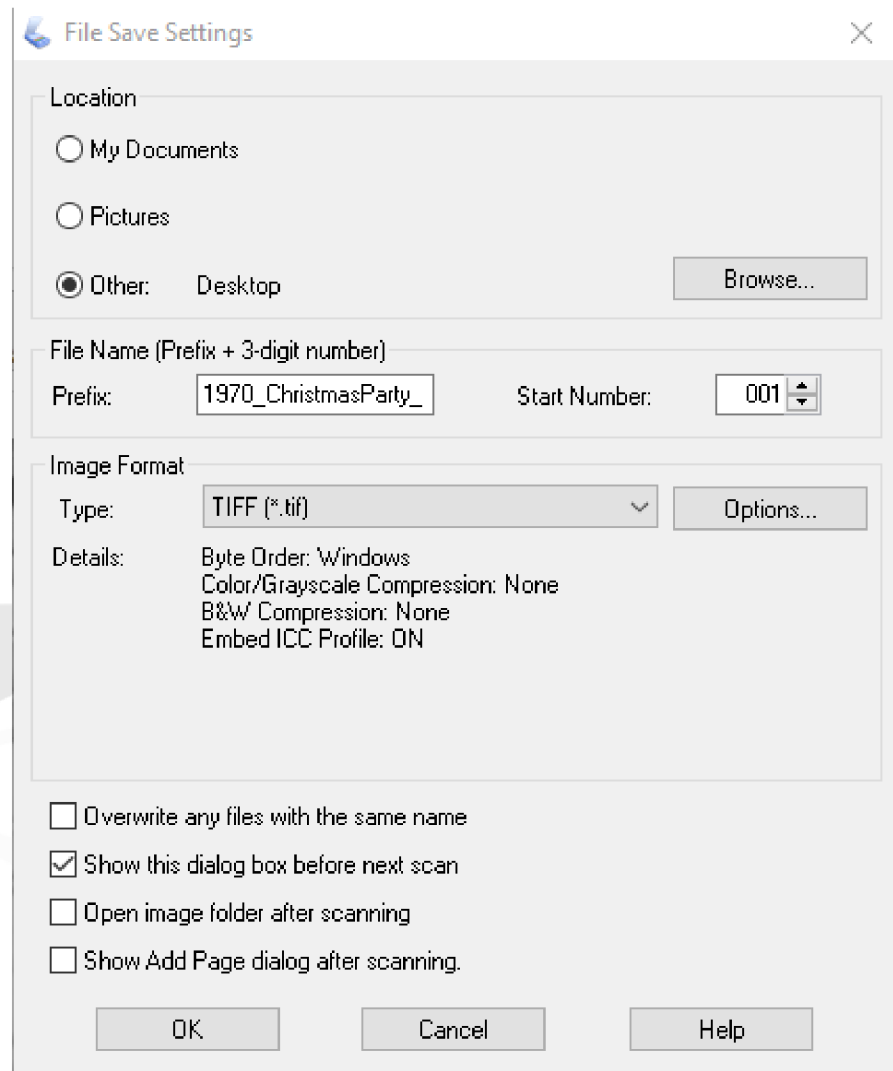
Step 5: Preview and scan

- Click **Preview**
- The scanner should automatically recognize your photographs as separate files. If it does not, make sure that the Thumbnail setting at the top is selected and click Preview again.
- Click **Scan**
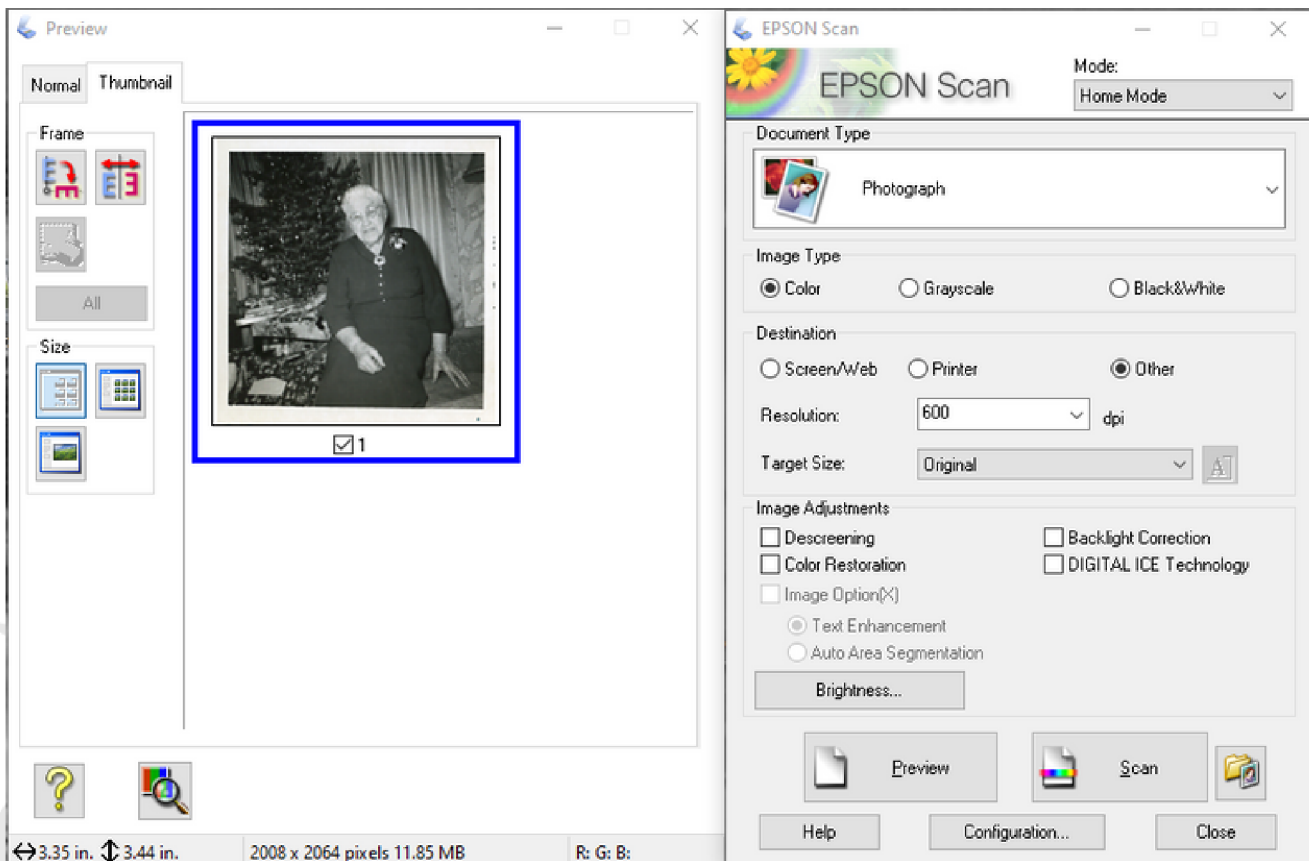
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Step 6: File settings

- Location: Click **Other** and set the destination to USB or hard drive
- File Name: Date_Event_Start Number
- Image Format: Set to **TIFF** for best quality **or JPEG** for online sharing
- Click **OK**

File Save Settings

Location
- ○ My Documents
- ○ Pictures
- ● Other: Desktop   Browse...

File Name (Prefix + 3-digit number)
Prefix: 1970_ChristmasParty_   Start Number: 001

Image Format
Type: TIFF (*.tif)   Options...
Details: Byte Order: Windows
     Color/Grayscale Compression: None
     B&W Compression: None
     Embed ICC Profile: ON

- ☐ Overwrite any files with the same name
- ☑ Show this dialog box before next scan
- ☐ Open image folder after scanning
- ☐ Show Add Page dialog after scanning.

OK   Cancel   Help

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Step 7: Add metadata
- Right-click on one of your finished files and select **properties**
- In the Comments section, add your file's Who, What, Where, and When.
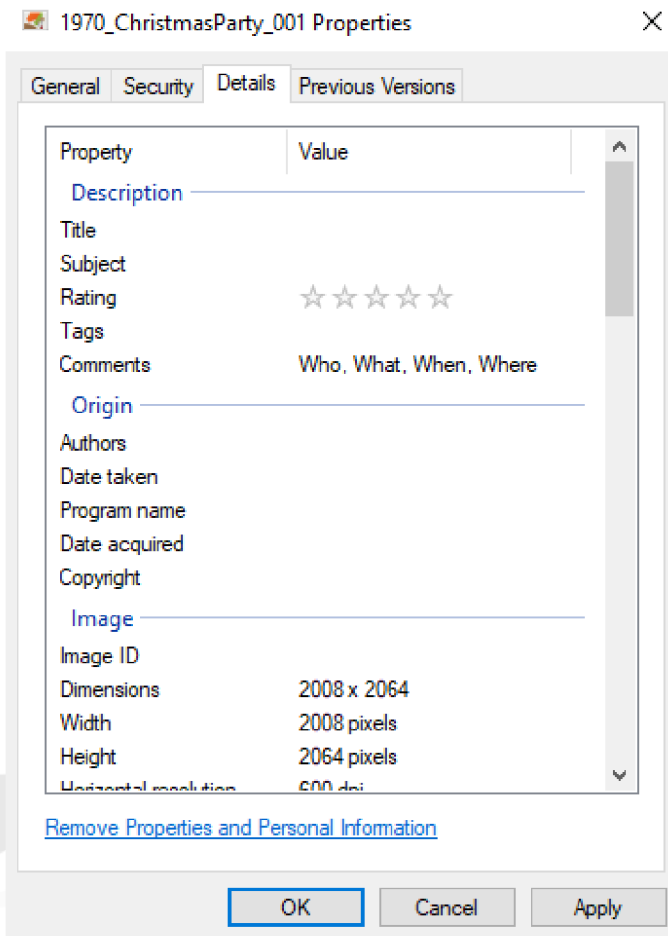
Step 8: You are done!
- Clean the scanning bed with an anti-static cloth.
- Make sure the scanner is powered off and closed
- Don not forget to eject your USB or hard drive and your materials