<u>**Epson Perfection V600 Photo Color Scanner**</u>

DPI Scanning Kit Contents

- Dell laptop
  + Power adapter (2 pieces)

- Epson flatbed scanner
  + Power adapter (2 pieces)

- Power strip

- Wireless mouse – lift cover to access USB plug-in receiver or change AA battery

- Cleaning tools
  - Squeeze bulb and 2 brushes (one retractable) to gently clean dust from photos
  - Microfiber cloths for use on the glass scanner bed

Scanner Care

- The scanner has a sliding lock on the back near the USB cable port**. When moving the scanner, make sure this is slid to the "locked" position to safeguard internal mechanisms.**

- Be careful not to scratch the glass scanning bed.
  - Do not wear rings while scanning.
  - Remove staples, paper clips, rubber bands, etc. from documents.

- Clean the glass using the included microfiber cloths prior to each scanning session and as needed. *Dust or fingerprints can result in skewed scans.*

Equipment Setup

<u>Laptop</u>

1. Connect power adapter and plug into the power strip.

2. (Optional) Set up the wireless mouse: lift the cover piece on the mouse, remove the USB plug-in receiver, and plug this into a USB port on the laptop.

<u>Scanner</u>

1. Connect power adapter and plug into the power strip.

2. Locate the scanner lock at the back that slides over the USB port. Push to "unlocked" position and connect scanner to laptop with the USB cable.
   Note: If the USB connection is moved to a different port on the laptop, the laptop may not recognize the scanner and all settings may need to be re-selected.

3. Open the scanner and clean the glass using a microfiber cloth.

<u>Materials</u>

1. Remove staples, paper clips, rubber bands, etc.

2. Organize and sort so similar items are grouped together and compound (multi-page) objects are in the correct order – front cover or first page should be scanned first.

Prepare to Scan

1. Turn on the laptop.

2. Turn on the scanner (power button is on the right side toward the back).

3. Place object face-down in the upper right corner of the scanning bed.
   o Be consistent with orientation for similar objects as this will make it easier to rotate if needed.

Scanning

Double-click on the Scanner icon to open the scanner software.

Mode (upper right of the Epson Scan screen) should be set to "Professional Mode"
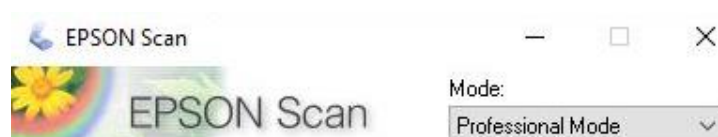
<u>Original</u>
- "Document Type": Reflective
- "Auto Exposure Type": Select Photo (images) or Document (if item <u>only</u> has text)

<u>Destination</u>
- "Image Type" and "Resolution": Set according to the following chart…

Object Format	Image Type	Resolution (ppi)
Color photographs, postcards, books, pamphlets		
More than 7"	24-bit color	300
3" to 7"	24-bit color	600
Less than 3"	24-bit color	1200
35 mm slides	24-bit color	2100

| Object Format	Image Type	Resolution (ppi)
Documents		
Typed and no images	Black & White	600
Typed with images	8-bit grayscale OR 24-bit color	400 grayscale/300 color
Handwritten	8-bit grayscale	600
Handwritten (color)	24-bit color	400

Note: If you are not satisfied that scanned files capture enough detail from the original, increase or decrease the resolution and try again.

<u>Adjustments</u>
- Verify that all boxes are de-selected.

<u>Configuration…</u>
- "Color" tab: Verify that "ICM" is selected with <u>Target</u> set to sRGB
- "Other" tab: Verify that "Correct Document Skew" is selected
- Click OK
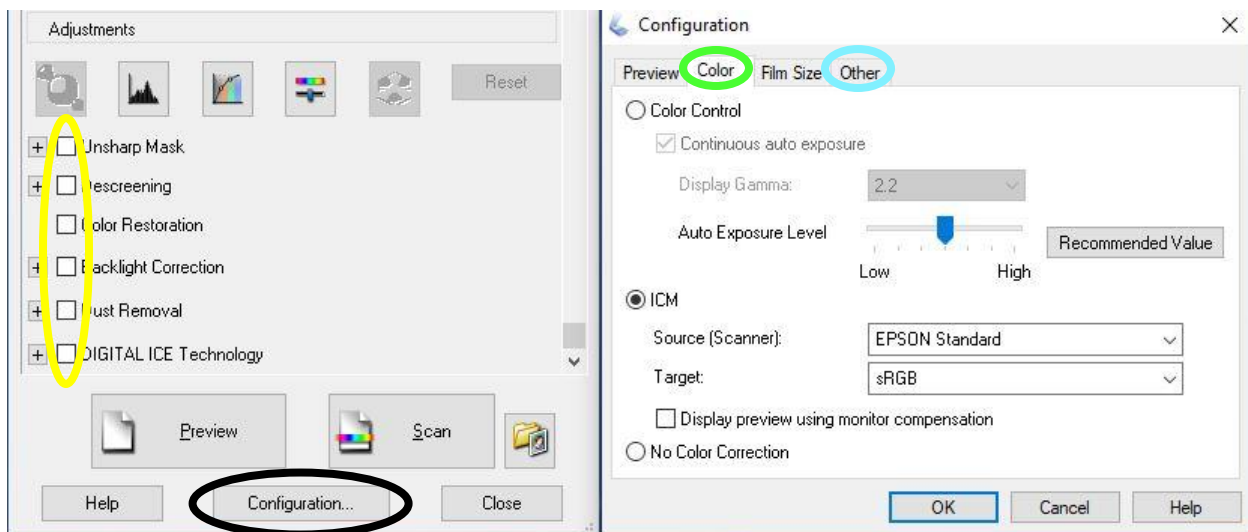
Preview
> Once the settings have been selected, click "Preview" button. A new window will open with a preview of the image. *Note: If the item on the scanning bed is moved, redo the preview before continuing.*

Select the scan area
- Scan area must be defined for all items less than 8.5" x 11.7"
    - Drag a marquee around the preview image to set the scan area – this can be the entire image or a selected portion of the image. Use Marquee eraser button to reset and try again as needed.
    - When scanning items of the same size or multiple pages in a book, you can set the border size and scan with no "preview" for subsequent items or pages (automatically applies all settings from last scan).

- Rotate (if needed): Use arrows in the preview window. This can also be done later with image editing software.

- **Tip:** After setting the scan area, the new "Document Size" will display in the Destination section of the main settings box.
    - Resolution can be re-adjusted based on this actual scan area as appropriate (using the chart above).
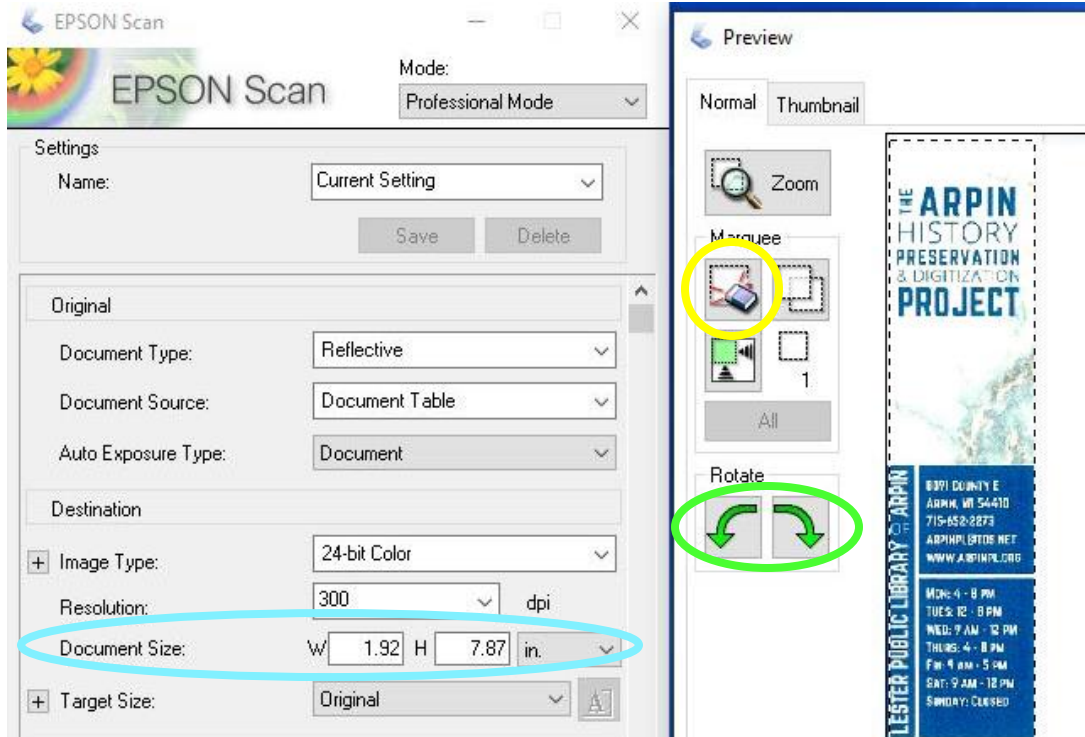
Click "Scan"!

File Save Settings

- Be consistent in file and folder naming and organization. Be descriptive but brief. Follow any standards that have been provided for your project.

- Do not use any spaces in file or folder names! The only punctuation can be underscore (_) or hyphen (-).

- <u>Location</u>: Other
    1. Click "Browse…"
    2. Select the external hard drive (usually My Passport)
    3. Select folder (or "Make New Folder" if needed)
    4. Click OK

- <u>File Name (Prefix + 3-digit number):</u>
    - Include an underscore (_) after the file name.

    - Adjust "Start Number" (as needed).
        - For one-paged items: Re-set to 001 (for every new item scanned).
        - For multi-paged items:
            - Set start number to 001 for the first page.
            - Use the same root name and sequence will be added automatically.

- <u>Image Format</u>
    - "Type" = TIFF (<u>not</u> Multi-TIFF, even for compound objects)

- Leave all other settings as the default.

<u>Click OK to start the final scan!</u>

Last Steps

- Check the final scan results by opening the file where it saved to the external hard drive. If needed: delete the image, adjust the settings, and rescan.

- If needed: crop and/or rotate the image using an editing program – "Photos" is recommended. Save (not "save a copy") to keep the same file name for the master (TIFF) file. *Note: Any other editing (color or contrast adjustment, etc.) should be done to the access (JPEG) version of the file after conversion – see next step.*

- Use IrfanView (or another file conversion program) to create access (JPEG) files from the master (TIFF) files. Instructions for IrfanView will be provided separately.

- **Copy all files onto all three of the external hard drives. It is recommended to keep one of the hard drives off-site for back-up purposes.**

Other Tips

- For newspaper clippings: If there is light bleed-through, try putting a piece of black construction paper on top of the item (covering white background lid) for a better scan result.

- If scanning a very small object, it may work better to place the object near the middle of the scanner bed.