

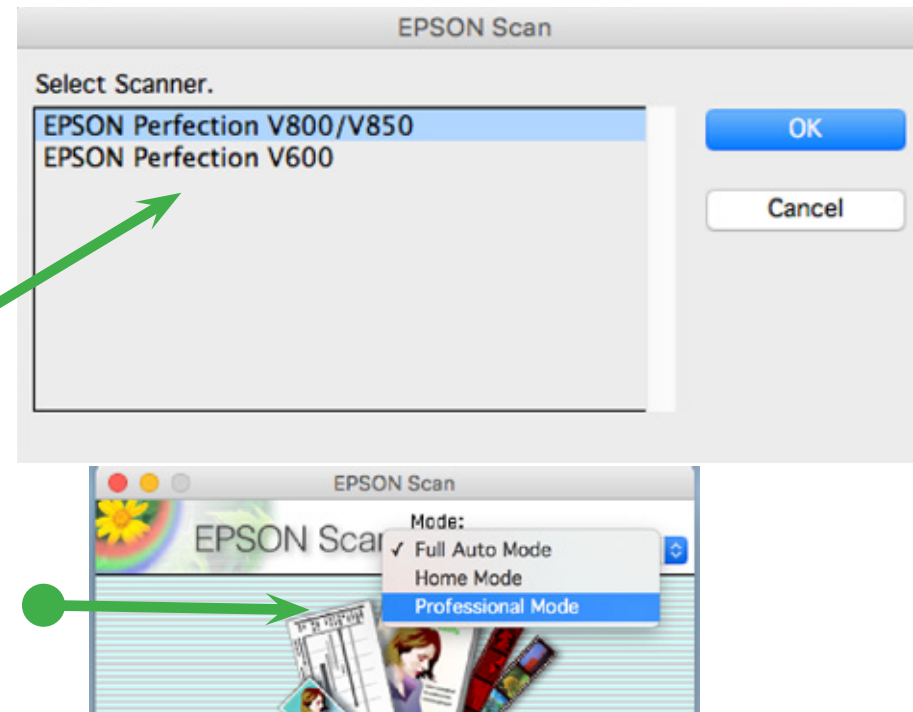
SCANNING GUIDELINES

POWER UP & CONNECT



- 1) Log into laptop. Allow it to fully start up.
- 2) Turn scanner on. Allow to fully start up.
- 3) Connect the scanner USB cable to laptop.
- 4) Use Spotlight or Launchpad to locate and open the Epson Scan software.
- 5) If you see a message about connecting via TWAIN, agree.

CONFIRM THE SCANNER & MODE



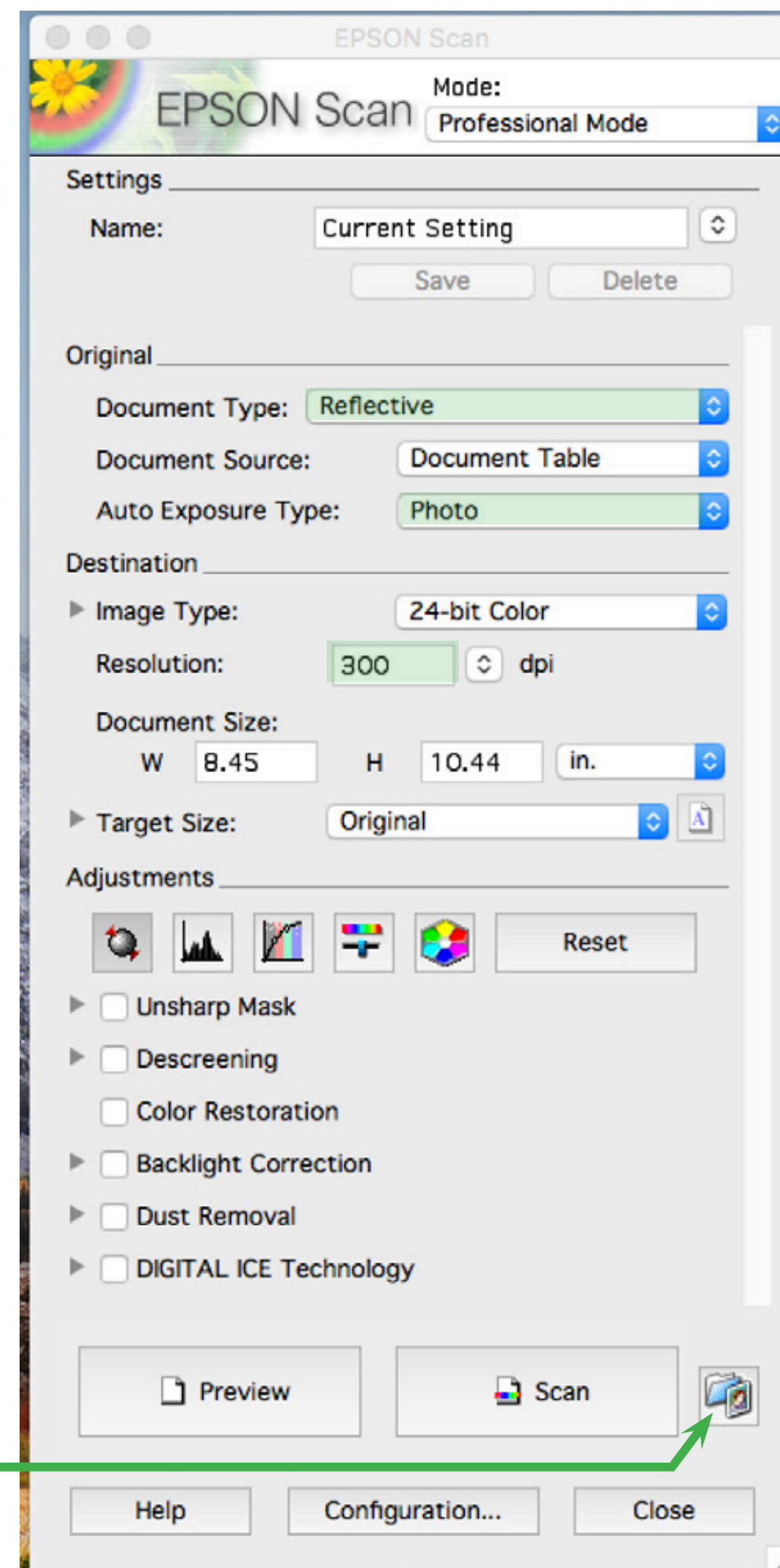
- 6) First, identify which scanner you are using. Select it from the list and click OK
- 7) Select **Professional Mode** from drop down

CHECK ALL DETAILS IN SCAN DIALOG BOX

- 8) Original
 - Reflective = an image on paper, or reflective natural or fabricated object
 - Film = positive film/35mm slides, Color Negative, B&W Negative
- 9) Choose Resolution general guidelines here
 - 300 for same size photos
 - 600 for photos you intend to enlarge 200%
 - 600 for same size line drawings
 - 1200 for line work you intend to enlarge 200%
 - 2400 for 35mm slides you intend to enlarge 800%

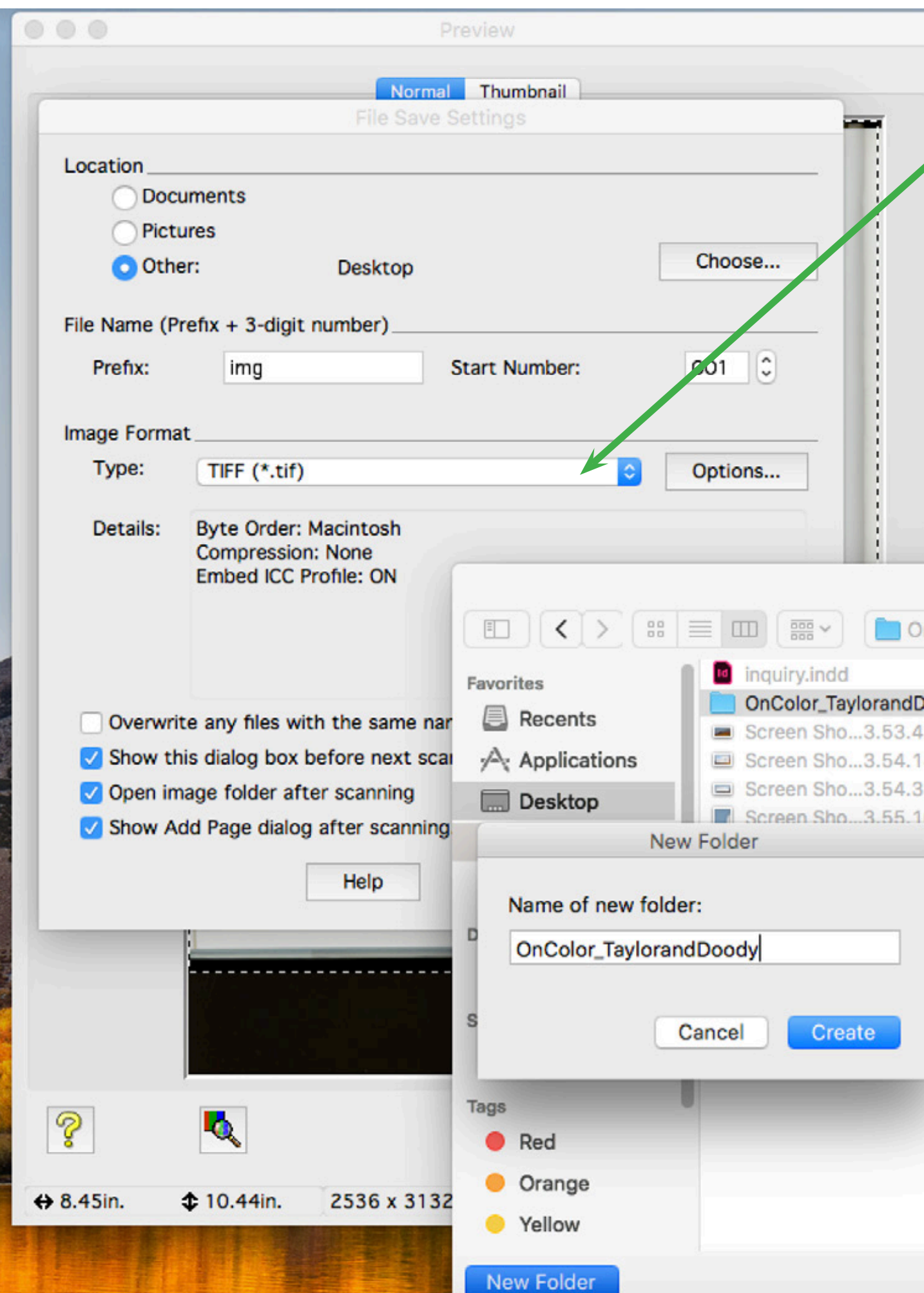
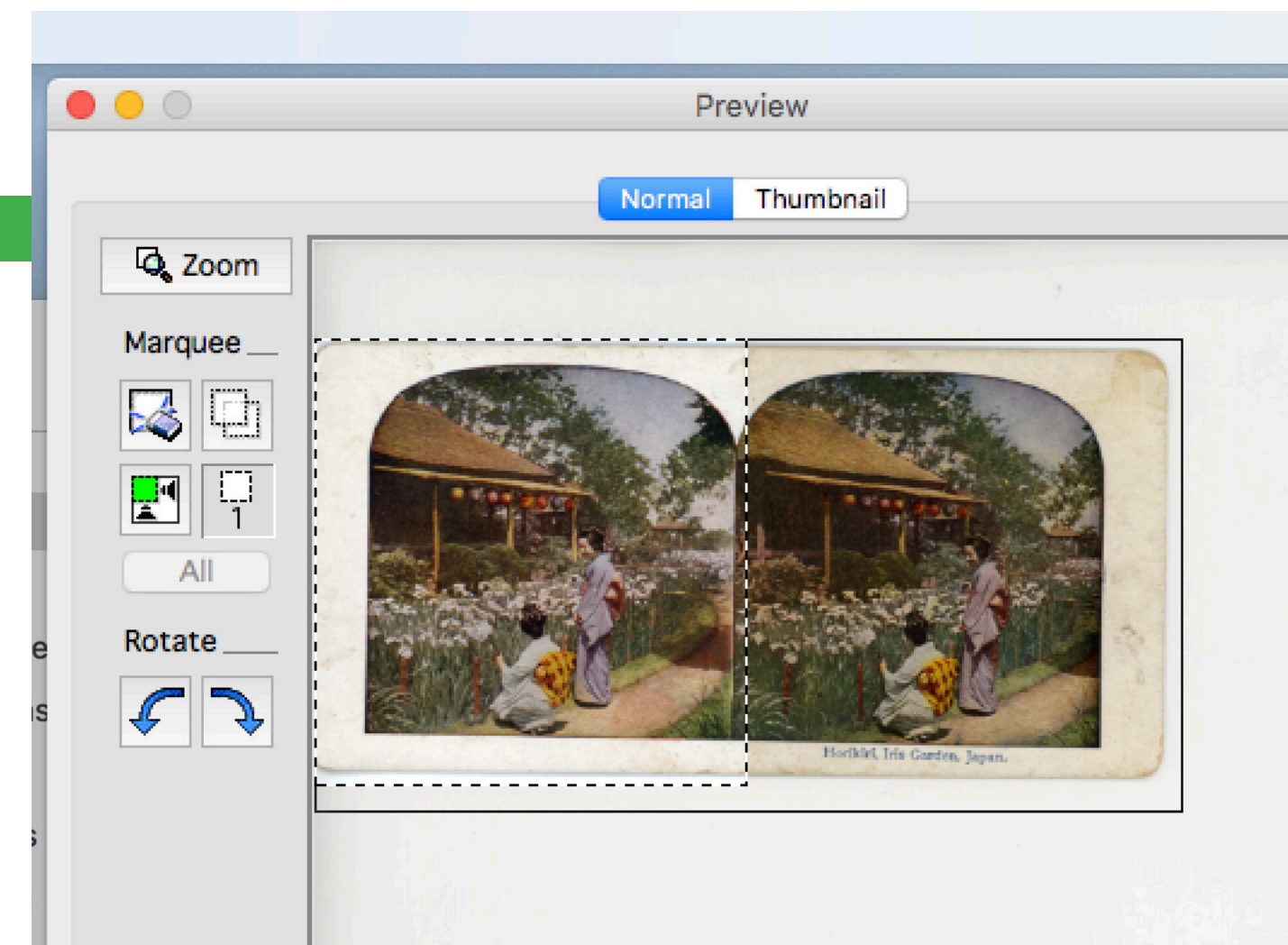
- 10) Image Type
 - 24-bit color is ideal for most purposes - that is 8 bits per RGB channel
- 11) Document Size will be determined by your marquee selection. Values change as your selection changes.
- 12) Target Size - Original, Size adjustments will be made in Photoshop.
- 13) Adjustments - Leave all unchecked as these will also be made in Photoshop. Adjustments made at the scanning level are typically for batch scanning and negative scanning, where minimal editing is planned.

- 14) Click the folder icon to choose location and naming options. Give it a meaningful prefix, numbering sequence (if needed) and easy to locate folder or place on desktop.



READY TO PREVIEW & SCAN

- 15) Carefully place original face-down on the scanner bed. Align squarely to upper right corner (if applicable).
- 16) Click Preview, then use your mouse/touchpad to marquee your selection.
- 17) Click Scan, then open your scan in Adobe Photoshop for review.



FILE FORMATS

TIFF (.tif)
A file format created for exchanging data between many programs, The Tiff format is recommended when you need to modify or retouch your scanned image and save it in high resolution.

JPEG (.jpg)
An image format that lets you highly compress image data. However, the higher the compression, the lower the image quality.

PDF (.pdf)
A document format that is readable by Windows and Mac OS X systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file.