

Scanning **Photos** using Epson Scan V850 Pro Scanner

Table of Contents

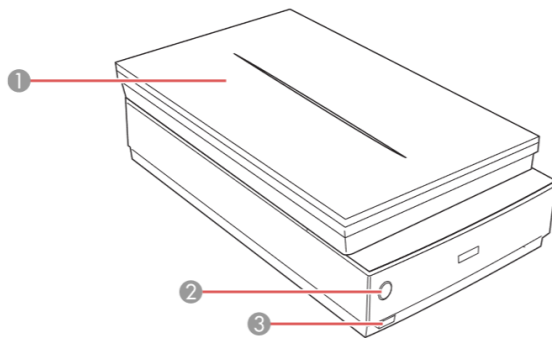
<i>I. Equipment</i>	2
<i>II. Getting Started</i>	2
<i>III. Start Scanning</i>	3
<i>IV. Scan in Full Auto Mode:</i>	4
<i>V. Scan in Home Mode:</i>	5
<i>VI. Scan in Professional Mode</i>	6
<i>VII. Previewing and Scanning in Home and Professional Mode</i>	7



I. Equipment

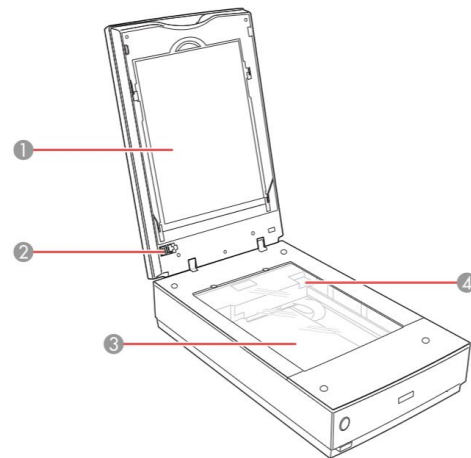
This digitization project requires:

- **Epson Perfection V850 Pro Scanner** (already set up at Digitization on Demand station)

Scanner Parts



- 1 Scanner cover
- 2 The  start button
- 3 The  power button



- 1 Document mat
- 2 Transparency unit transportation lock
- 3 Scanner glass
- 4 Carriage (beneath scanner glass)


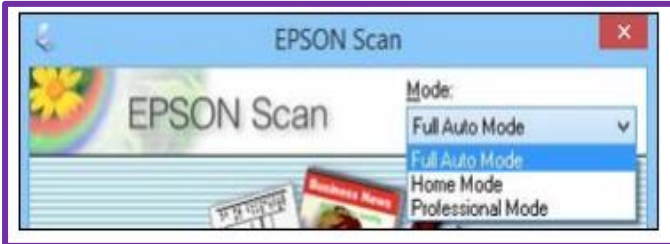
II. Getting Started

Log in to the Digitization on Demand computer. You can log in with your library card or a guest pass.



Press and hold the **power button** to turn on the scanner.

It is in the bottom left corner. A green light will come on.

	<p>Double click on the Epson Software icon on the computer desktop.</p> <p>Select Epson V800/V850 from the list that pops up.</p>
	<p>Choose a Mode from the list in the top right corner of the Epson Scan window.</p>

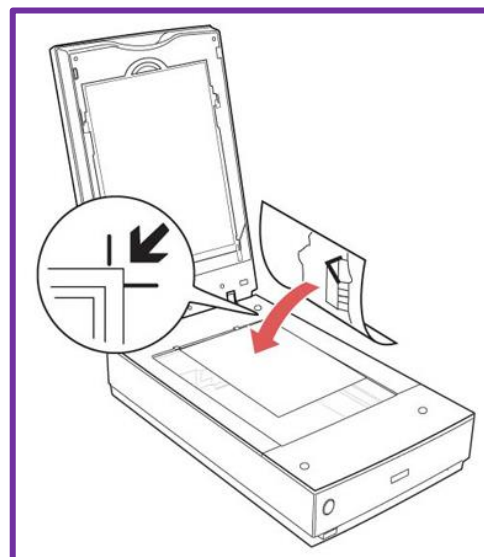
Full Auto Mode (p.4): The easiest way to scan. The program will automatically choose the best settings for your scan.

Home Mode (p.5): This mode offers more choice. You can select some settings such as scan, preview, and size options.

Professional Mode (p.6): This mode offers full control. You can choose all settings, previews, and size options for your scanned image.

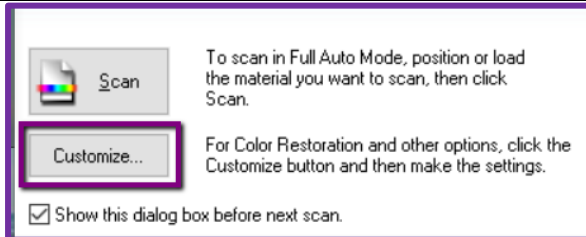
III. Start Scanning

- 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.



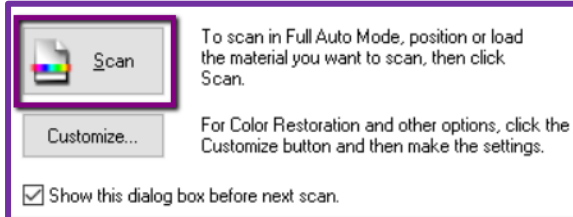
IV. Scan in Full Auto Mode:

When loading the scanner, ensure all photos are at least one inch (1") apart from each other on the glass.



Optional: You can click **Customize** if you would like to decide:

- where a scan saves to on the computer (destination folder)
- the file format (.jpeg, .pdf, etc.)
- the scan quality (resolution).





Click **Scan**.

The scanner will automatically detect how many photos are in the scanner and save each as an individual image.

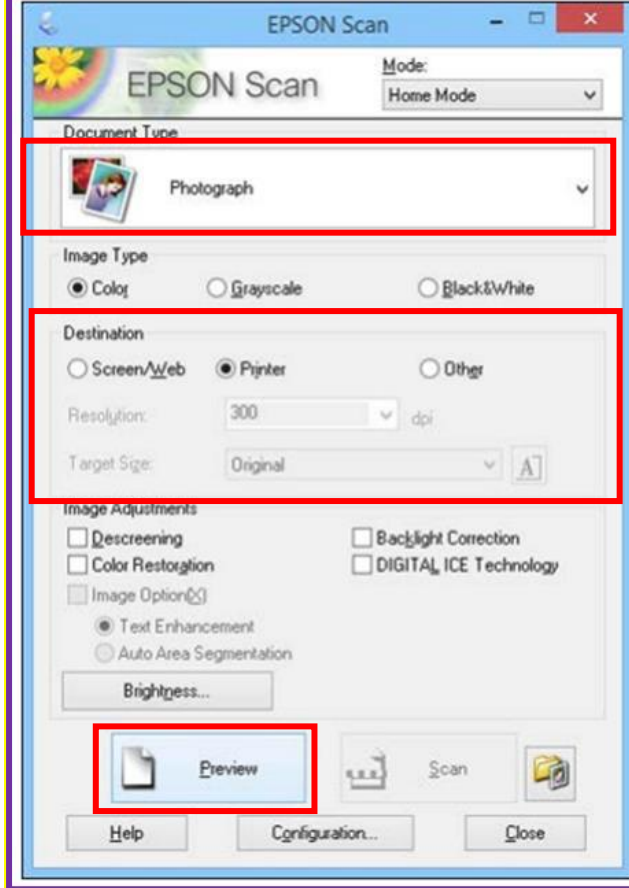
When the scan is finished, the Epson scan window will automatically close and open the folder where your photos are saved on your computer.

If you wish to scan more photos, you will need to relaunch the program.

NOTE: If your final scanned images appear upside down, you can change this by opening your scanned photos in the Microsoft Photos Application  and using the "Edit"  feature. This will not work if you chose to save your scans as PDFs.

V. Scan in Home Mode:

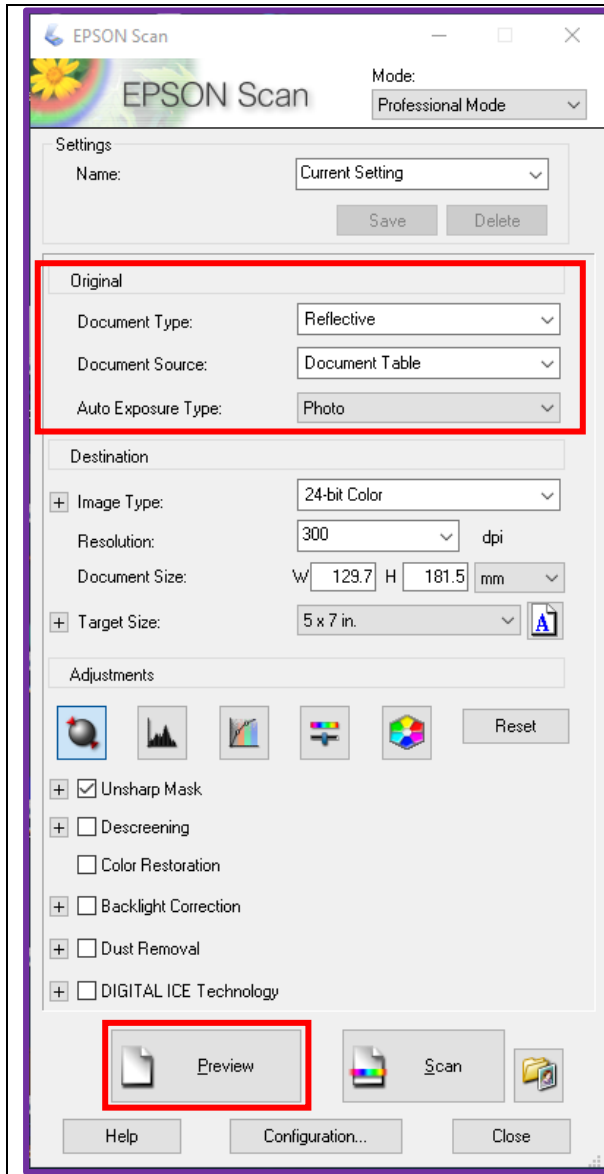
Home Mode: This mode offers more choice. You can select some settings such as scan, preview, and size options.

	<p>Under Document Type, select Photograph.</p> <p>Under Destination, select the best preset for your project.</p> <p>Printer is higher quality (larger) than Screen/Web (smaller).</p> <p>If you're not sure, you can select Other and set the quality of your scan manually.</p> <p>Before you can scan, you must Preview your photos. A new window will open, showing you a scan preview.</p>
--	--

Jump to section **VII. Previewing and Scanning in Home and Professional Mode** for next steps.

VI. Scan in Professional Mode

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



Under **Original**, choose options that describe the photo(s) you are scanning.

Likely settings for photos:

- Document Type: **Reflective**
- Document Source (where is/are the photo(s) now?): **Document Table**
- Auto Exposure Type: **Photo**

Under **Destination**, choose your **Image Type** and **dpi** (dots per inch).*

*See **Glossary** for description of options.

Before you can scan, you must **Preview** your photos.

A new window will open, showing you a scan preview.

VII. Previewing and Scanning in Home and Professional Mode

Note: Home Mode and Professional Mode look slightly different. Professional Mode has more options and a slightly different layout. The below instructions generally apply to both Modes.

Epson Scan software automatically finds the photos you put in the scanner. The preview window will show you each individual photo.



To select and edit your scan previews, ensure you are on the **Thumbnail** tab of the preview window.


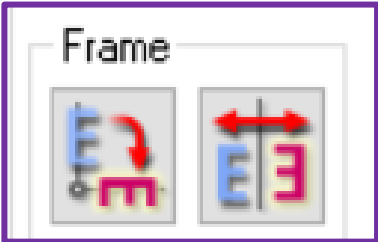
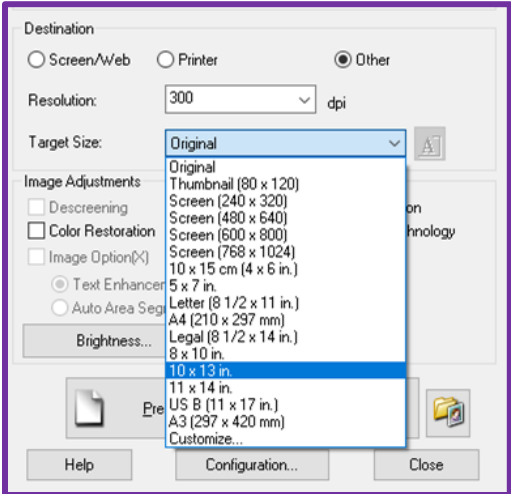
You can choose the size of your scan previews under **Size** on the left.

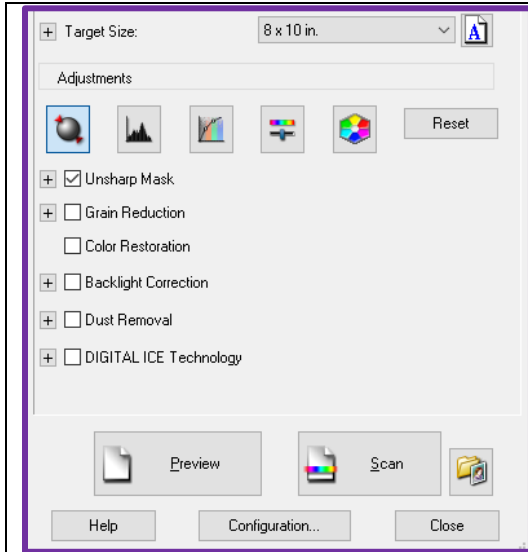


A solid blue line around a preview means that you are *editing* it. (The checkmark means it will scan)

To select multiple scan previews to edit, hold down the CTRL key on your keyboard while clicking on the images you would like to select.

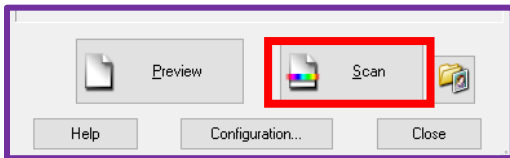
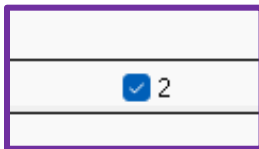
To select all scan previews to edit, select **All** under **Frame** on the left.

	<p>To Crop your scan previews:</p> <p>Hold your mouse in the top left corner of your selected scan. A + sign will appear, and a dotted line will surround your scan.</p> <p>Use the double-pointed arrow to click, hold, and drag the dotted box to the desired size.</p> <p>Only the area included within the dotted line will appear in your finalized scan.</p>
	<p>Under Frame, you can Rotate (90° clockwise) and Flip (mirror) your scan previews.</p>
	<p>In the original Epson Scan window, you can decide the target size and resolution for your final scans.</p> <p>Any scan preview that is selected in the Preview Window will show the changes you make.</p> <p><i>Image to the left is of Home Mode.</i></p>



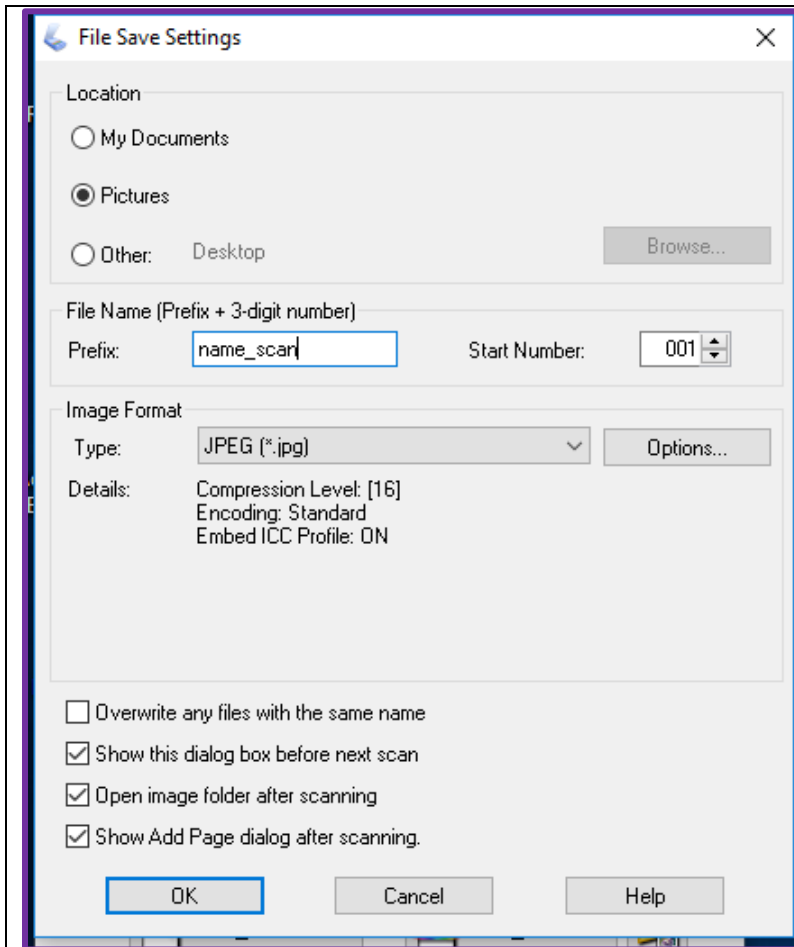
During the selection process, you can also choose to make adjustments to the colour or quality of your scan.

Image to the left is of Professional Mode.



Ensure that all of the preview scans you wish to finalize and save as full scans are **checked** (blue check box).

When you are ready to finalize your scans, click **Scan**.



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

Under Location, choose where you would like to save your scans.

To find a specific folder, click **Browse...**

Under **File Name**, choose a prefix.

If you are scanning multiple photos, each scan will save as that prefix with a number following it (i.e. Prefix001, Prefix002, Prefix003, etc.).

Choose your **Image Format** (i.e. JPEG, PNG, TIFF, etc.).

Click **OK**.

When the scan is finished, close the Preview Window.

You will find your final scans in **File Explorer**  in the folder you chose in the step above.

Copy the file(s) to your USB storage device or save to a cloud storage service.

Repeat or Finish: If you would like to scan another batch, repeat the process. If you are finished, close the Epson Scan application.