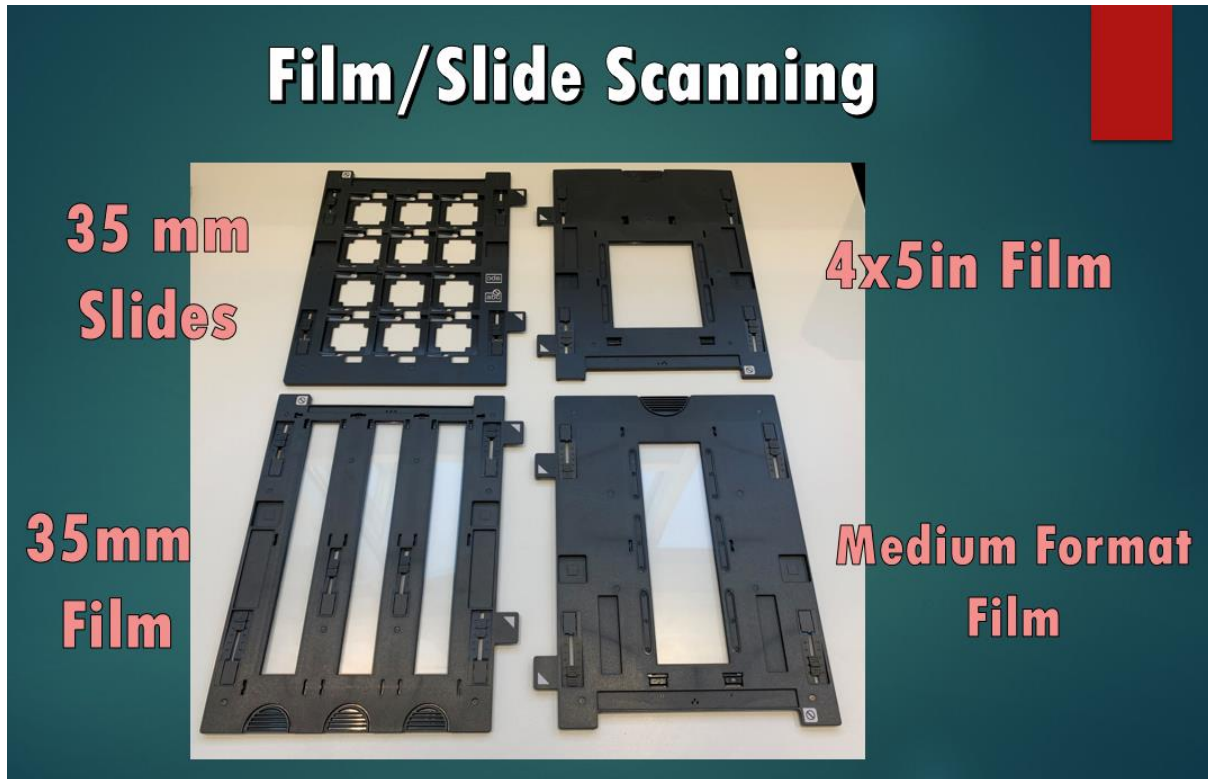# Quick Start Scanning
## Section 1- Film/Slide Scanning
## Section 2- Photograph Scanning

**MakerSpace** Library



**Film/Slide Scanning**

35 mm Slides
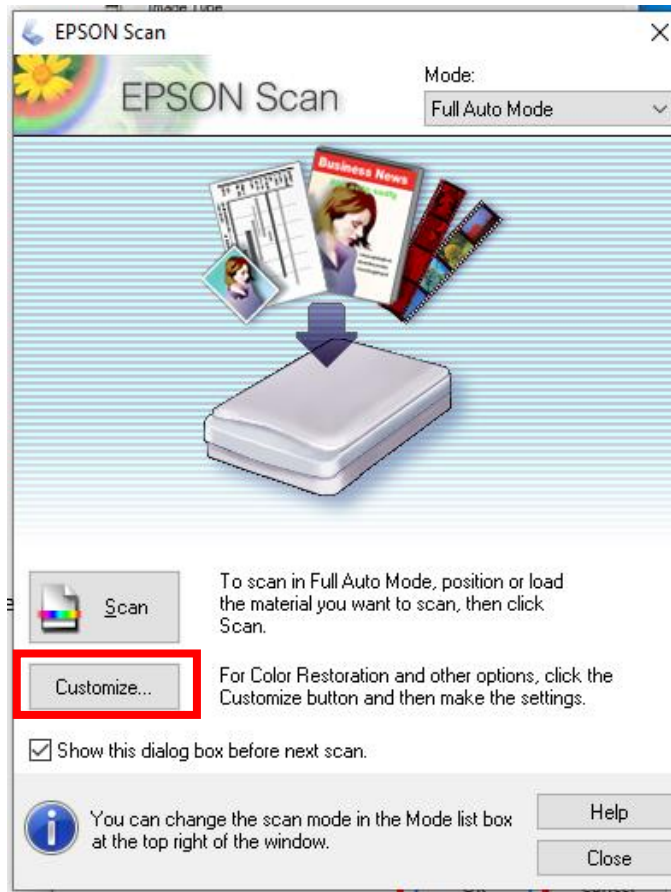
4x5in Film

35mm Film

Medium Format Film

1. Check to make sure the scanner is turned on so that the computer can connect. If it does not connect, this may mean that the scanner needs to be turned on.
2. Click the EPSON Scan icon on the desktop.
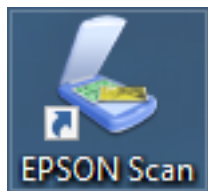


EPSON Scan

3. In the EPSON Scan window, make sure the 'Mode' is set to 'Full Auto Mode' in the drop down menu. This mode automatically figures out what is on the scanning bed and how best to scan it.



If this message appears, click 'OK.' The program automatically starts with a test job that can be erased.

EPSON Scan ×

⚠ The current preview image will be erased if you change the Mode setting.
OK to continue?

OK    Cancel
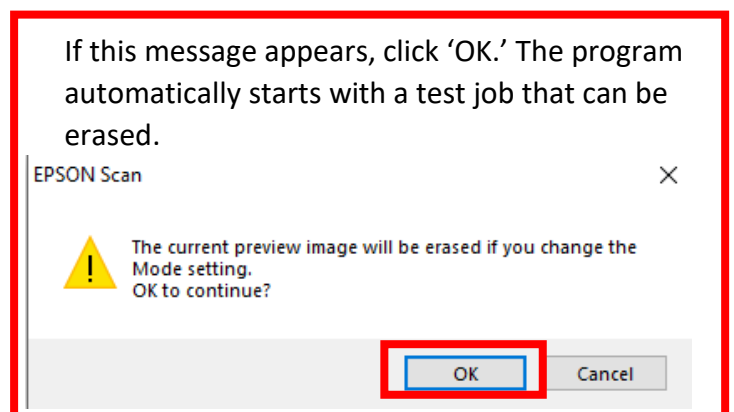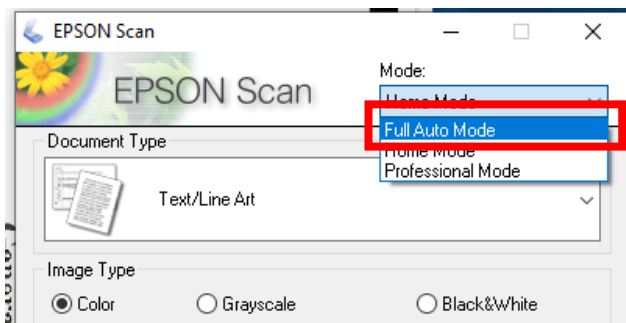
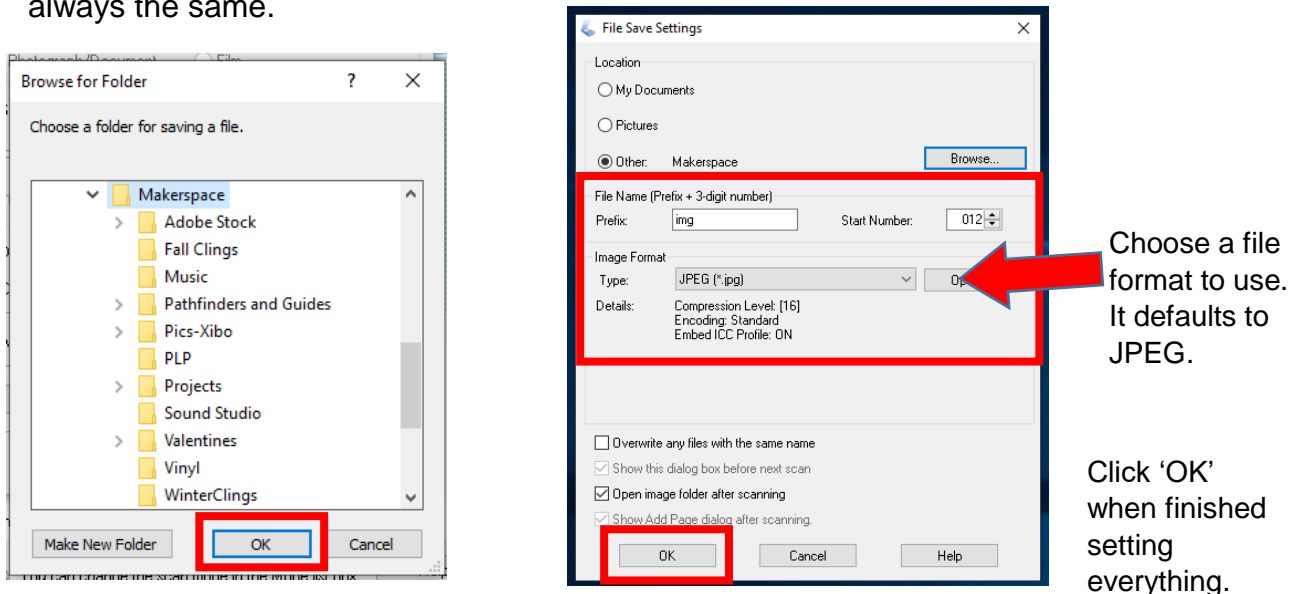4.  Click 'Customize' in the Auto Mode window.



5.  In the 'Customize' window, you may select different options, such as whether the material is a photograph/document or film, or designate the resolution.  Unless your scans are coming out poorly, these typically do not need to be checked.

    •   Dust removal and color restoration can also be selected. Keep in mind that the scan time will increase when more options are selected.

- Click 'File Save Settings' to save to a flash drive.
  - *In the 'File Save Settings, select 'Other' and click 'Browse'
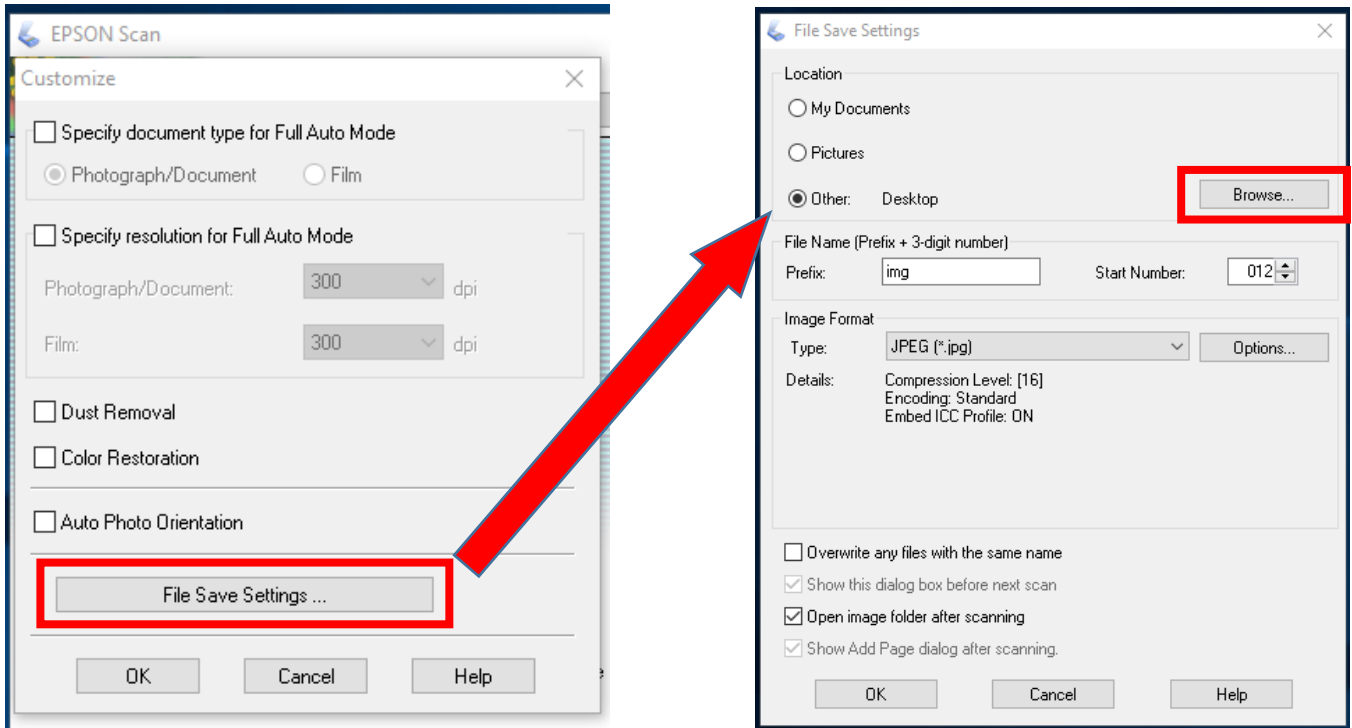


- Find the folder where you want it stored, select it and click 'OK'

- In the 'File Save Settings' folder, you can change the file name and enter a start number. The start number is important to keep track of what you scanned if the prefix is always the same.



Choose a file format to use. It defaults to JPEG.

Click 'OK' when finished setting everything.

6. When your item is set on the scanning bed and the lid is closed, click 'Scan'
   - The program will run a scan to recognize what is on the scanning bed.
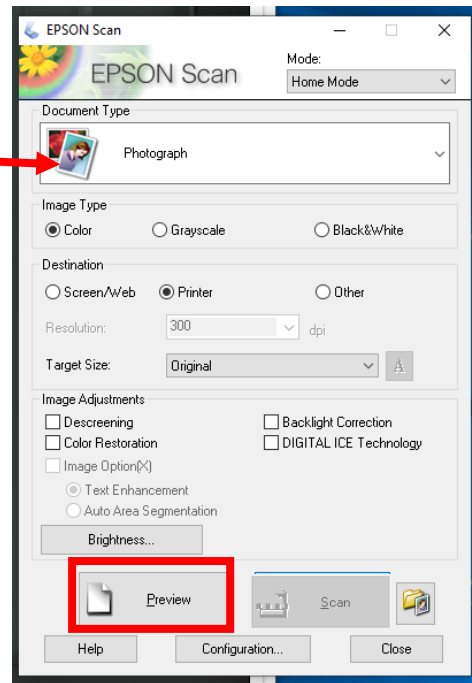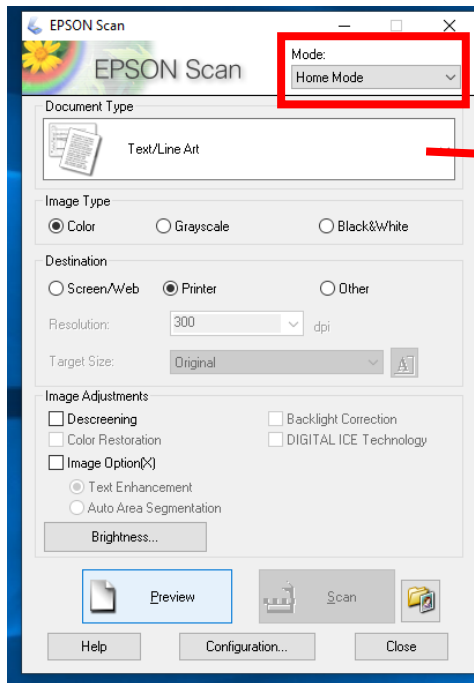   - A small preview of the document will appear once it has recognized the document type.
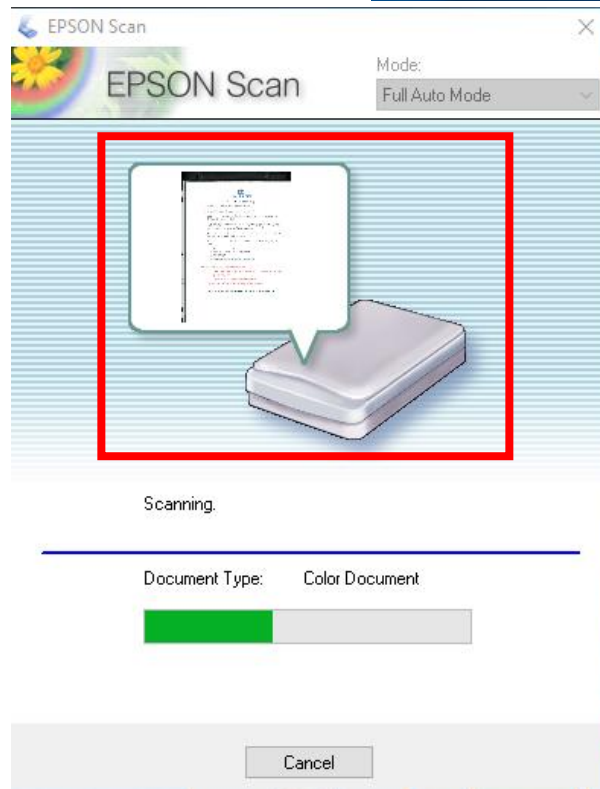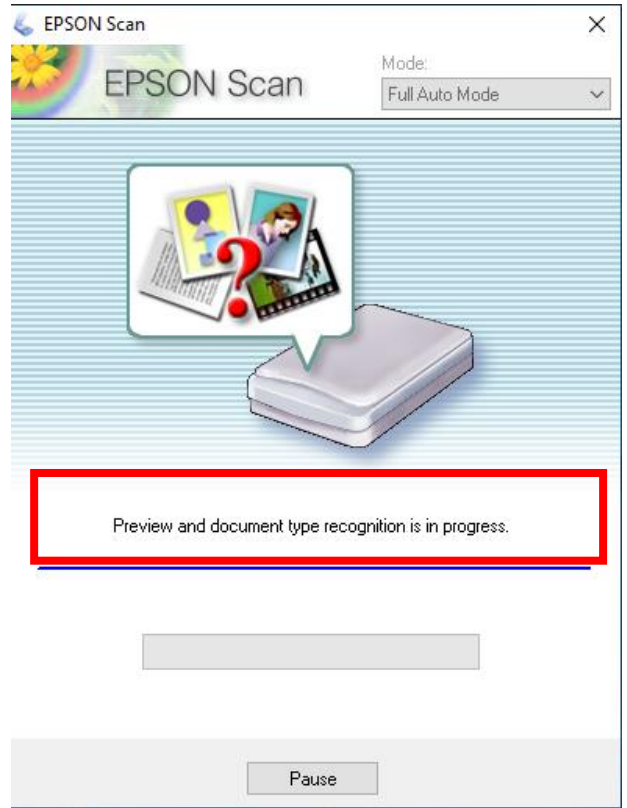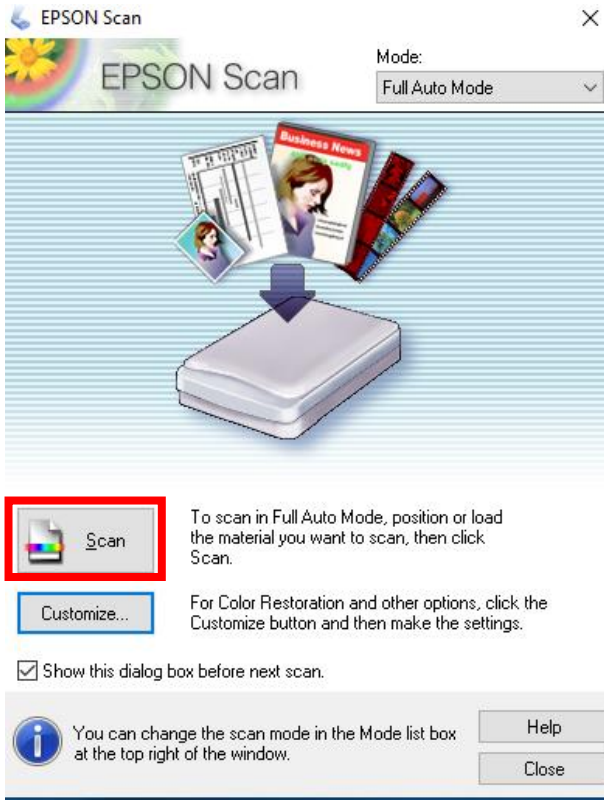






7. Open the file from the location where it was saved to check it.

# Photograph Scanning

1. Open EPSON Scan by double-clicking the icon on the desktop.
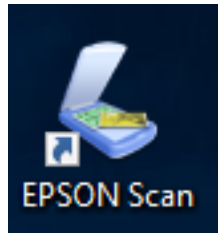


2. Change to 'Home Mode.' In the drop-down menu for Document Type, choose Photograph. Once Photograph is selected, click 'Preview.'

3. The preview will appear in the 'Thumbnail' view. Click the 'Normal' tab to switch the view.  The entire scanning bed will be scanned if you do not select a specific area.  To select the area on the screen to scan:
   - Left-click, hold down, and drag the cursor over the picture.
     - To de-select the image if not selected correctly, click the top left image under the 'Marquee' section to delete the selection box.
   - Click 'Scan.'
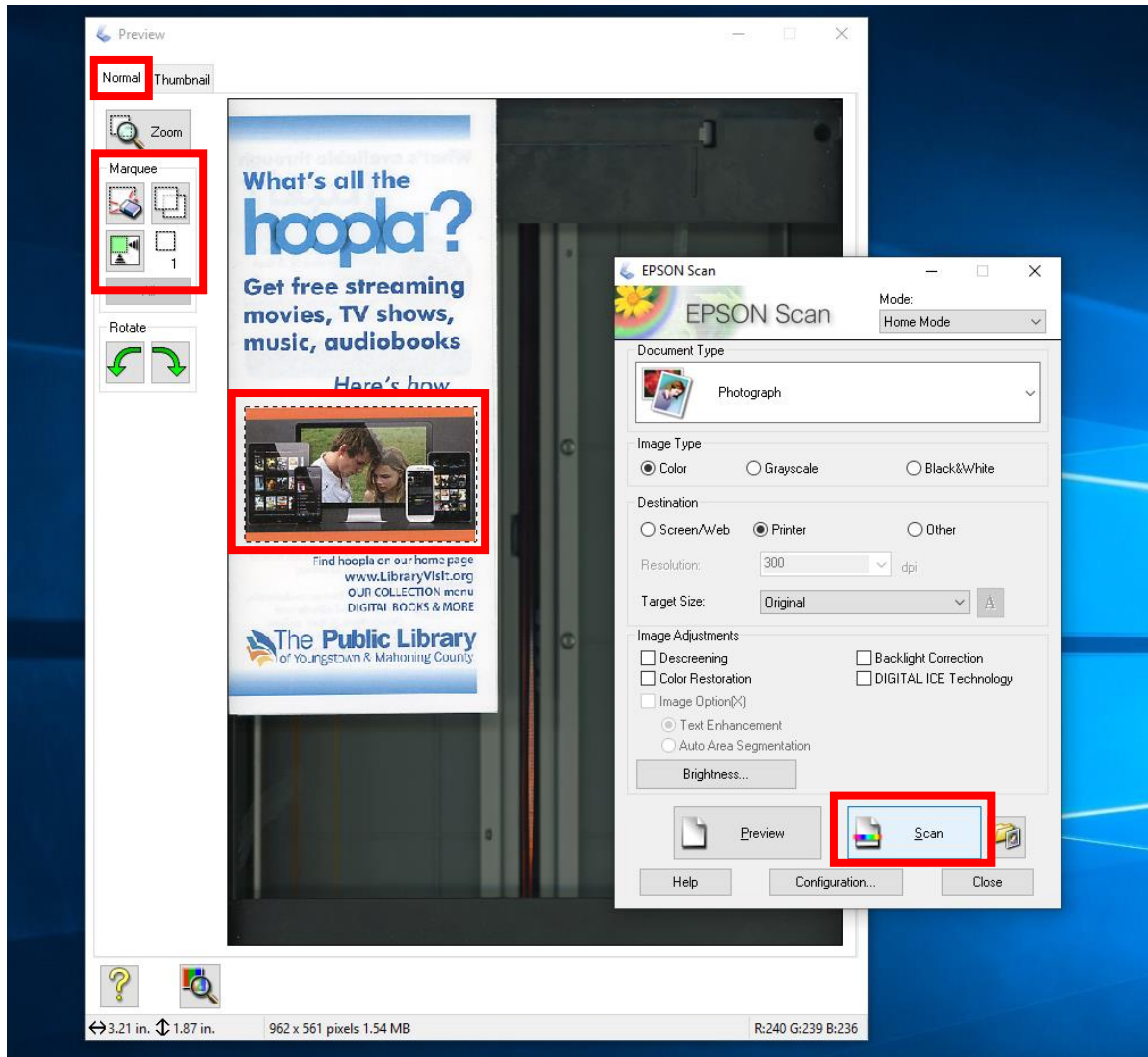
4. Scan options will appear. You can leave these on the default settings or make changes to where the file is saved, the file name prefix and start number, image format, or decisions on what to do after the image is scanned.
   - Click 'OK' to finalize these changes.
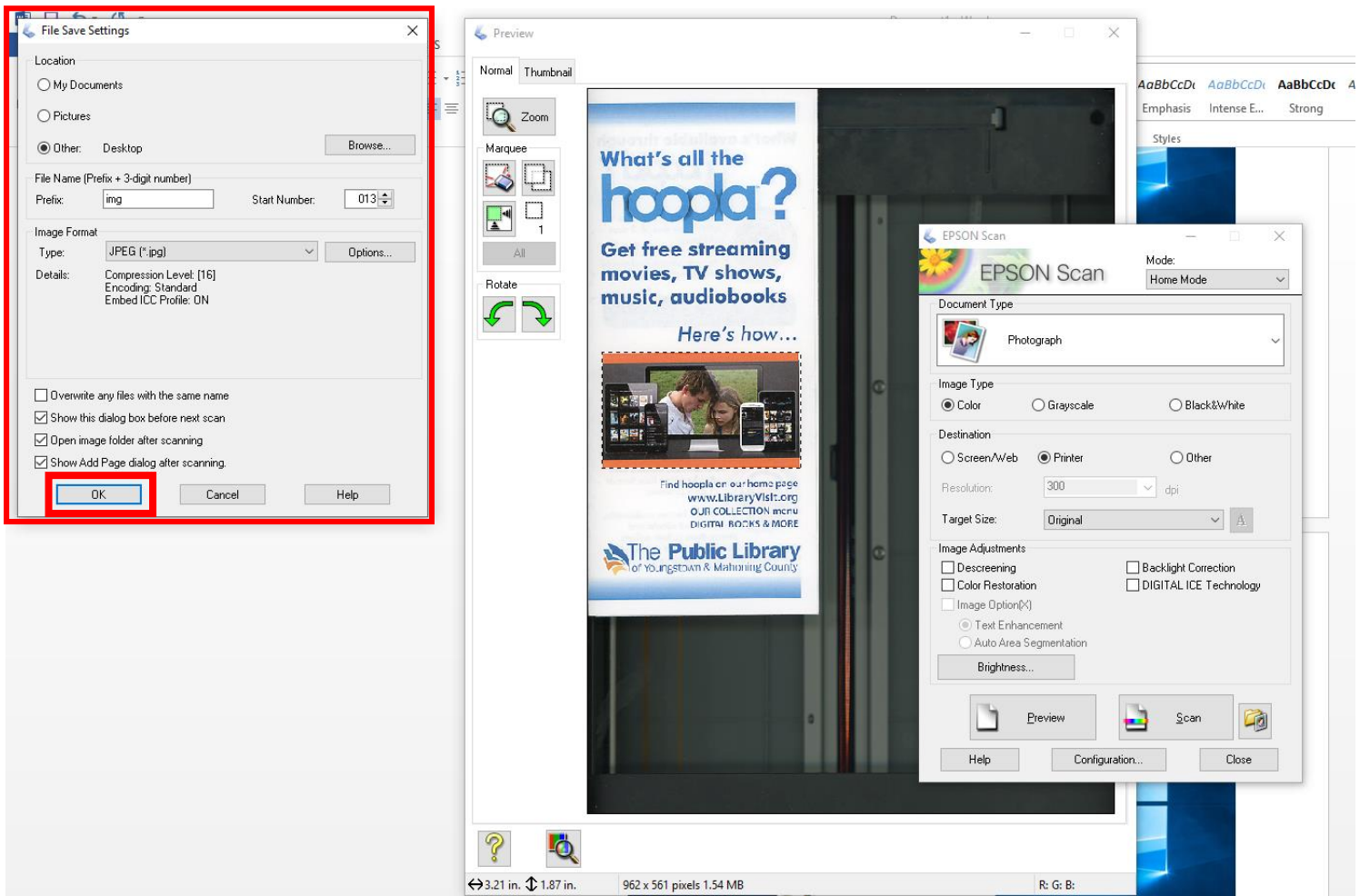


5. Check the file in the document folder where it was saved, either on the desktop or if saved to a USB.