

SCANNING PHOTOS AND DOCUMENTS

RESOLUTION

DPI – Dots per inch is the measurement of the scan quality. The higher the DPI, the larger the physical size of the scan and the size of the resulting file. A higher DPI will also take longer to complete the scan.

300 DPI - For scanning at original size. Smaller file size but will not enlarge well. Recommended for photos & documents.

600 DPI - Will allow for 2x enlargement. Larger file size. Recommended for photos & documents.

1200/2400 DPI - Recommended for film and slides.

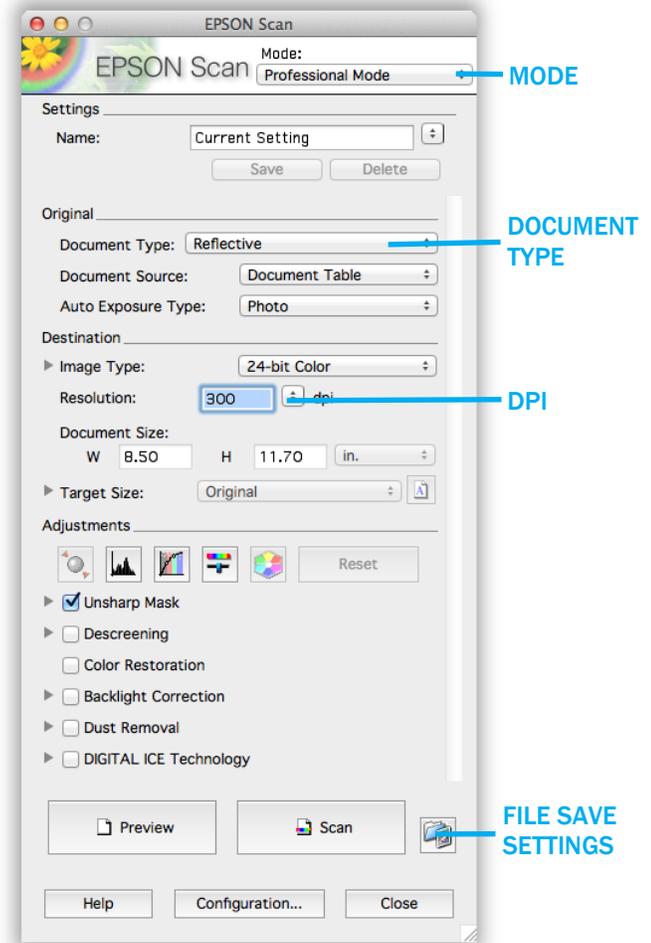
6400 DPI – The highest the scanner goes. There are options to go higher, but it results only in a larger file size with no added benefit.

FILE TYPES

JPEG - Compressed, lossy format, but smaller file size. Good for posting online and emailing.

TIFF - Uncompressed, lossless format. Large file size but good for archiving.

PDF - Good for scanned documents like forms, papers, etc.



SCANNING PHOTOS AND DOCUMENTS

1. Make sure the scanner is powered on.
2. Place your photos/documents on the scanner. If you'd like to scan more than one image, make sure they are separated by at least half an inch of space.
3. Open up Epson Scan. 
4. For Document Type, choose *reflective*.

5. Choose the desired **resolution/DPI**.
6. Click File Save Settings. 
7. A box will prompt you to choose where to save your scanned file. Click **Choose** and pick the appropriate drive you want to store your files on.
8. You can also choose a prefix for the file names here.
9. Choose the appropriate file format as well.
10. Click OK.
11. Click **Preview** towards the bottom. You should hear the scanner running.
12. Once the preview is done, you may proceed using either of these two views by clicking the corresponding buttons towards the top.

Normal View: Here, you can select the exact area of the image you'd like to scan. On the left hand side, you can rotate your image.

Thumbnail View: Here, the scanner automatically separates individual images, whether it's photos, documents, film or slides. For photos and documents, there should be at least a half inch of space between each for it to properly detect separate images. On the left hand side, you can rotate or flip your images.

13. Once you've made a selection on the preview or have selected a thumbnail, you can make adjustments to the image. You can make adjustments now before you scan, or you can make them later in a program like iPhoto or Photoshop, both of which are on this computer.

Coloring: Adjust things like the color, contrast, brightness, etc.

Digital ICE: This attempts to clean up scratches and other imperfections. Requires a longer scan, doesn't always work well.

Dust Removal: This attempts to clean dust. Requires a longer scan, doesn't always work well.

14. You can rotate or flip the image in the **thumbnails** tab with the tools to the left.
15. Once you've chosen your settings, click **Scan** towards the bottom.