

# Maker's Lab | Instructions

## Epson Scanner

### Overview

#### What's Covered Here

- Before You Start
- Preparing Photographs
- Configuring the Software
- Scanning Photographs
- Preparing 35mm Negatives
- Scanning Color Negatives
- Scanning Black & White Negatives
- Preparing Slides
- Scanning Color Slides
- Scanning Black & White Slides
- Advanced Options
- Finishing Up

#### Additional Resources

Manufacturer instructions can be downloaded at <https://bit.ly/IPLScannerManual>

A video tutorial can be viewed at <https://bit.ly/IPLScannerTutorial>

Schedule a training session at <https://bit.ly/IPLMLContact>

### Before You Start

The Epson scanner is a professional quality scanner capable of producing high quality digital copies of photographs, 35mm negatives, and slides.

Regardless of what kind of image you will be scanning, you must press the power buttons on the computer and the scanner. When the computer starts up, double-click on the EPSON Scan icon on the screen.

Be sure to reference only the portions of these instructions that relate to the format (photograph, negative, or slide) you will be scanning. Each format has slightly different instructions.

### Preparing Photographs

Lay out as many photos as will fit on the glass tray, face down. Line them up straight and leave a small gap between them. Each photo will scan as an individual file.

Close the top cover.

If you will be saving your images to a flash drive, insert it into the front of the computer now.



### Configuring the Software

In the upper right corner of the EPSON Scan screen, select "Full Auto Mode" from the drop-down menu.

Then click "Customize" in the lower left corner and select "Photograph/Document."

Click "File Save Settings," which will allow you to choose where to save your images. To save to your flash drive, click "Other," then "Browse," then click on your flash drive and hit "OK."

Click "OK" on the "File Save Settings" screen and on the "Customize" screen.

## Scanning Photographs

Now click "Scan."

Each individual image will automatically be saved to your flash drive (or whatever folder you've chosen).

You can click on them to view them and change the orientation, if necessary, using the circular arrows on the bottom of the screen.

## Preparing Negatives

Choose the tray from the holder to the right of the computer labelled "35mm film," "medium format," "4x5."

To put the film in the tray, flip the tray to the back side where you can see the image of the film with the numbers 1-6. From the bottom, gently lift the flap that covers the see-through strip of plastic so that it hinges up on the top of the tray.

Using the numbers as a guide, place your film strip along the plastic viewer right-side up with the first image in the series closest to the top.

Then close the cover back into place, being sure it snaps in to hold the film in place.



Lift the top cover of the scanner. Remove the white tray on the top by sliding it up and out. Put the tray of negatives on the platen with the white arrows face up on the right.

Set the tray down in the holes on the right side of the platen so the white arrows on the tray face the ones on the scanner.

## Scanning Color Negatives

If you are scanning color negatives, select "Full Auto Mode" from the drop-down menu, click "Customize," then select "Film."

Click "File Save Settings," which will allow you to choose where to save your images. To save to your flash drive, click "Other," then "Browse," then click on your flash drive and hit "OK."

Click "OK" on the "File Save Settings" screen and on the "Customize" screen, then "Scan."

Your images will save as individual files on your flash drive.

## Scanning Black & White Negatives

To scan black & white negatives, choose "Home Mode" from the drop-down menu and select your Document Type, Image Type, and Destination.

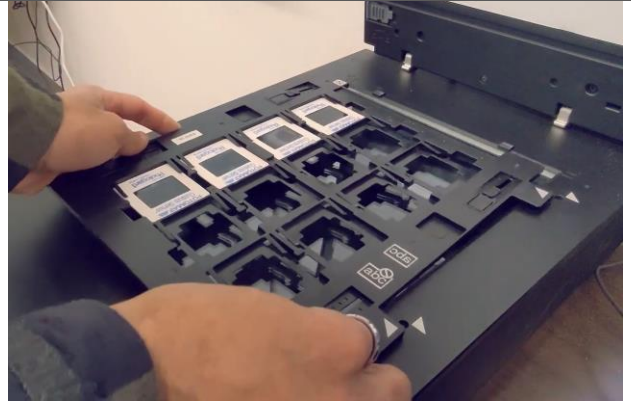
The Destination – Screen, Printer, or Other – will determine the resolution. Choose "Other" to select a custom resolution. Once you have chosen your settings, click "Scan."

Your images will save as individual files on your flash drive.

## Preparing Slides

Put your slides in the tray labelled "slides."

Clip each one in with the shiny side facing down, then set the tray down with the white arrows face up on the right and remove the white tray on the top of the scanner.



## Scanning Color Slides

If you are scanning color slides, select "Full Auto Mode" from the drop-down menu, click "Customize," then select "Film."

Click "File Save Settings," which will allow you to choose where to save your images. To save to your flash drive, click "Other," then "Browse," then click on your flash drive and hit "OK."

Click "OK" on the "File Save Settings" screen and on the "Customize" screen, then "Scan."

Your images will save as individual files on your flash drive.

## Scanning Black & White Slides

To scan black & white slides, choose "Home Mode" from the drop-down menu and select your Document Type, Image Type, and Destination.

The Destination – Screen, Printer, or Other – will determine the resolution. Choose "Other" to select a custom resolution. Once you have chosen your settings, click "Scan."

Your images will save as individual files on your flash drive.

## Advanced Options

For more advanced options and greater customization, "Home Mode" and "Professional Mode" for the EPSON Scanner offer features like color restoration, adjusting tone, or removing dust and scratch marks with Digital ICE Technology.

You can also experiment with the professional-grade SilverFast software available on the computer desktop. Complete manuals for the EPSON Scanner software and SilverFast can be found on the computer desktop.

## **Finishing Up**

When you are finished using the scanner and photo software, please shut down the computer, replace the white tray in the top cover of the scanner if it was removed, turn off the scanner, and return the trays for scanning negatives and slides to their appropriate slots.

Make sure that you are taking all your originals with you.