![West Vancouver Memorial Library logo](west vancouver MEMORIAL LIBRARY)

Scanning **Photos** using Epson Scan V800/V850 Pro

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I. Material

For your digitization project, you will need to borrow:

- Epson Perfection V800 Slide Holder OR Epson Perfection V850 Pro Scanner
- Epson Accessories

II. Launch the Scanner

1.

Press **Power** to turn on the scanner. It is in the bottom left corner. A green light will come on.

2.

Double click on the **Epson Software icon** on the desktop. Select **Epson V800/V850** from the list that pops up.

3.

Choose a **Mode** from the list in the top right corner of the Epson Scan window.
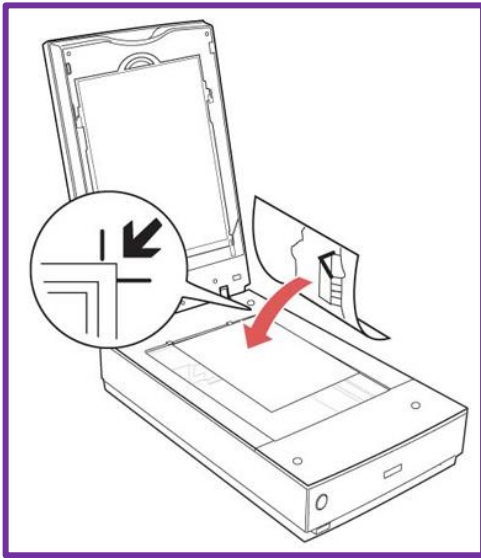
Full Auto Mode: The easiest way to scan. The program will automatically choose the best settings for your scan.

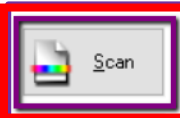**Home Mode:** This mode offers more choice. You can select some settings such as scan, preview, and size options.

Professional Mode: This mode offers full control. You can choose all settings, previews, and size options for your scanned image.

III. Start Scanning

1. Open the scanner cover and place your original face down on the glass. Align the top edge to the top right corner of the scanner. If you are scanning multiple photos, position each photo at least 1 inch apart. Make sure the white document mat is in place on the top inside lid of the scanner. Close the Scanner Cover.

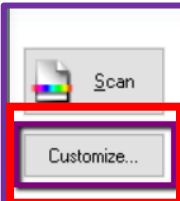## IV. Scan in Full Auto Mode:

Click Scan.

To scan in Full Auto Mode, position or load the material you want to scan, then click Scan.

For Color Restoration and other options, click the Customize button and then make the settings.

☑ Show this dialog box before next scan.

Optional: You can click **Customize** if you would like to choose where a scan saves to on the computer, or to change the scan quality (resolution).
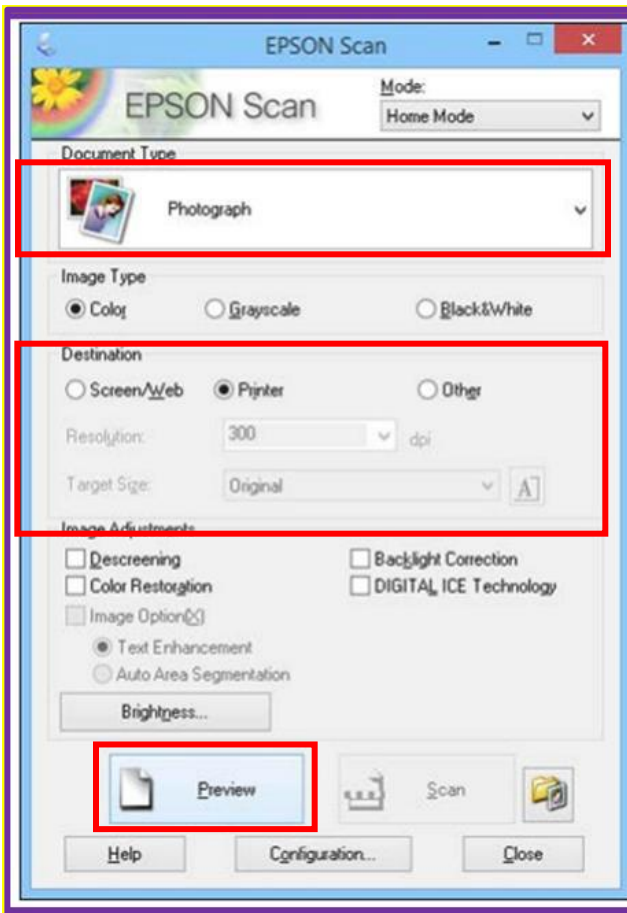
1. The scanner will automatically detect how many photos are in the scanner and save each as an individual image. Ensure each photo is position at least 1 inch apart from adjacent photos.

2. When the scan is finished, the Epson scan window will automatically close and open the folder where your photos are saved on your computer.

NOTE: If your scans are upside down, you can change this later using the Photos Application.

V. Scan in Home Mode:

Click here and choose **Photograph**.

Choose how you would ultimately like to use your scan, or choose **Other** and set the quality of your scan manually. **Printer** is higher quality than **Screen/Web.**

Click **Preview**. A new window will come up with a preview of your scan.
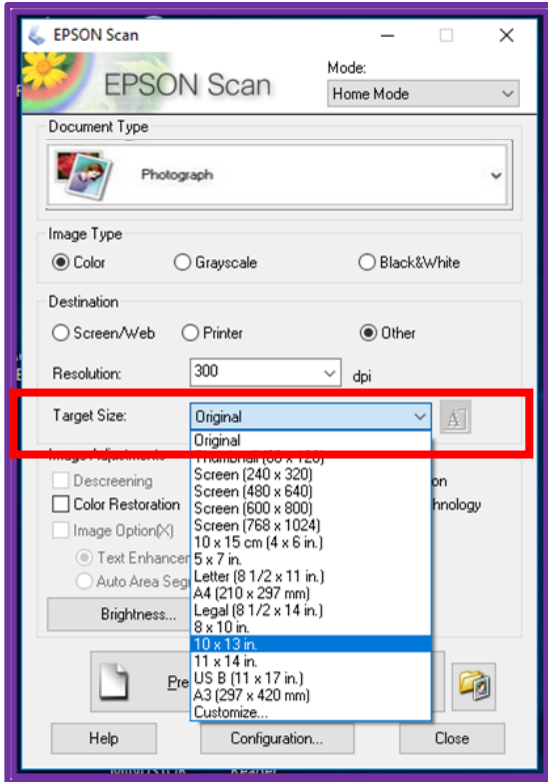
V.I Select Your Scans in Home Mode

1. The software will automatically find the find the photos you put in the scanner. If you want to select parts within these scans, you can do so in two ways:

Click on the scan you wish to make selections on. A solid blue line will surround it. You can only work on one scan at a time.
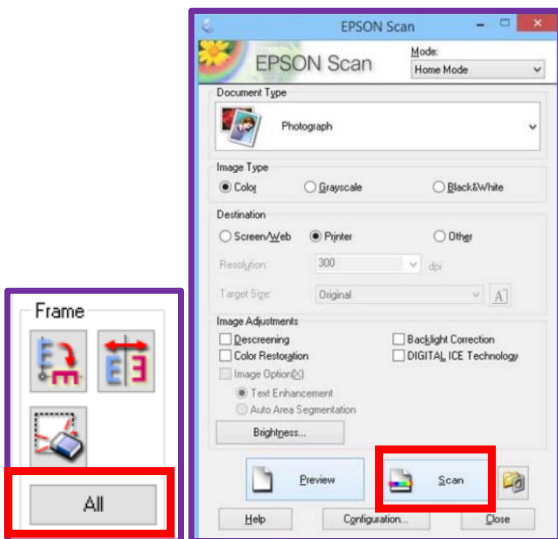
Hold your mouse in the top left corner of your selected scan. A **+** sign will appear. Left click and hold while dragging diagonally to the bottom right corner. A dotted line will surround your scan.
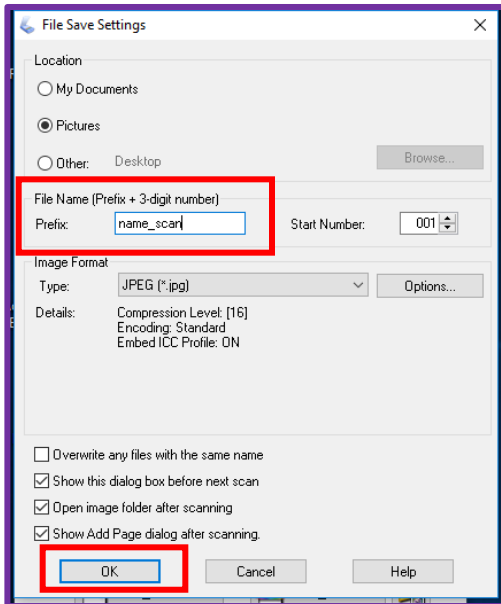
Click on the **down arrow** and then choose a target size from the list.

A dotted line will appear on the scan you have selected, in the dimensions you have chosen. You can move the dotted line around your scan; some parts may be cut off to fit your scan into the target size.

Click **All** to select all your scans.

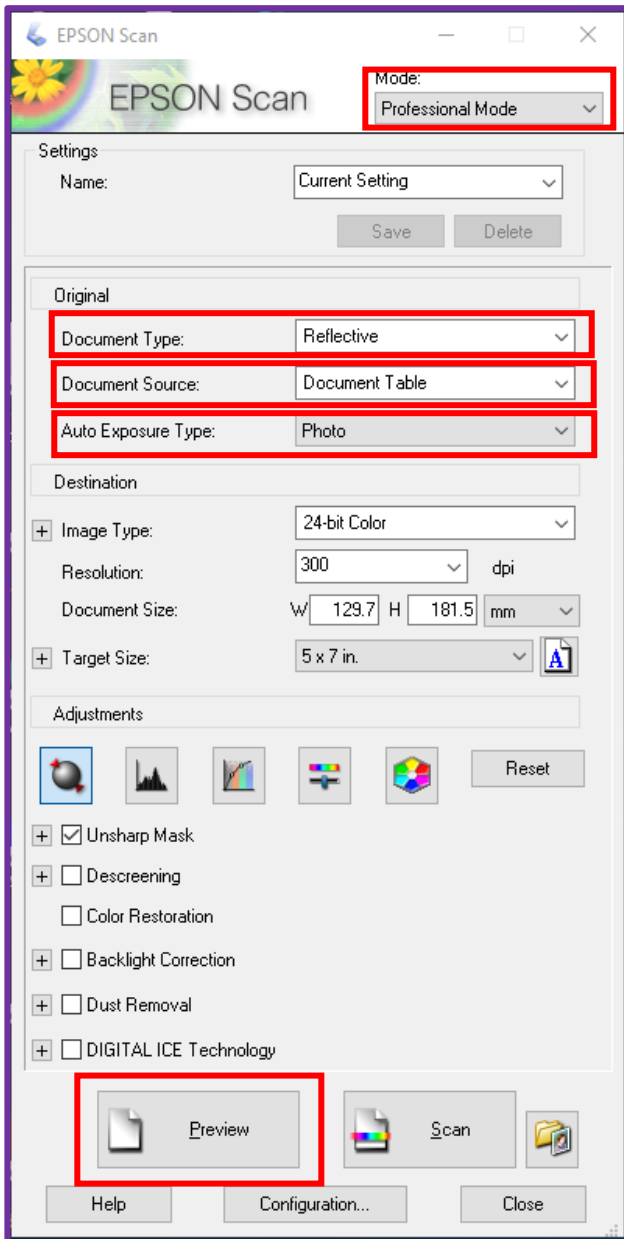When you have everything selected, click **Scan.**

The **File Save Settings** window will pop up.

Choose where you would like to save your scans

Name your files.

Click **OK**.

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VI. Scan in Professional Mode

Choose **Professional Mode**

Choose **Reflective** here.

Choose **Document Table** here.

Choose **Photo** here.

Click Preview.
A preview window will appear.
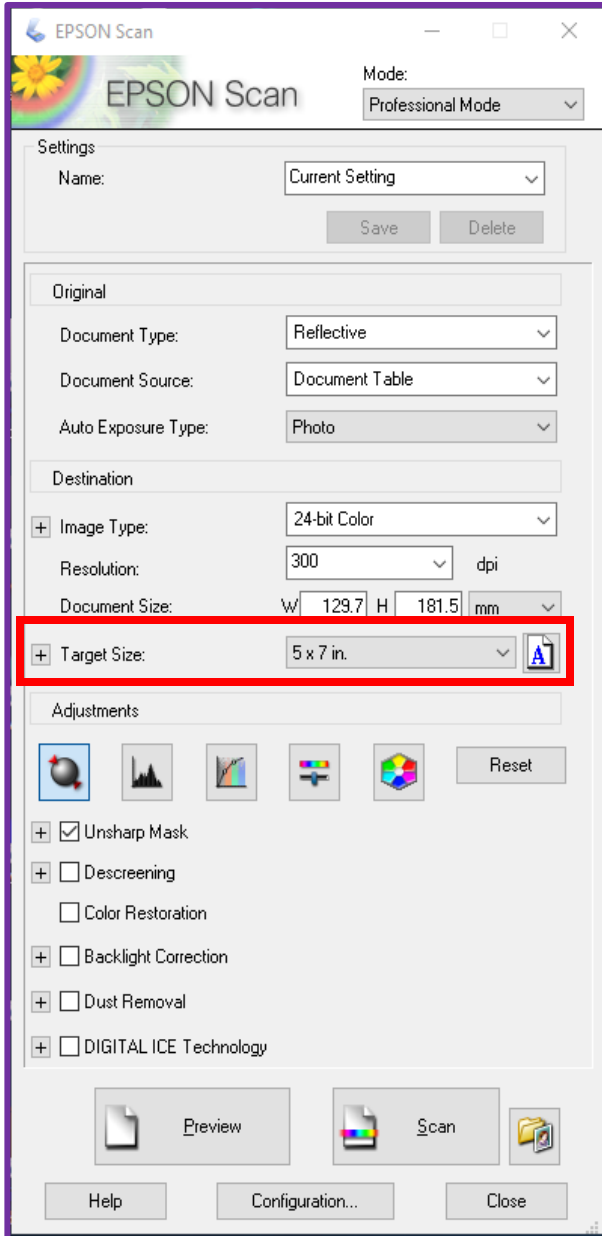
VI.I Select Your Scans in Professional Mode

1. In professional mode, you must manually select the items you would like to scan. You can do this in two ways:

Click on the scan you wish to make selections on. A solid blue line will surround it. You can only work on one scan at a time.
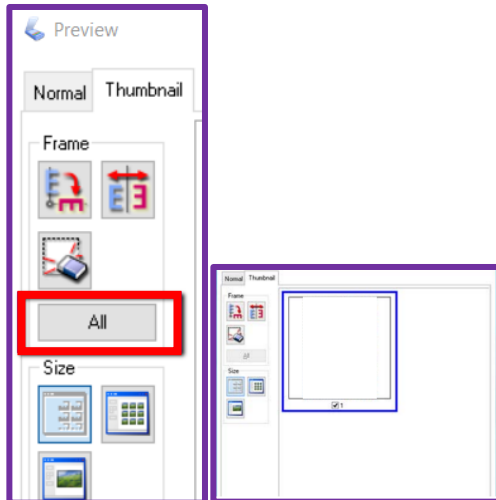
Hold your mouse in the top left corner of your selected scan. A **+** sign will appear. Left click and hold while dragging diagonally to the bottom right corner. A dotted line will surround your scan.

Click on the **down arrow** and then choose a target size from the list.

A dotted line will appear on the scan you have selected, in the dimensions you have chosen. You can move the dotted line around your scan; some parts may be cut off to fit your scan into the target size.

2. Once you have the areas you want to scan selected, you need to choose which of the previews you would like to make a final scan of. You can do this in two ways:
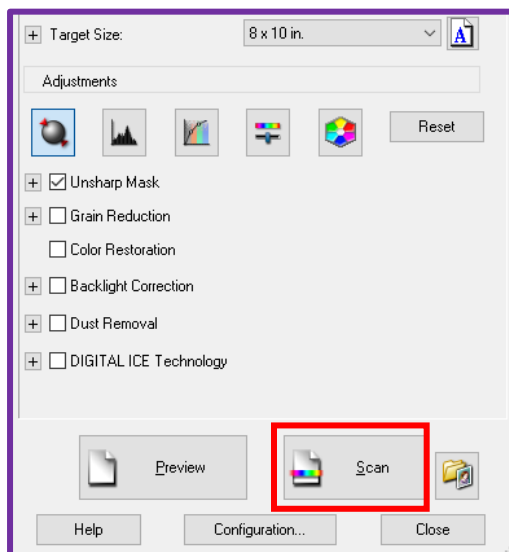
If you want to scan all your images, choose **All** from the side menu in the Preview window.
Any adjustments you make will be applied to all the images.

Or, **select the individual photos** by left-clicking on them and following the below steps for each image.
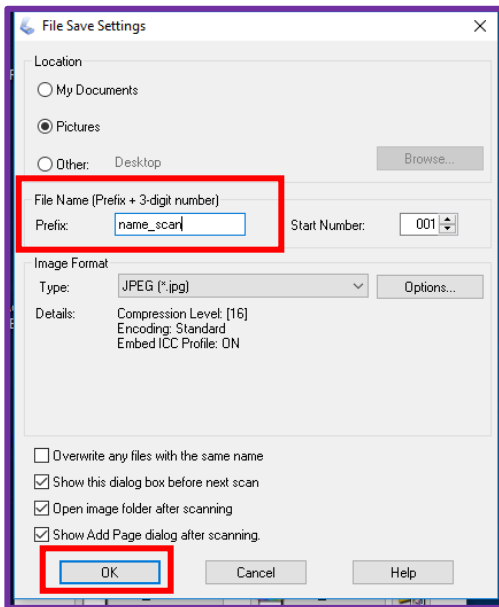
3. During the selection process, you can choose to make adjustments to the colour or quality of your scan.

Make optional adjustments to your scans here. Any scan that is selected will show the changes you make.

When everything looks good, click **Scan.**

4. The **File Save Settings** menu will appear.

The **File Save Settings** window will pop up.

Choose where you would like to save your scans.

Name your scans.

Click **OK**.

5. When the scan is finished, close the Preview Window**.** If you would like to scan another batch, repeat the process. If you are finished close the Epson software.