

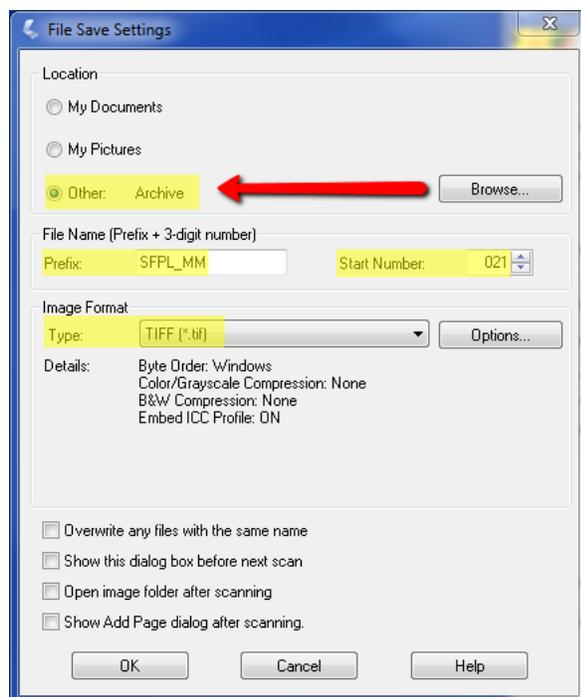
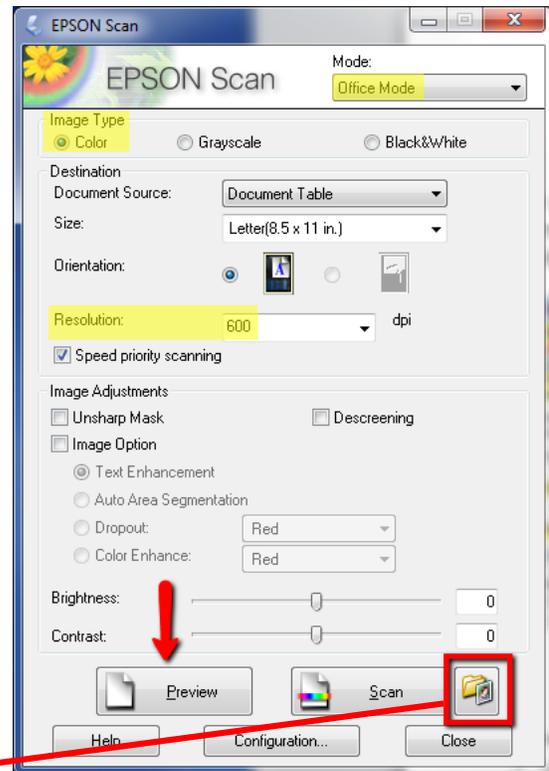
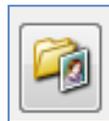
Scanning Stereographs with Epson Perfection V700

1) Place the stereograph 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 ¼ inch of glass showing around all edges of the photo.* Keep it as straight as possible!

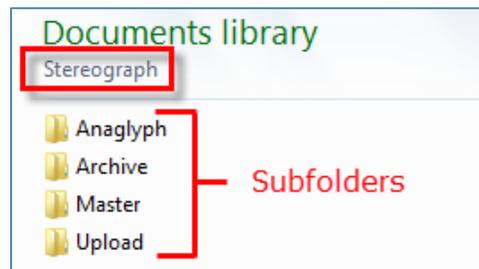
Click on the Epson Scan desktop icon to open the EPSON scan window. Verify that it is in **Office Mode** and that the **Image Type** is **Color** (even if the original is black and white or sepia). Select the **Resolution** for each scan from the KSHS standards document, based on the type and size of 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 file icon at lower right of the scan window and verify the **file location**...



2) To change the **File Location**, click on **Browse** and then select the **Stereograph > 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

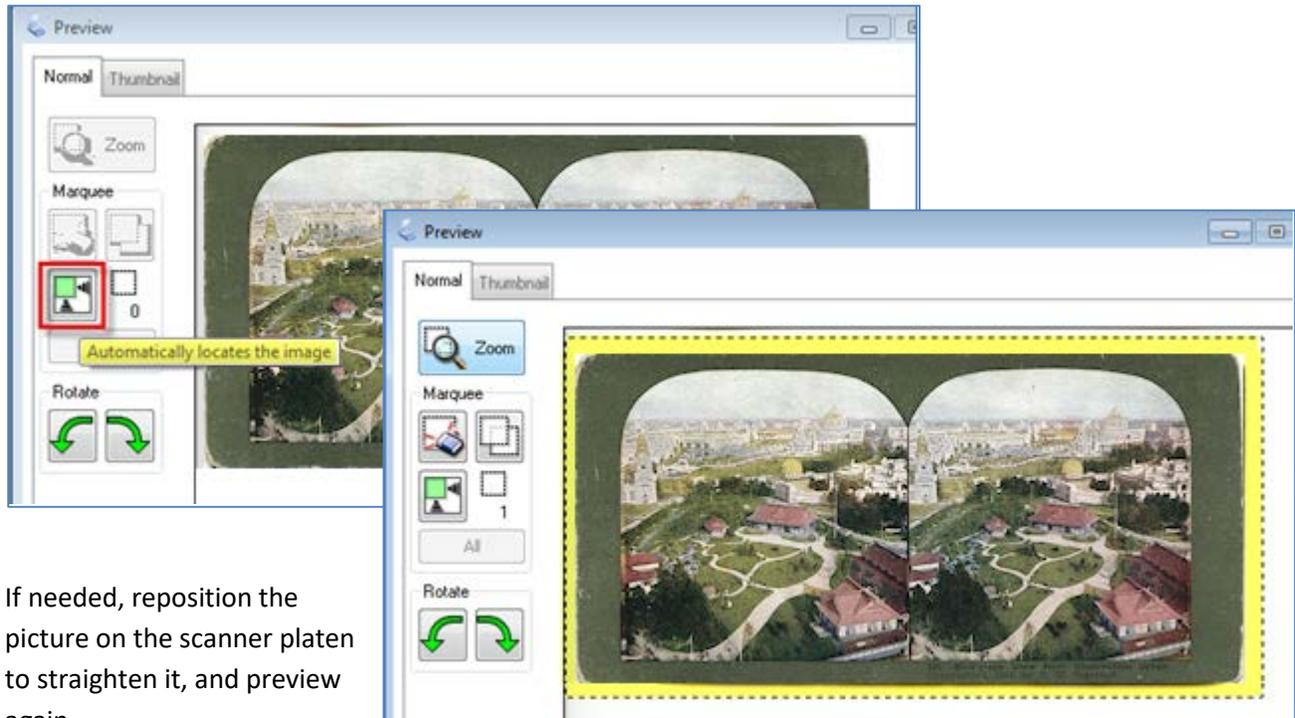


3) Select the image preview. Back at the main EPSON Scan window, click the **Preview** button; a low-resolution scan will run, and the image will display in a preview screen.



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.



If needed, reposition the picture on the scanner platen to straighten it, and preview again.

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 stereograph, turn it over and repeat the process.

4) Give the file a uniquely identifiable name. Use the same filename for the back, with the addition of **_b** (for example, *TyroleanAlps.tif* & *TyroleanAlps_b.tif*). **These image files are the uncompressed “archival masters”.** After creating the jpg version (next step), you will typically not touch these again. **As with all archival files, save another copy of your archival masters offsite.**

