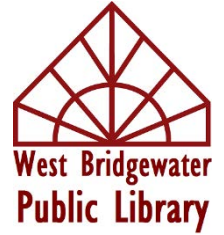


WBPL Scanner Directions:

(updated 2018-2-27)

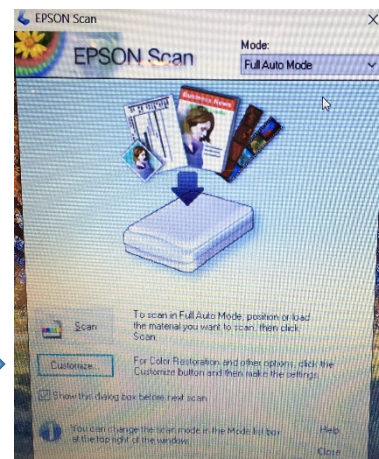


1. Decide where you want to store your digitized photo - on the laptop?
On a thumb drive? On an external hard drive?
2. Turn on the scanner.
3. If scanning photos, leave white slider in top of scanner. If scanning slides, film or negatives, take out the white slider from the top of the scanner and set aside.
4. Turn on laptop PWD: sails (all lower case)
5. Plug storage device into a USB port if you are saving to one.
6. If patron has brought in their own laptop, you can upload the scanning software to their machine from the "Bibliotheca" thumb drive found on the table)
7. On the desktop of the laptop, double-click on Epson Scanner icon.



*** BE SURE the scanner is in FULL AUTO MODE before proceeding. (Mode is a drop-down menu in upper right corner)

8. Click "Customize." Here is where you establish the File Save Settings.



9. Check BOTH check boxes: “specify document type” AND “specify resolution.”

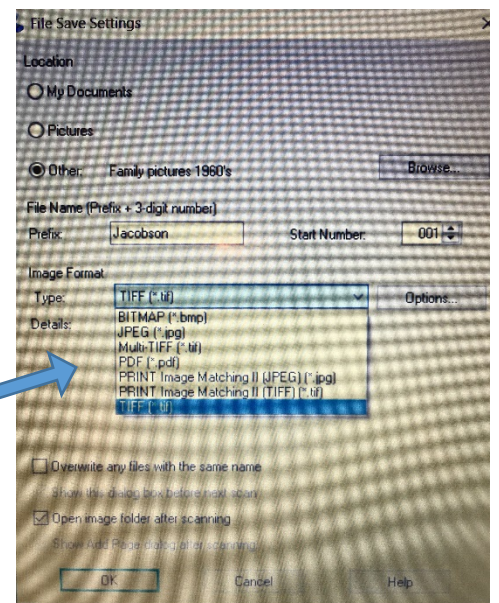
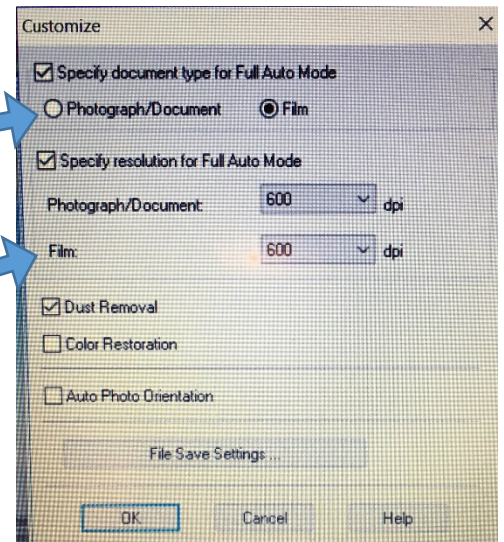
10. Document Type: If scanning photographs, be sure “Photograph/document” radio button is chosen. If scanning slides, choose “Film”

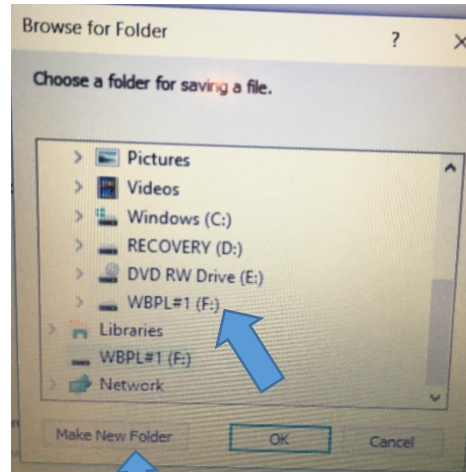
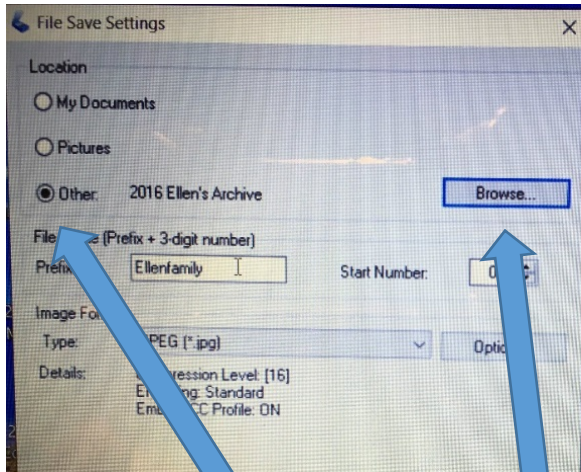
11. Resolutions: We recommend 600 dpi for both, but, if you have the time and the storage space, you might consider saving slides at a higher resolution. The higher the resolution the more space it takes up and the longer each scan will take.

12. Check dust removal if you think your slides are dirty.

13. Now click on “File Save Settings.”

14. Under Image Format, alert the patron that there is a big difference between TIFF and JPG. Saving photos as TIFF files makes them very large, but it does not compress them. Any time you open it, it will always be at the same quality level. Saving photos as JPGs used compression. They don't take up as such space, but they deteriorate in quality every time they are opened, edited and saved.





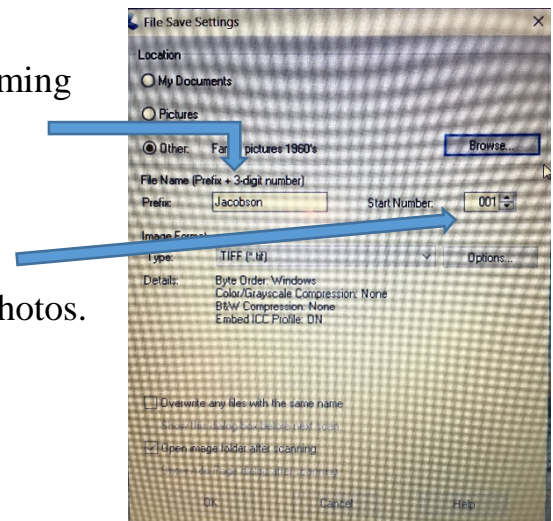
15. Location – Choose “Other” and “Browse” to find the location of the device you want to save. Highlight it. Most likely you will want to **Make New Folder** on your hard drive or thumb drive, so click on that button and create a simple but clear name for the folder.

16. When you have the folder and device highlighted, click “OK.”

17. Next, create a File Name Prefix. This starts naming your photos which helps you organize them.

18. Set the Start # to 001. This will automatically advance as you scan more and more slides or photos.

19. Click “Okay.”



20. Place your photos on the scanner bed with plenty of space around them. With adequate spacing, the scanner can tell that the images are separate and won't group them together.



21. If scanning slides, place slides in the slide holder with the shiny side of the holder down. Your slides should be put in right side up, but with the top towards the top of the scanner.

