

SCANNING GUIDE

This Guide is intended to help you digitize your materials using our flatbed scanners and the scanning software called VueScan. Please read each section carefully, and use this as a reference tool.

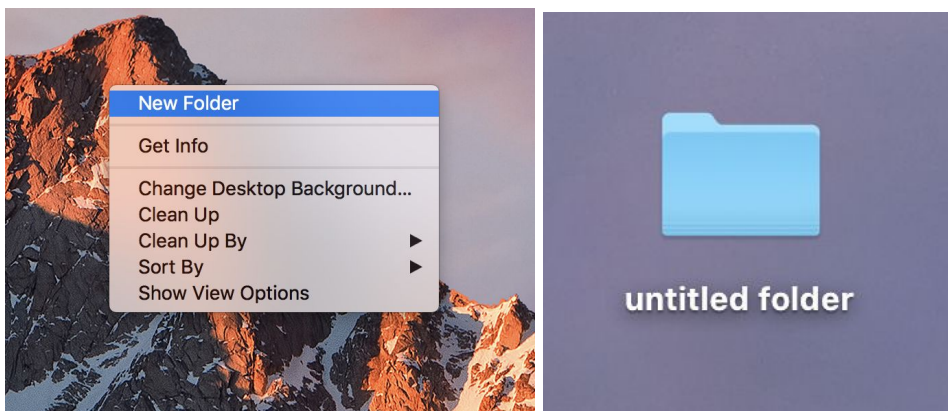
Create a New Folder to Store Your Digital Files	2
Turn on the Scanner	3
Open VueScan (the scanning software)	4
Place Materials on the Scan Bed	5
Photographs & Documents	5
Negatives and slides	6
Scanning	7

Create a New Folder to Store Your Digital Files

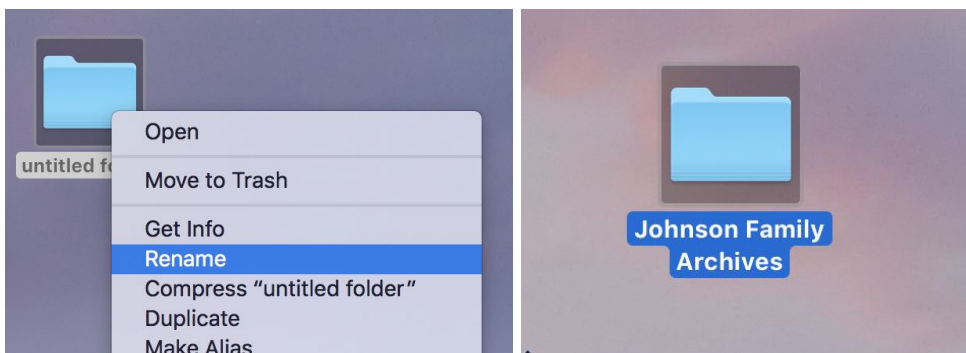
Creating a folder will help you manage your digital files. You can create a folder on the desktop and move it to your personal storage device when you've completed your scanning.

Desktop

1. Hover the mouse arrow on the desktop and Right click to open the New Folder Menu
2. Select New Folder from the Menu (highlighted in blue below L) and a folder icon will appear on the desktop with the name untitled folder (below R)



3. Right-click the new folder, select Rename and type in your desired folder name such as "Johnson Family Archives"



Turn on the Scanner

You will need to turn on the scanner and let it warm up. Wait for the green light to stop flashing before you open the VueScan software.

The big scanner (EPSON Expression 11000XL) has a power button located on the bottom left of the machine under the silver button. The icon is a circle with a vertical line inside.




The little scanner (Epson Perfection V800 Photo) has a power button located on the bottom left of the machine under the silver button. The icon is a circle with the line through the top.

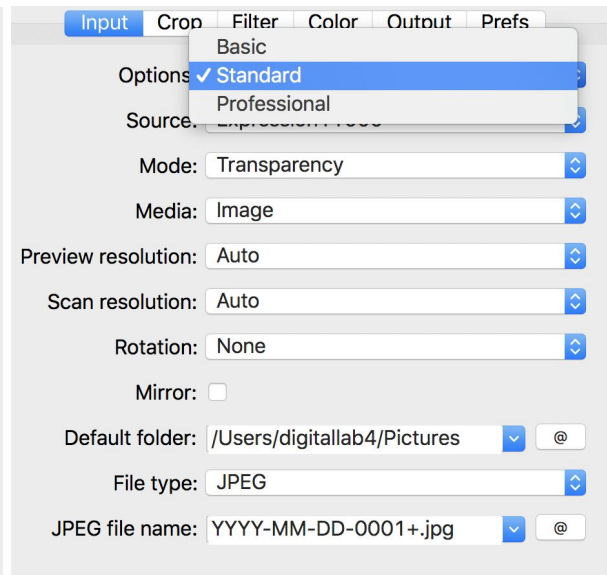
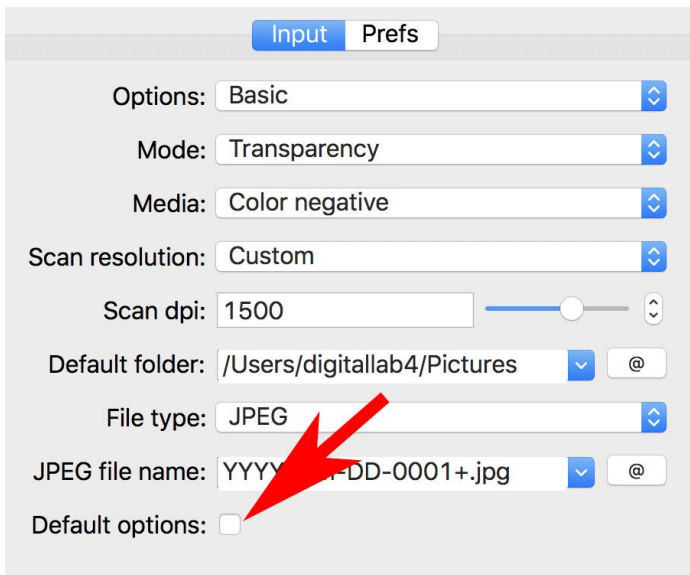


Open VueScan (the scanning software)

1. Click on the VueScan icon at the bottom of the computer screen (icon below) and the VueScan software will open



2. Check **Default Options** to clear previous settings. Next, click on the arrows  of the Options field of the VueScan window and make sure the Options setting is Standard (see below).



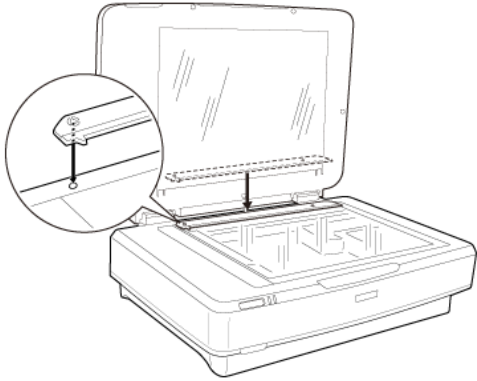
3. Use the the *Scanning Settings Guide* online or in the Binder to choose the right options for your material type.

<https://docs.google.com/document/d/1BIHml901vOjyNFfZUVZ-MFXrAZm-5PPSDjS0GkclAMY/edit?usp=sharing>

Place Materials on the Scan Bed

Photographs & Documents

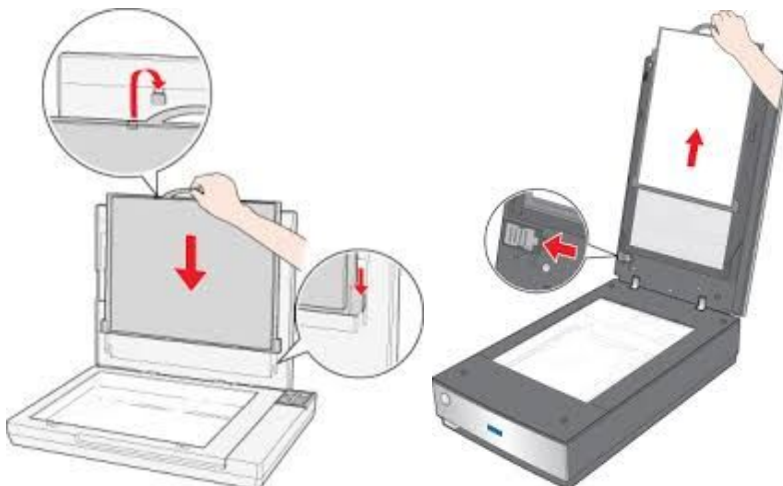
1. Make sure the document mat is inserted in the lid of the scanner (see below).
2. For the Epson Expression 11000XL
 - Make sure the transparency guide is removed



3. Place the image you are scanning face down with the right corner touching the upper left corner of the scanning bed. Line it up with the arrows.

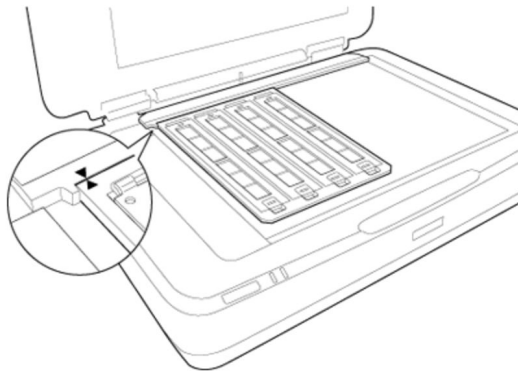
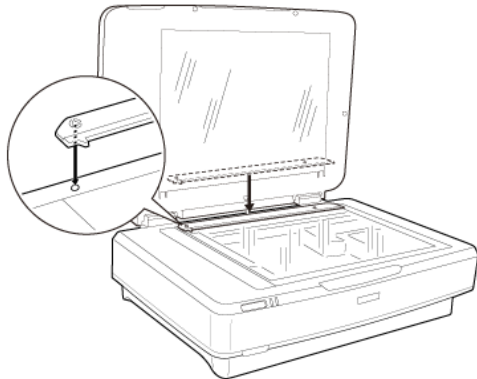
Guides to remove and replace the document mat can be found here

- Epson Expression 11000XL has directions on the left side of the lid
- Epson V800 Photo: <https://files.support.epson.com/docid/cpd4/cpd41530/index.html>
 - Online: Select: Placing Originals on the Scanner > Placing Film or Slides on the Scanner > Removing or Replacing the Document Mat
 - In Binder: Epson V800: Placing Originals on the Scanner

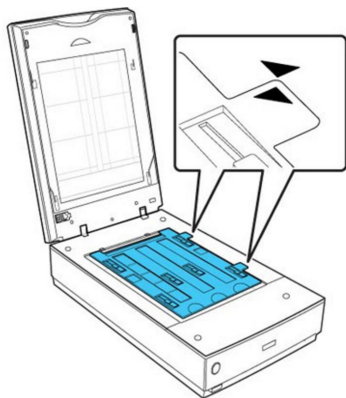


Negatives and slides

1. Make sure the document mat is not in the lid of the scanner.
2. For the Epson 11000XL
 - Add the transparency guide to the bed of the scanner (L).
 - Use the arrows to align the film holders (R) on the flatbed.




3. For the Epson V800
 - Use the arrows to align the film holders on the flatbed

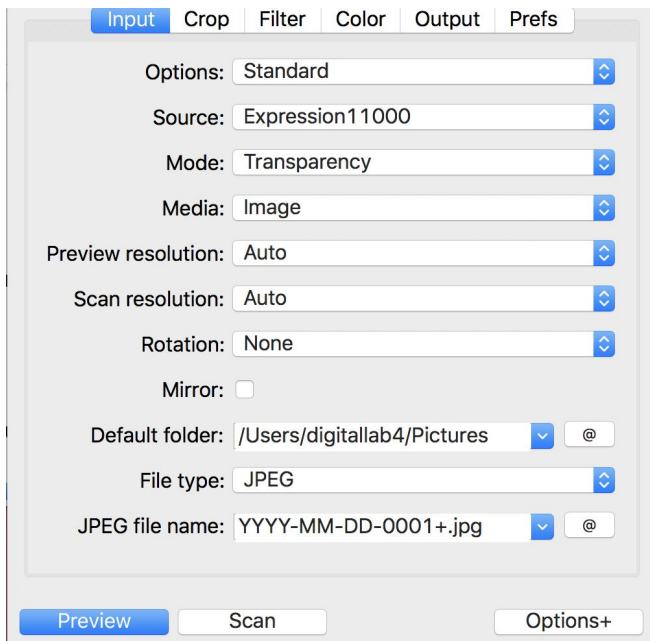


Guides to placing film in the film holders can be found here

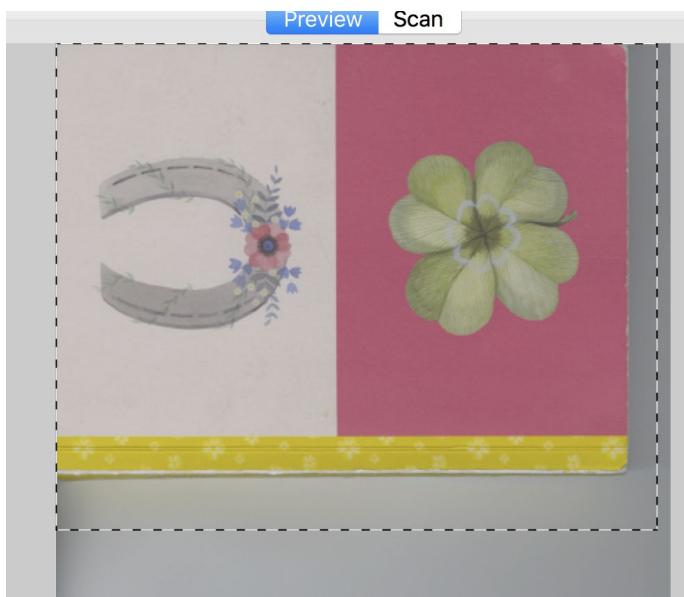
- Epson 11000XL
 - Online: https://files.support.epson.com/htmldocs/ex11kg/ex11kgug/option_3.htm
 - In Binder: Epson 11000XL: Setting and Placing Film
- Epson V800 Photo
 - Online: <https://files.support.epson.com/docid/cpd4/cpd41530/index.html>
Select: Placing Originals on the Scanner > Placing Film or Slides on the Scanner
 - In Binder: Epson V800: Placing Originals on the Scanner

Scanning

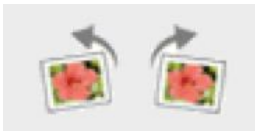
1. Close the scanner lid and press the Preview button  on the lower left side of the Vuescan screen.



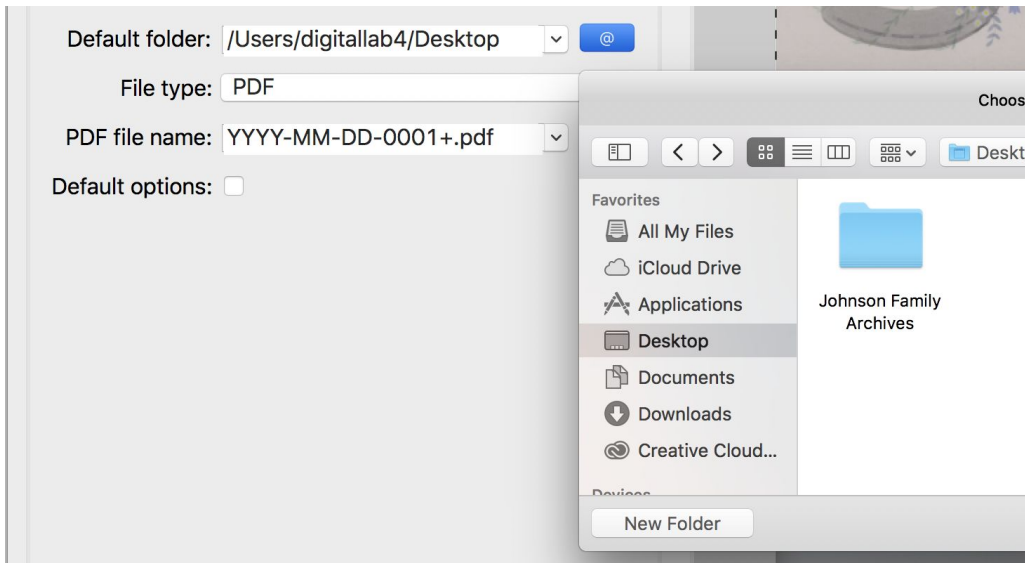
2. Select the area you would like to scan using your mouse to move the the blinking dashed line (marching ants)



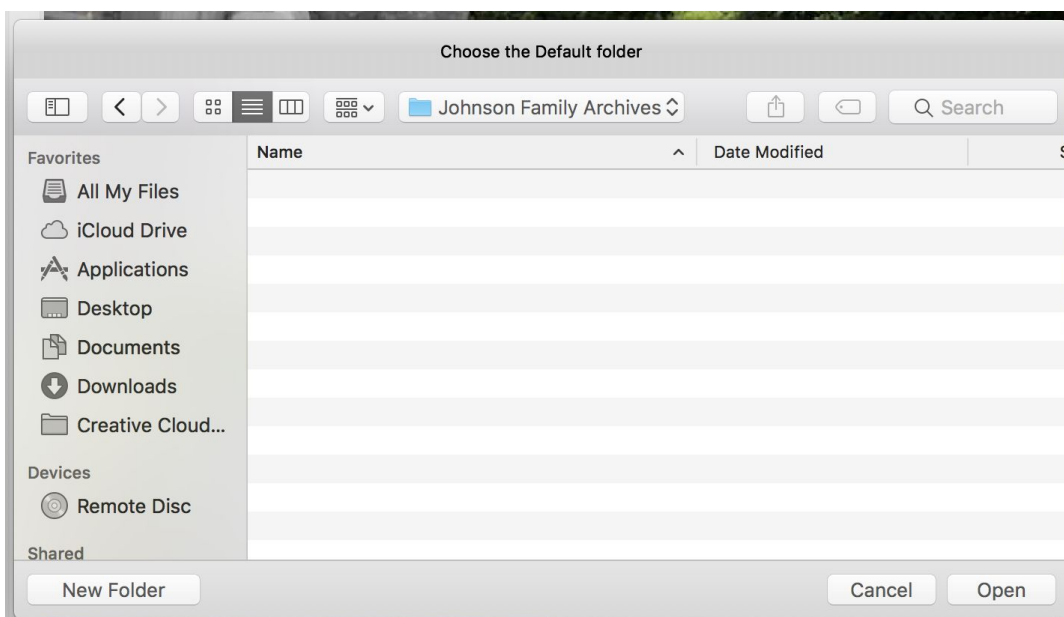
3. You can now rotate the image by clicking on these buttons on the bottom right hand of the VueScan window



4. Now click the @ button next to the Default Folder field. A finder window will open and you can navigate to the folder you created in the first section of this guide.



Once you have located and selected the folder you created, click Open in the bottom right corner of the finder window.



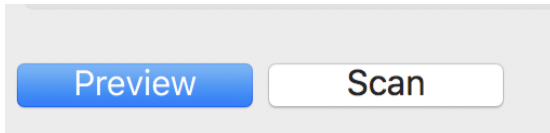
5. Click in the *file name* field and name your file - See File Naming Guide

Online:

<https://docs.google.com/document/d/1EWCNUGDcEALHIPP7KqfS1QtCZi4gaNKTLkUvHw0L1o8/edit?usp=sharing>

In Binder: File Naming Guide

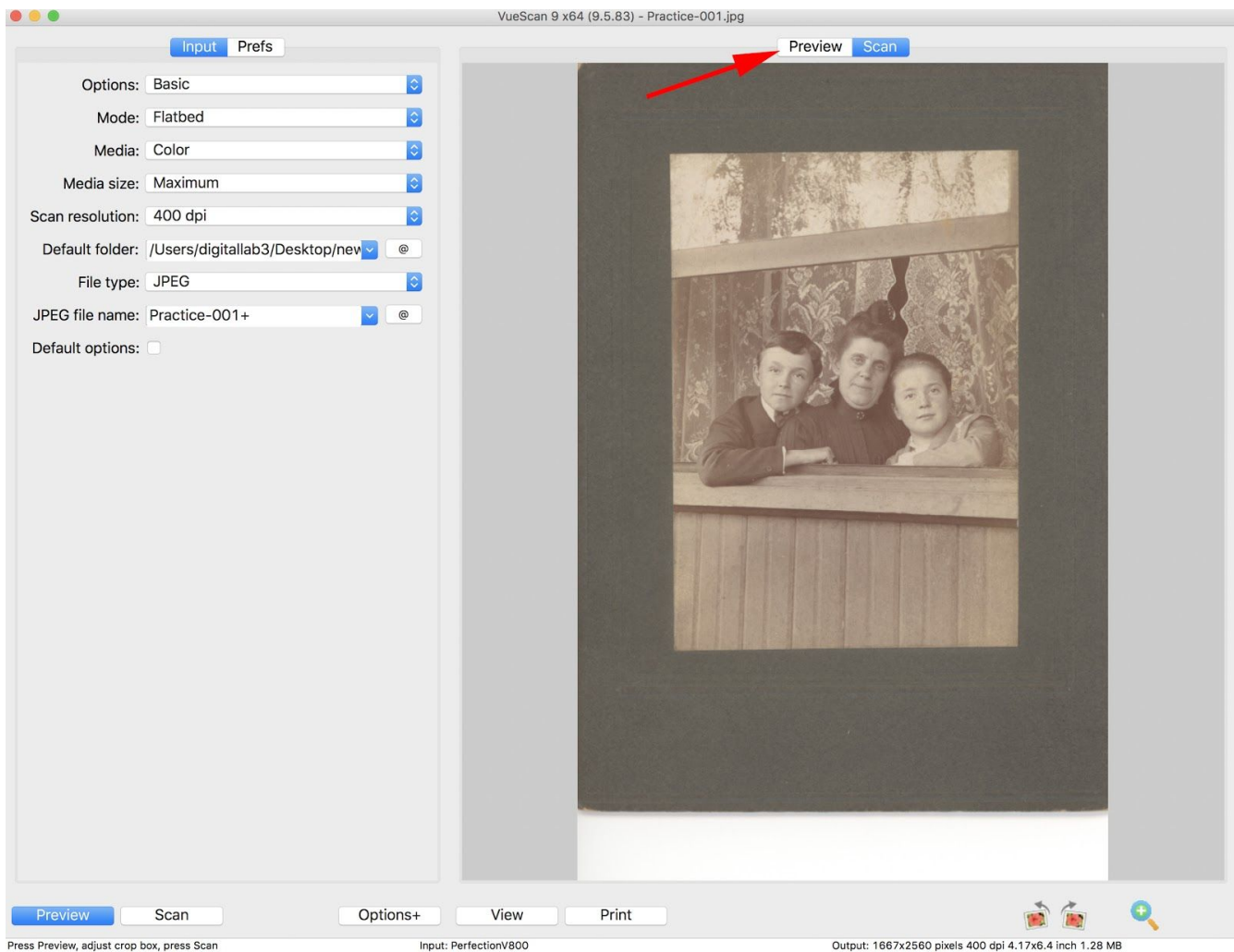
6. Click the Scan button located in the lower left hand corner of the VueScan window next to the Preview button (see below).



7. After the material is scanned, the image will open in a viewing window for review and the file will be automatically saved in your selected folder. To close this viewing window, click the red dot in the top left corner of the window.



8. If you have placed multiple images on the scanner, then click the Preview button located above your scanned image to return to a view of the entire scanner bed. At this point, you will be able to select the next area that you would like to scan.



(Note that there are two Preview and two Scan buttons in the VueScan window: one of each located at the bottom left hand corner of the window and one of each located at the top center of the window. The buttons in the bottom left hand corner are used to initiate scanning actions and the buttons in the top center are used to toggle between views of either the entire scanner bed or the most recently scanned area.)

9. Once you have selected the next area that you would like to scan, you can repeat Steps 6 - 8 for each of the remaining images you have placed on the scanner. Note that the scanning location that you chose in Step 4 and the file name that you chose in Step 5 will remain consistent unless you choose to change them.