

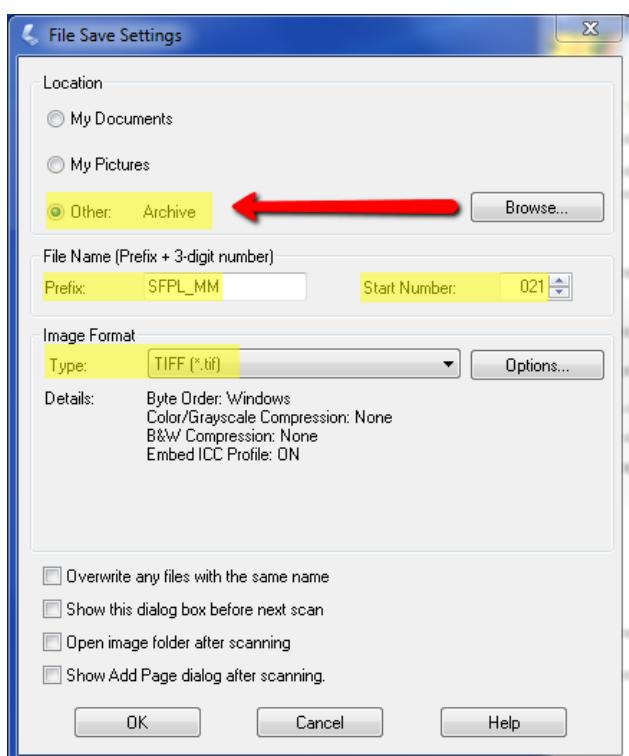
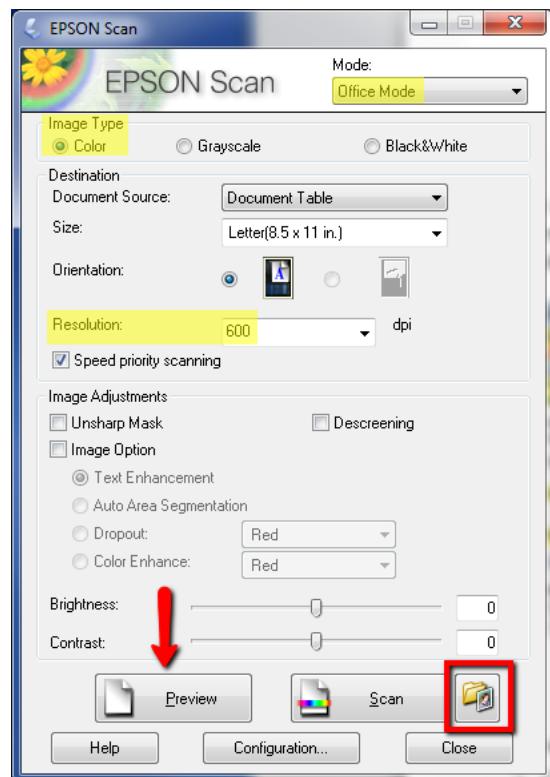
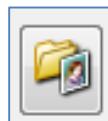
Scanning Photos with Epson Perfection V700

Place the photograph face down on the scanner's glass platen, near the corner with the arrow. The top of the photo should be closest to the hinge. *Make sure that there is a minimum of $\frac{1}{4}$ inch of glass showing around all edges of the photo.* Keep it as straight as possible!

Click on the Epson Scan desktop icon to open the EPSON scan window. Verify that it is in **Office Mode** and that the **Image Type** is **Color** (even if the original is black and white). Select the **Resolution** for each scan from the KSHS standards document, based on the type and size of the item you are scanning.

Upon completion of a scan, the image will automatically be saved according to your settings. It is important to check the File Save Settings at the beginning of each session.

Click the icon at lower right of the scan window and verify...



Location – Browse to and select the *Photo > Archive* folder on your external hard drive

File Name Prefix – based on the file naming conventions for your project (this may be edited later) and the **Start Number**, which will increment upwards with each scan.

Image Format – TIFF (*.tif)

In most cases, the boxes at the bottom of this box will be unchecked.

Click OK to close and save these settings.

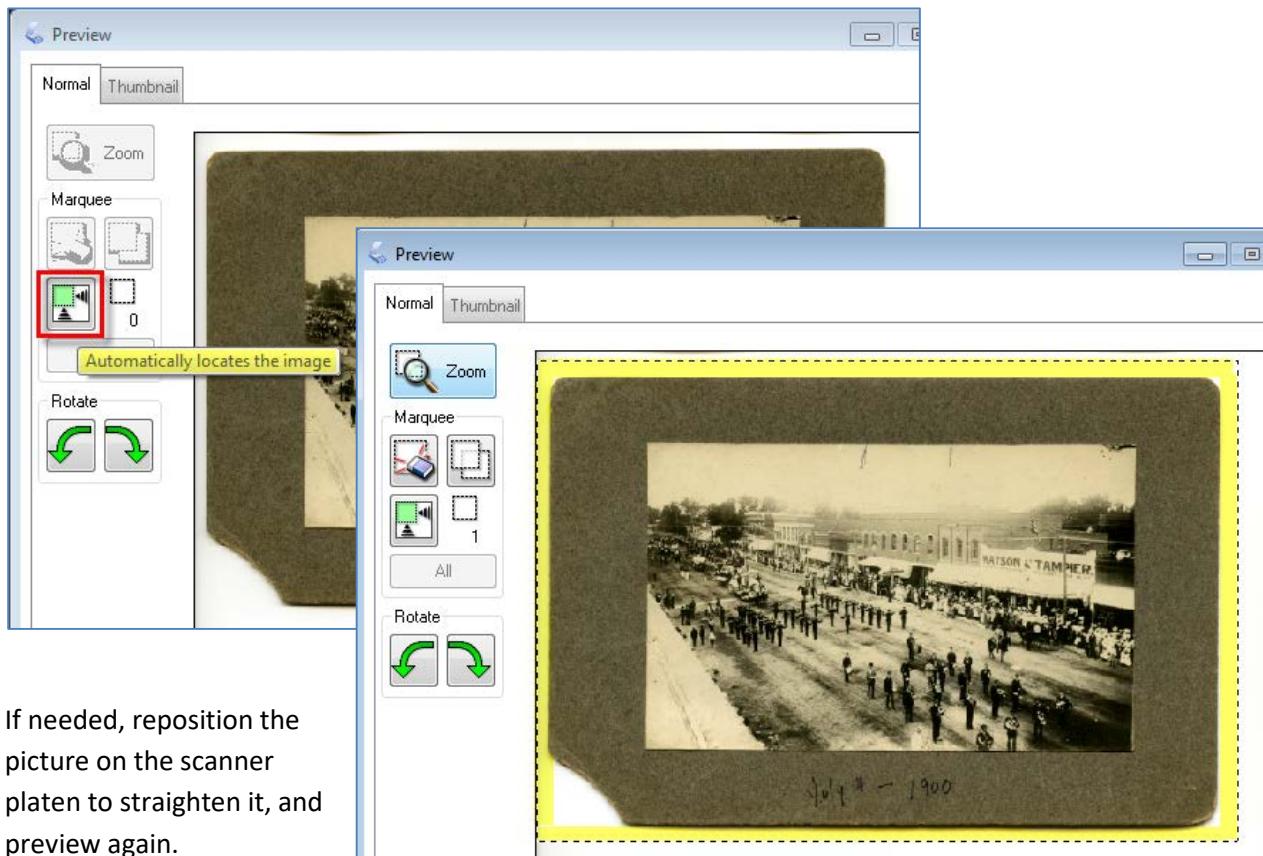
Back at the main EPSON Scan window, click the **Preview** button; a low-resolution scan will run, and the image will display in a preview screen.





Click the icon to locate the edges and select the image.

Drag the dotted selection outline OUTSIDE of the image – in good archival scans, the edges of an object will be visible; a wider margin in the archival scan is preferable to a narrower margin.



When satisfied with the preview, click the **Scan** button.

The file will be scanned and saved at your selected location with the automatically-assigned filename. With the first scan of each session, open the Archive folder to verify that the file is in the expected location and is a .tif file type.

If there is **anything** on the back of the photo, turn it over and repeat the process. Depending on your project, you may scan even the blank backs of photos.

Scan the next photo (and back, if needed), and continue until all those for the current session have been scanned and saved.

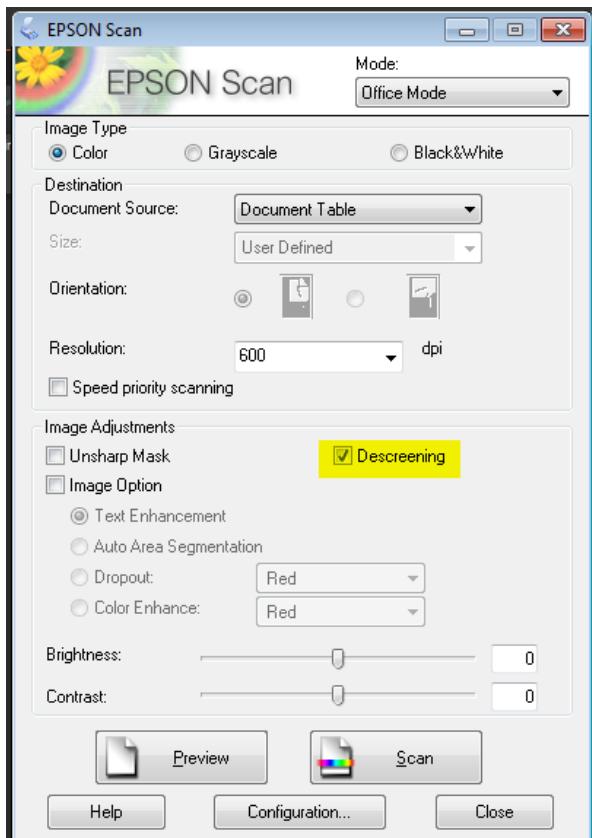
The next step will be processing the photos in Photoshop Elements.



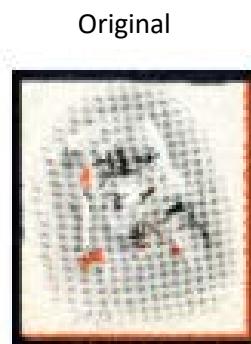
Image scanning tips - Descreening

Certain printed items produce scanning 'noise'. For these items, try using the descreen function to scan a **SECOND ARCHIVE** version of the item.

Save the second archive image in the Archive folder with the same filename, but append _D (underscore, capital D) to distinguish it from the original. For example, if the original filename was **WPL_WC001.tif**, the descreened version would be **WPL_WC001_D.tif**.



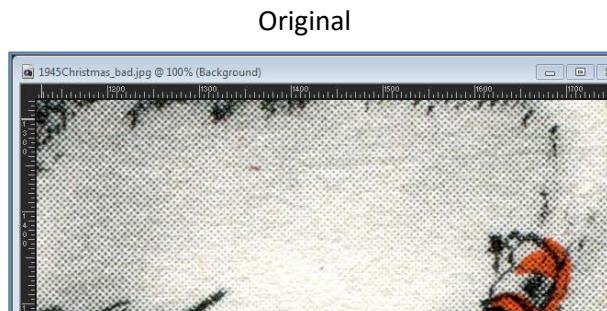
Sample images for comparison:



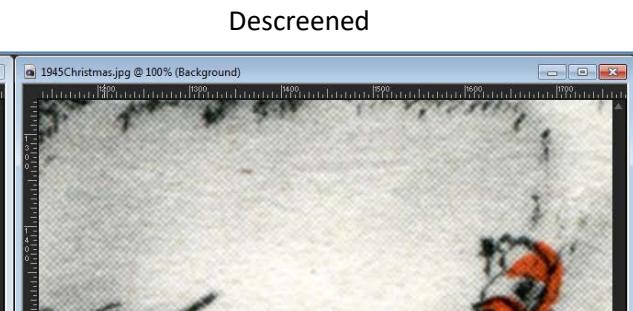
Original



Descreened



Original



Descreened

