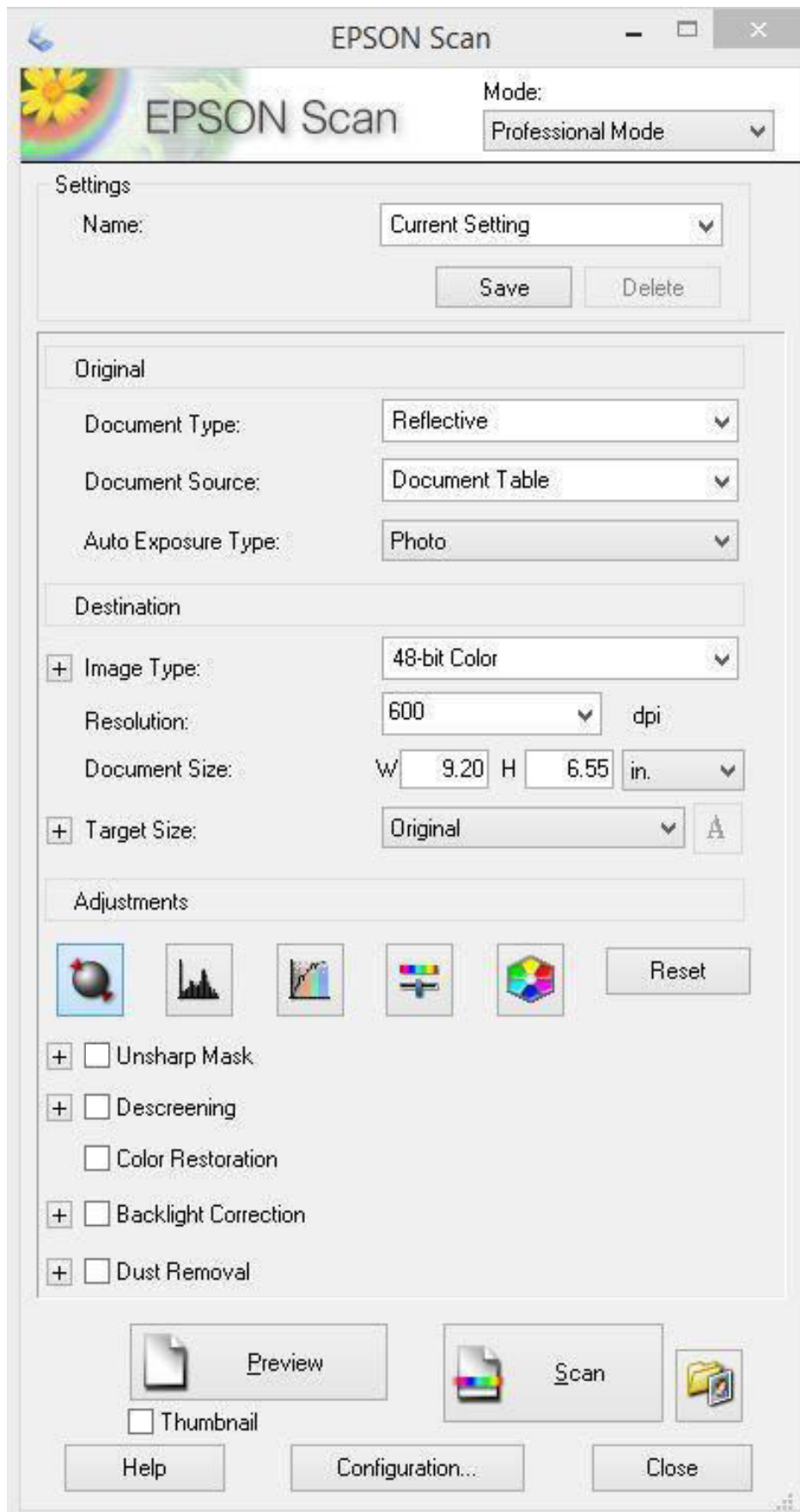
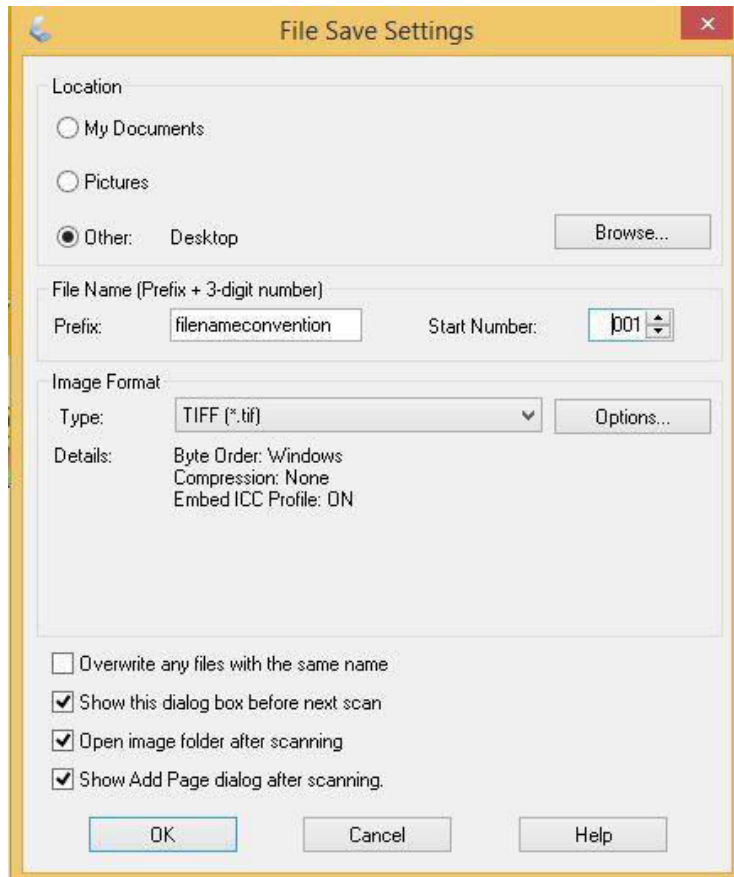


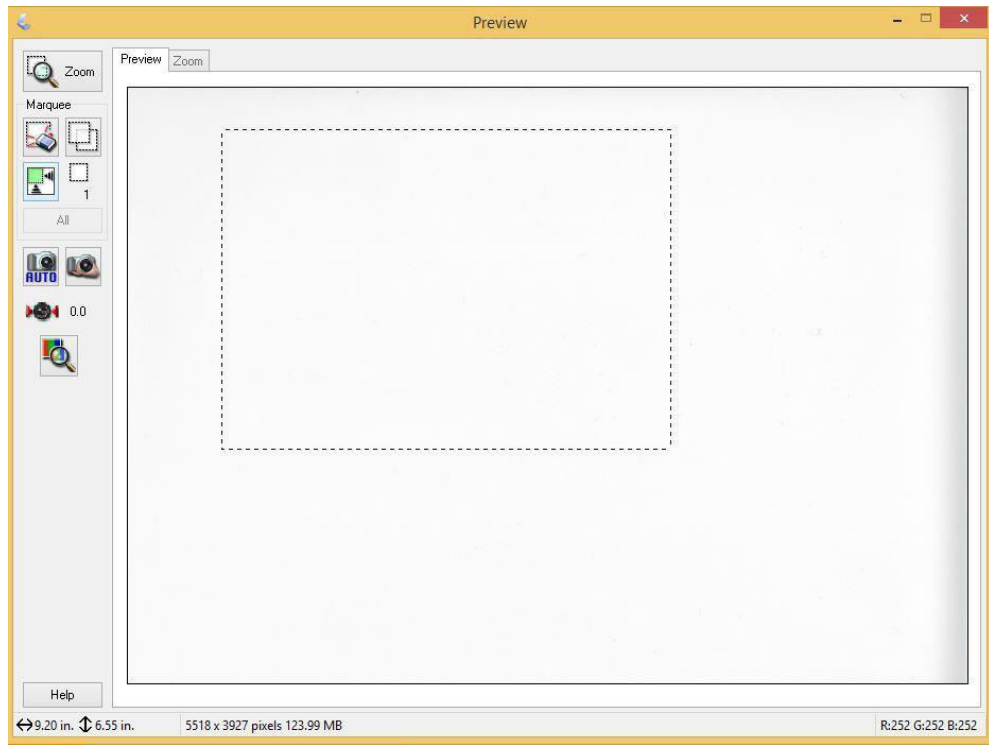
## Example of Scanning Instructions For an Epson Scanner

\*\*All images of software interface available on the next pages

1. Clean all scanning and staging surfaces, use static free cloth if needed
2. Prepare materials to be scanned (take out of folders, leave in mylar sleeves)
3. Turn on scanner with power button on bottom left
4. Place color bar on edge of the scanner
5. Carefully set photograph or document face down on scanner surface, making sure item is straight, and leaving space around edges
6. Open **Epson Scan** from the desktop
7. Check settings (see images on next page if needed)
  - a. Make sure scanner is in **Professional Mode**
  - b. Set the **Document Type** as **Reflective** (Film for negatives)
  - c. Set **Auto Exposure** Type to **Photo** for photographs and **Document** for documents
  - d. Set **Image Type** to **48-bit Color** (or 16-bit Grayscale if scanning in black and white)
  - e. Set **Resolution** to capture from 4000 to 6000 pixels on the long edge (calculate what DPI to choose)  
For example:  
If you have a 4x6 photo, we want at least 4000 pixels on long edge  $4000 / 6 = 667$  DPI - round up to closest DPI option, 720 DPI
  - f. Make sure all adjustments are **unchecked**
  - g. Set **File Save Settings**
    - i. Click on the folder icon next to the **Scan** button
    - ii. Choose **Other** and click **Browse** to navigate to TSCP Week 3 Projects, select Scanning Project, and click OK
    - iii. Fill in the **Prefix** field with desired file name (as we decided together), make the **Start number**: 001
    - iv. For **Type** choose **TIFF (\*.tif)**
    - v. Click **OK**
8. Click **Preview**
9. Select area to be scanned by dragging mouse over desired area, leaving about a ¼ inch of empty space around the item, including color bar
10. Click **Scan**
11. Check that item has saved to the desired location, and proceed to the next item!







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