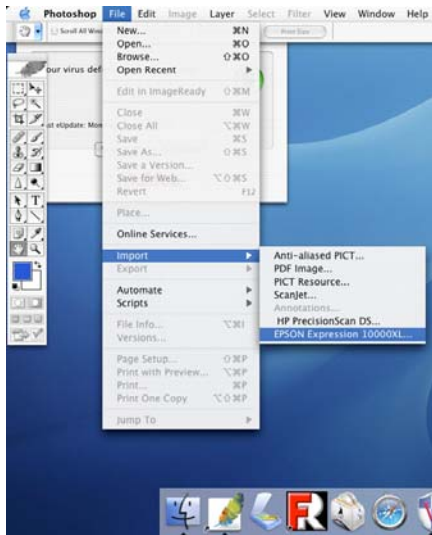


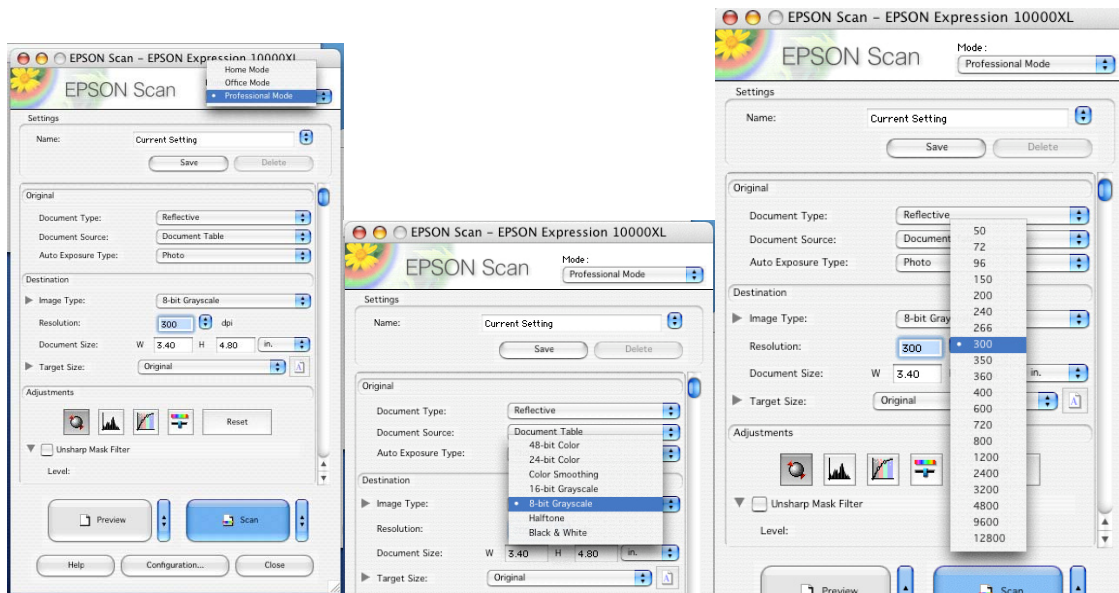
Scanning Procedures / Flat Art – Epson Control Panels

These are basic scanning procedures working with flat art work /objects on the Epson document table.

- 1) Begin by launching Adobe Photoshop from the tools dock.
- 2) Go to File menu → Import → Select Epson Scanner as import device.



- 3) Control Panel should be in Professional Mode. (this allows for the greatest control of resolution and final output options.



4) Standard Settings are as follows:

A. Document Type: Reflective / Transparency

(utilizing the Transparency Unit built into the lid of the scanner you are able to scan film/transparencies)

B. Document Source: Document Table

C. Auto Exposure Type: Photo

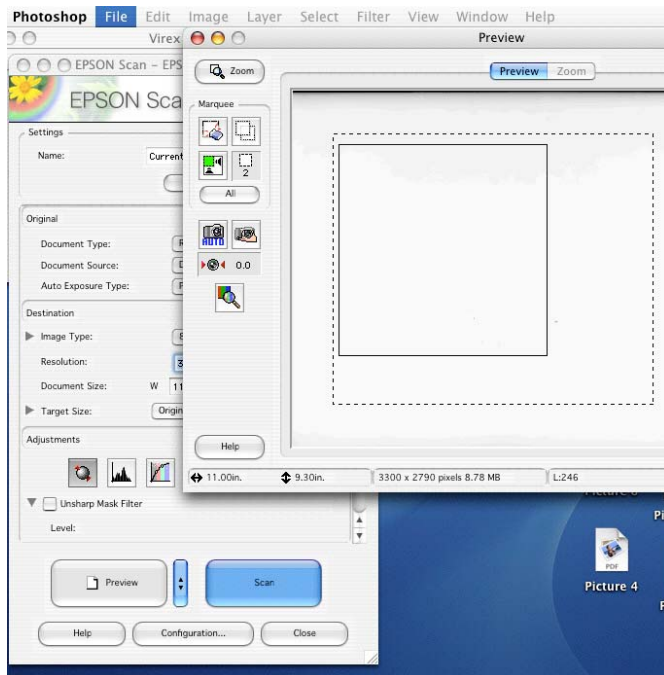
**D. Image Type: 24 Bit Color (Color Photographs, Negatives)
8 Bit Grayscale (B/W Photographs, Negatives)**

C. Resolution: 300 dpi (240-300 dpi range for ink jet printing at original scale)

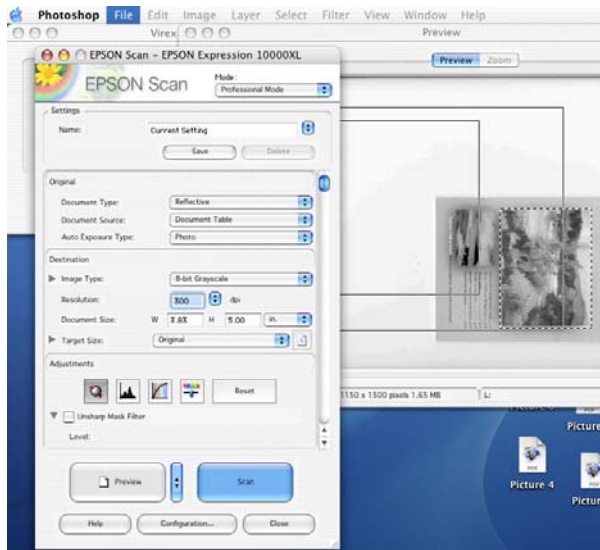
D. Document Size/Target Size : Original

E. Adjustments: NONE

5) Place Artwork on Document Table (with lid closed for reflective*white background)



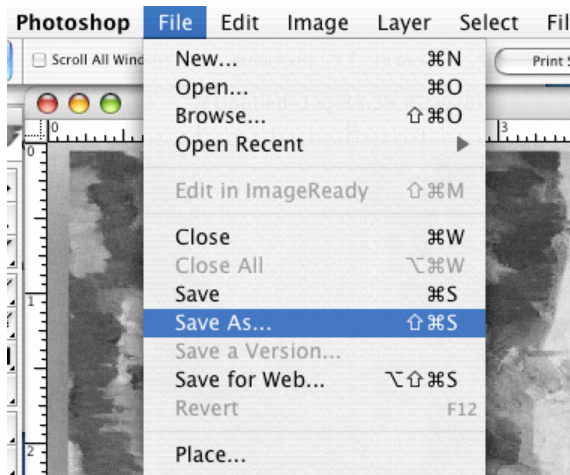
6) In the control panel select preview to quickly assess placement of the artwork.



7) Make selection of scanned object with Marquee tool (multiple selections may be enabled)

8) Select Scan to begin import.

(When scan completes file will now open in Adobe Photoshop as untitled/unsaved)



9) Select File → Save As →

a. name file

b. Select File type:

.PSD – Photoshop File Type – NON-Compressed

.TIFF – TIFF File Type – Compressed/Non-Compressed according to settings

10) Navigate to removable drive /network location / student folder for final destination of the new file. Save File.