Scanning Procedures

The scanning computer is not a storage place. Image files will be purged periodically, so make sure to transfer your scanned images to a CD or other medium. It is your responsibility to save and protect your data.

WHERE TO SAVE THE SCANNED IMAGES:

Create a folder with your name, and sub-folders named as needed in one of the two possible locations:

 "**C:\Users**"   or   "**My Documents\Scanner users**"
(you may want to know that the full path for the latter is: "C:\Documents and Settings\Scanner\My Documents\Scanner Users")

Scanning can be done in two ways:

1) Scanning into Adobe Photoshop, and saving the files individually from Photoshop

2) Using the stand-alone EpsonScan software, where the scanned images are saved directly to disk and named sequentially.

Film orientation for scanning:

The scanner manual states that film should be placed on the glass table the shiny side down, i.e., the emulsion side up. Thus, **EM negatives should be oriented with the notch on the top right side**. This orientation will give the correct orientation of the labels on the EM film, but leads to certain loss of contrast and resolution.
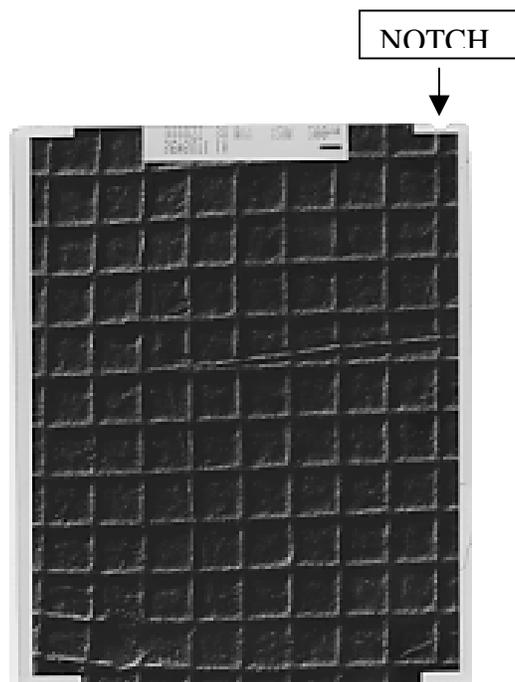
When maximum resolution is needed, the film should be scanned at 3200 dpi with the emulsion side towards the detector (emulsion side down towards the glass, i.e., the notch is on the top left). The resulting image will have to be flipped in Photoshop to be able to read the labels. Please note that most negatives will not benefit much from this treatment.

Scanning into Photoshop:

1. Turn ON the Epson Scanner and make sure the scanner lid is configured for the intended use: without the white board for scanning transparencies, or with the board for reflective scans (prints, books)

2. Start Photoshop

3. "Run File > Import > Epson Perfection 3200". The scanner user interface will come up.

4. Select the correct parameters:

5. Professional Mode

6. Reflective (for prints) or Transparency (for films)

7. Image type and resolution

8. Target Size: original

9. Do not use Unsharp Mask or Descreening Filter or Grain Reduction (boxes unchecked) unless you know what you are doing.

10. Place the object on the scanner table, face down. The manual states that films should be placed the shiny support side down (emulsion side up). Thus, EM negatives should have the notch on the top right.

11. Click "Preview", choose the scanning area.

12. Optional: Adjust the image histogram. Please note that the initial automatic setting will clip the shadows and highlights and may lead to loss of image information. Set the Min and Max triangle sliders so that most or all of the image histogram is within these limits. Set the output min and max to 0 and 255, respectively.

13. Click "Scan"

14. Repeat steps 5-9 to scan additional documents or photos.

15. When scanning is done, Close the Epson control window, then save the scanned image files.

16. Exit Photoshop, turn off the scanner

17. Transfer the images to your own media by one of the following methods:

    - Burn to a CD, using "Roxio Easy CD Creator"
    - Save to a Zip Disk
    - Save to a USB flash drive
    - Upload to the MIC server (ftp://mic.tamu.edu   username: images). Download then the images from the server to your own computer

18. Once your data have been successfully transferred, remove the images from the scanning computer and also from the server.
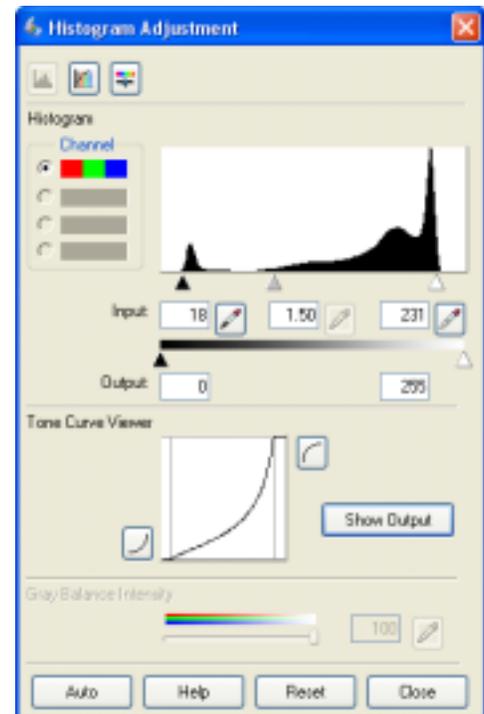
Scanning directly to disk using EpsonScan Software:

1. Turn ON the Epson Scanner and make sure the scanner lid is configured for the intended use: without the white board for scanning transparencies, or with the board for reflective scans (prints, books)

2. Start EpsonScan

3. Select the correct parameters:
   a. Professional Mode
   b. Reflective (for prints) or Transparency (for films)
   c. Image type and resolution
   d. Target Size: original
   e. Do not use Unsharp Mask or Descreening Filter or Grain Reduction (boxes unchecked) unless you know what you are doing.

4. Click on the arrow next to the "Scan" button and go to the "File Save Settings". Select the image destination, file name prefix and the Start Number. Set the image Format to TIFF.
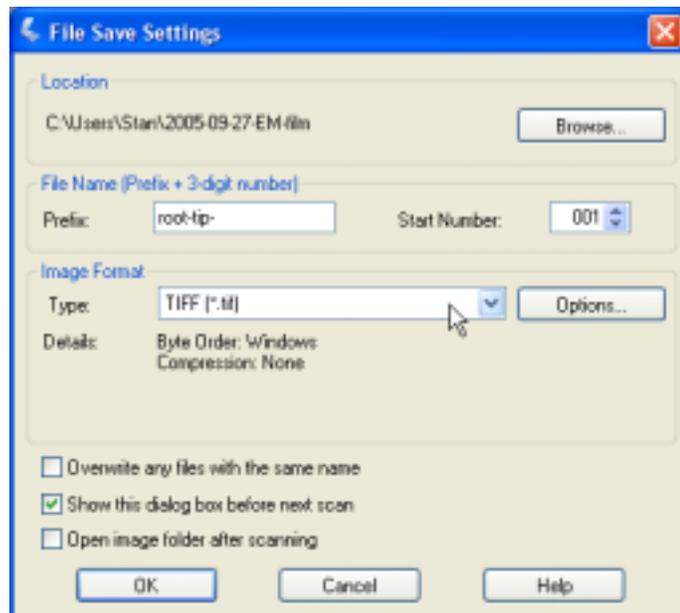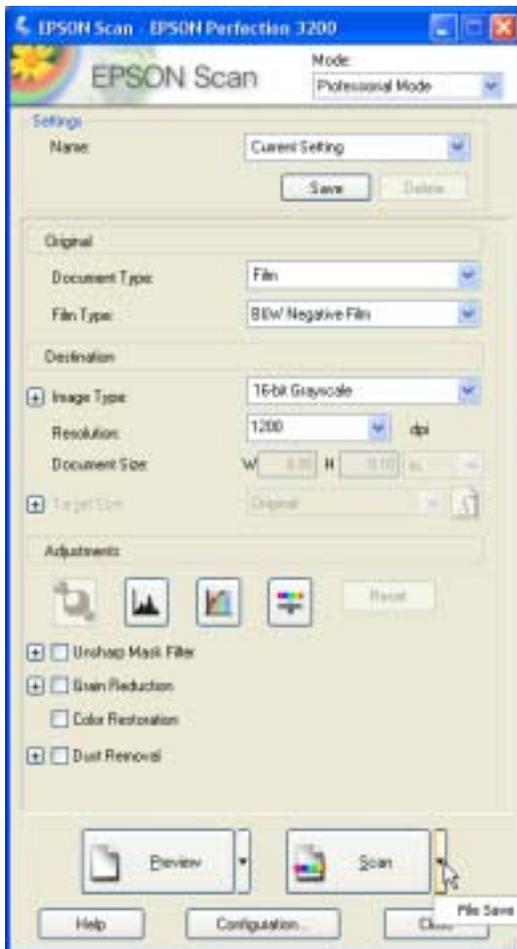
5. Place the object on the scanner table, face down. Films should be placed the shiny support side down (emulsion side up) - For correct orientation of EM films, make sure **the notch on the film is on the top right**.

6. Click "Preview", choose the scanning area.

7. Optional: Adjust the image histogram. Please note that the initial automatic setting will clip the shadows and highlights and may lead to loss of image information. Set the Min and Max triangle sliders so that most or all of the image histogram is within these limits. Set the output min and max to 0 and 255, respectively.
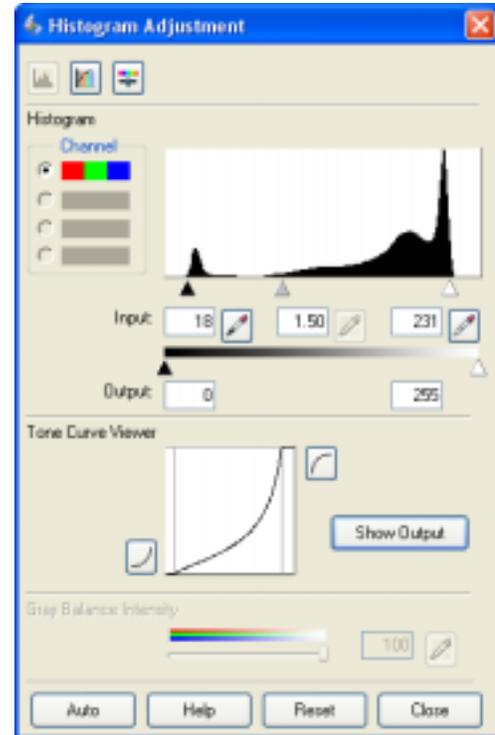
8. Click "Scan"

9. Repeat steps 7-10 for more scans

10. When scanning is done, close the EpsonScan program.

11. Turn off the scanner

12. Transfer the images to your own media by one of the following methods:

   - Burn to a CD, using "Roxio Easy CD Creator"

   - Save to a Zip Disk

   - Save to a USB flash drive

   - Upload to the MIC server (ftp://mic.tamu.edu   username: images). Download then the images from the server to your own computer

13. Once your data have been successfully transferred, remove the images from the scanning computer and also from the server.