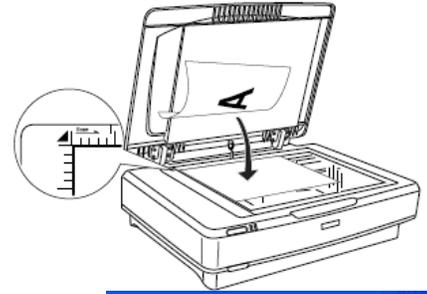


Epson Scanner (Expressions 10000 Photo)

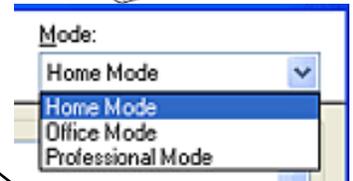
Basic Directions:



- Position document face down in the upper Right corner.
(Orientation changes with Mode: For Professional mode, turn 90 Clockwise)
- Launch Photoshop
- From the FILE menu select *Import - Epson Expression 10000XL*
The Scanner window will appear.
- Select *Professional Mode*.

Do Not change the Name "Settings."

- Click the *Preview* button near the bottom of the screen
Preview window with your image appears to the right



Original:

Document Type: Reflective
Document Source: Document Table
Auto Exposure: choose *Photo* or *Document*

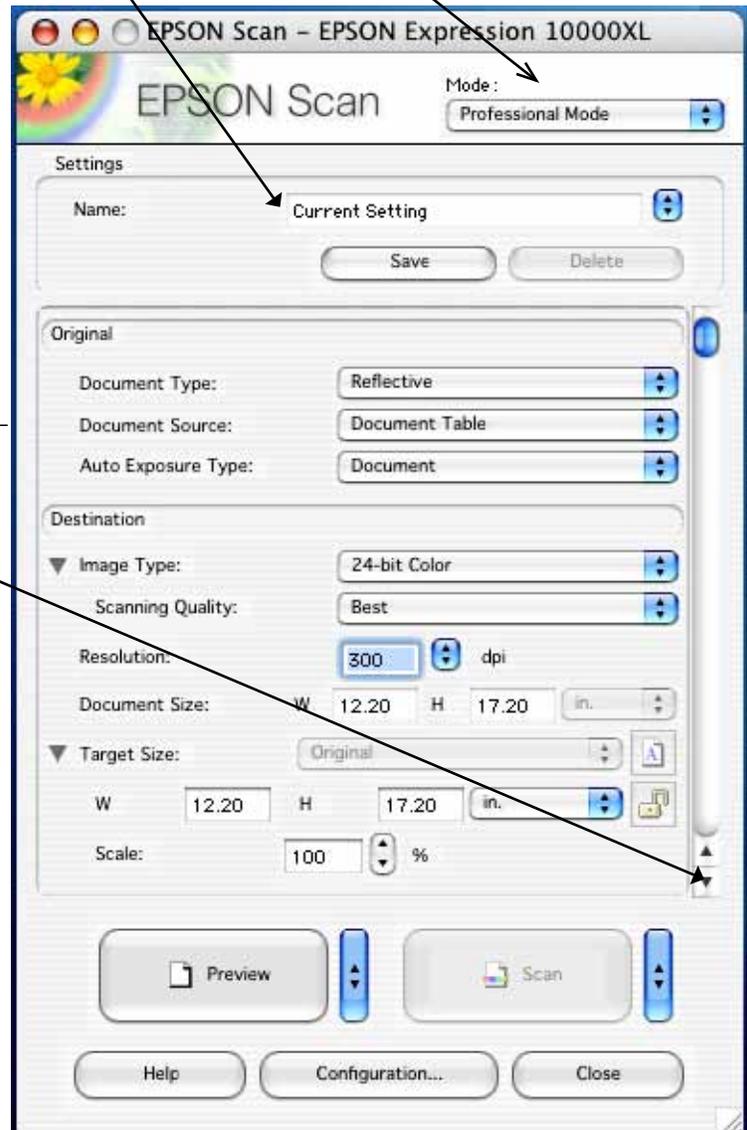
Destination:

Image Type: 24-bit color (highest supported by Photoshop)
Resolution: For web (72 dpi), For Print - Printers capacity (300 +)

Adjustments: Scroll down to bottom of *Epson Scan* window for adjustments.

Threshold only appears in black & white scans.
Color images have more adjustments.

- Click and drag to select the area you want to scan.
- If all the settings are correct, click the *Scan* button
- The image will appear in Photoshop.
- Save:
Save As: Type the name of your file
Format: Select file type (.tiff, .jpg, etc.)
Location: *Scanned Images* drive
- Drag your files to your flash drive or Zip disk



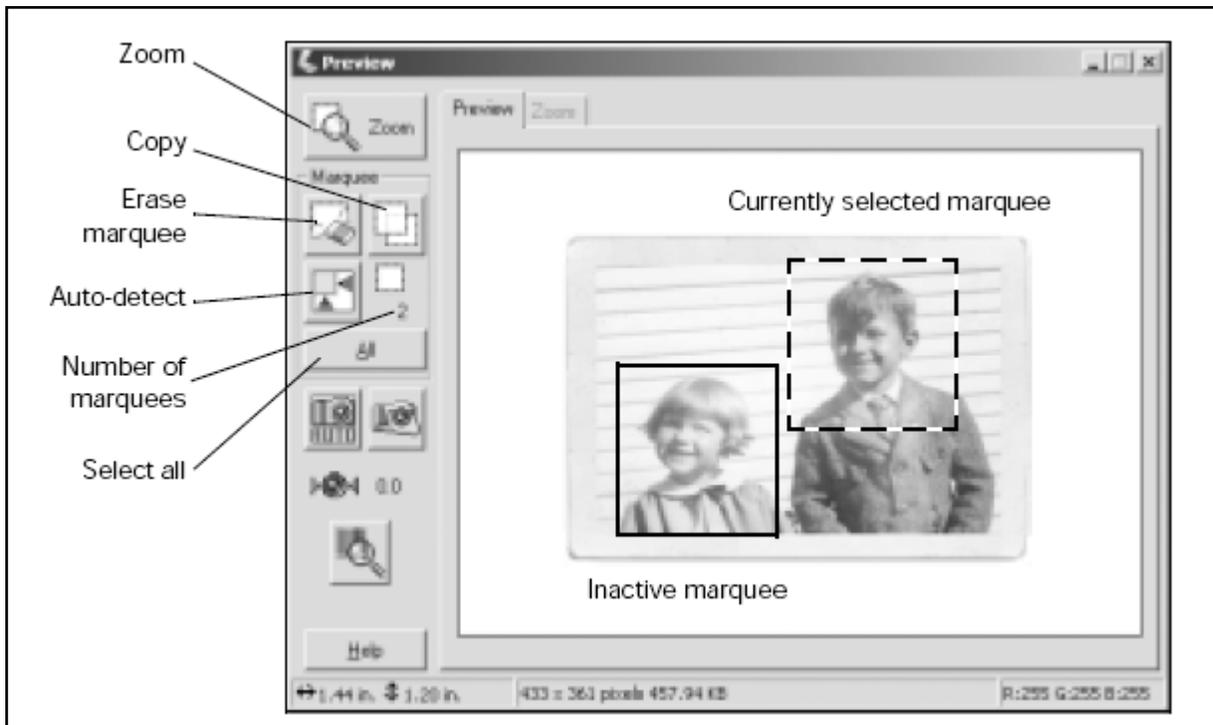
NOTE: Scanner Modes: (upper right corner).
Art and Graphics students use *Professional Mode*.
Text scan - use *Office Mode*.
Home Mode - does not have advanced control over image quality settings.

Other Functions / Capabilities of the scanner

- * Charts for file types, Resolution, & paper sizes
- * Multiple pictures can be scanned simultaneously, with each picture a separate scan.
- * Scanning negatives, slides and transparencies.
- * OCR (Optical Character Recognition).

Working with multiple marquees

NOTE: Use the Basic Directions on previous page before following the directions below.



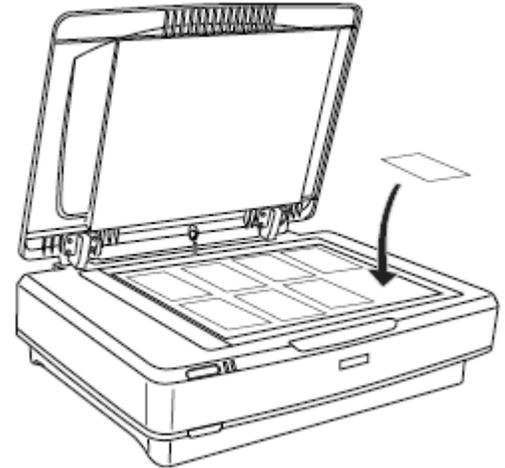
In the Normal preview screen you can draw up to 50 marquees. This lets you select more than one part of the image for scanning (the area within each marquee is scanned as a separate image, even if you have overlapping marquees).

- You can make independent image quality adjustments for each selected area.
- To apply the same image quality adjustments to all selected areas at once, click the All button, then make any desired adjustments.
- Use the  Copy and  Erase buttons to add or remove *marquees* as needed.
- When you're ready to scan, click the All button to select all the marquees for scanning; otherwise, only the currently selected marquee is scanned.
- Each marquee creates a separate picture. Use the FILE: Save (or Save for Web) command to save each one.

Scanning Multiple Photographs

NOTE: For Thumbnail preview, all photos must be the *same size*, if they are not, go to pages 1 & 2.

- Place photos face down on the glass leaving 3/4 inch between each photo.
- Launch Photoshop
- From the FILE menu select IMPORT & EPSON EXPRESSIONS 10000XL



When scanning multiple images, you can use the Thumbnail preview screen to locate each image automatically.

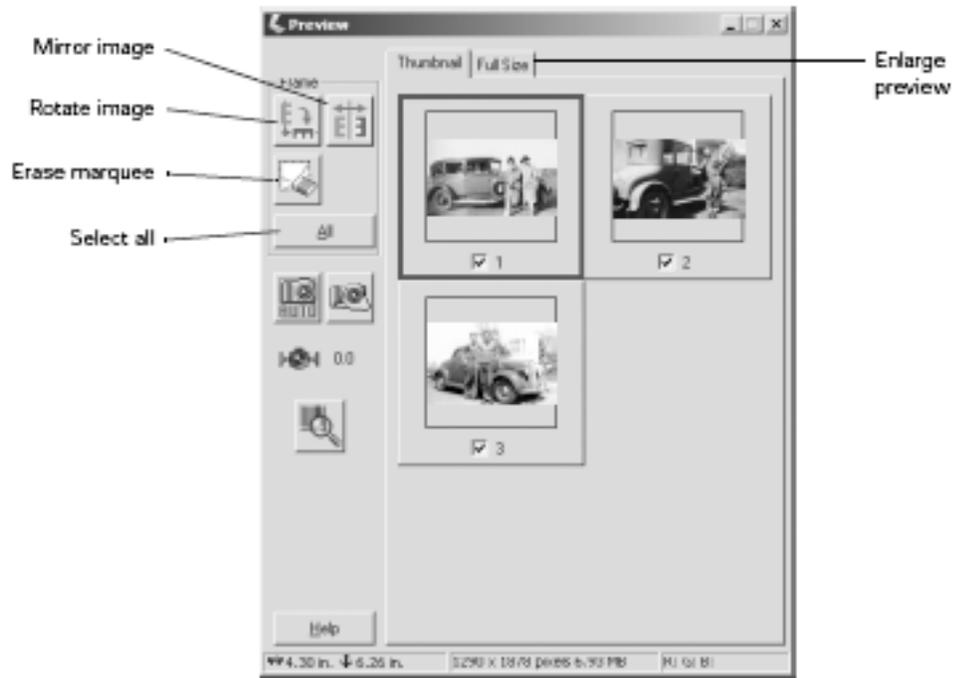
1. Click the arrow next to the *Preview* button to select *Thumbnail* as the type of preview screen.



2. Click the *Preview* button to view previews of all your images.

You see this screen:

3. Click and drag within each image to select just the area you want to scan. For best results, avoid including borders in your images. (Allows Epson to apply the optimal exposure and color balance settings)



4. To see an enlarged version of an image, click the image to select it. Then click the *Full Size* tab.

5. Apply any color adjustments or filters as needed.

NOTE: To apply the same image quality adjustments to all images at once, click the *All* button, then make any desired adjustments.

6. Do one of the following:
 - To scan all your photos, click *Scan*.
 - To select individual photos for scanning, clear the check marks from any photos you don't want to scan, then click *Scan*. Only checked photos are scanned.



Each photo appears as a separate image.

Scanning Slides, Filmstrips and negatives

1. Open the transparency unit. (Fig 1)
2. Grasp the white reflective document mat by its top edge and slide it upward to free the bottom edge of the mat. (Fig 1)
3. Lower the mat slightly to free the tabs at the top edge, then remove the mat. (Fig 1)
4. Place the mat in the storage pocket located on top of the Lid. (Fig 2)
5. Make sure the glass on the scanner's document table and on the TPU (lid) is completely clean and free of dust.

CAUTION: IF the scanner needs cleaning, ask a lab staff member for help. (Damage may result otherwise)

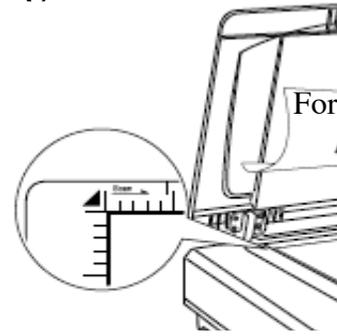


Fig 1
For instructions #1-3

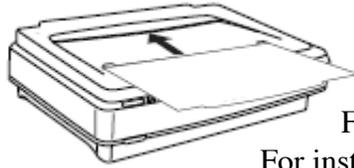


Fig 2
For instruction #4

Types: 35 mm slides, filmstrips, and negatives, 4x5 in film, medium format (12/220) film, and non standard film sizes up to 12.2x16.5 inches

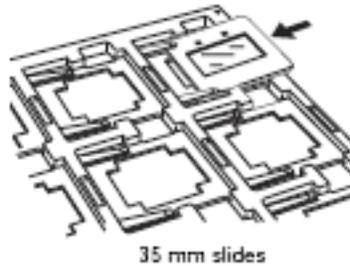
Placing standard Film Sizes on the scanner:

Use the film holders to scan 35 mm slides, filmstrips and negatives, 4 x 5 in film, and medium format (120/220) film.

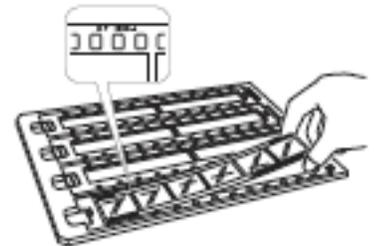
1. Place the film holder on a flat surface. Open its cover (if it has one) and load the film with its shiny side face down and the film emulsion layer face up.



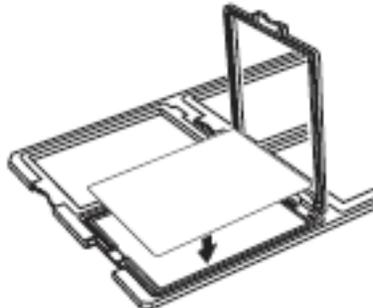
2. Place the film holder on the document glass, aligning the arrow marks as shown below.



35 mm slides



35 mm strips



4 x 5 inch film



Medium format film

NOTE: You can use more than one holder, and they can be different sizes (Except for 35 mm slides using the Thumbnail preview screen: P. 50 in the Advanced User Guide)

3. Scan slides using instructions on page 5.

Scanning Your Film

- Launch Photoshop
- From the FILE menu select *Import - Epson Expression 10000XL*
- When the Epson Scan launches, set the Mode to *Professional Mode*.

NOTE: Scroll down to ensure you set all the Options correctly.

SETTINGS

- *Original:* Select *Film* as *Document Type*
Select the correct Film Type (Positive Film, Color Negative Film, or B&W Negative Film)
- *Destination:*
Color Depth - 24-bit Color: High quality color scans
Color Smoothing (reduce color variations without lessening sharpness)
16-bit Grayscale
- *Film Type:* Select *Normal*



Select Professional Mode

Scroll down to see more options

Select Thumbnail



NOTE: 35 mm slides (only): click the arrow next to the Preview button and select Thumbnail as preview screen type. Automatically locates each image.

- Click *Preview*
- Use Marquee to select areas inside each image you want to scan. (Avoid borders to get optimal exposure and color balance)

NOTE: If you did not use the film holders, you have to reset the focus. Click the **ALL** button, then:

- * If film is directly on the document glass, click the Manual Focus  button, set the focus position to **0.0** and click **OK**.

NOTE: Scroll down for these adjustments.



Scroll down



- Use the *Adjustment* settings on the main screen to modify your images as necessary. Auto Adjust (if *Continuous auto exposure* is turned off)



- Histogram Adjustment - adjust highlight, shadow, and gamma



- Tone Correction - choose a preset tone curve for specific effects, or change the tone curve manually



- Image Adjustment - color balance, saturation, brightness, and contrast settings

- Click *Scan*

Character Recognition (OCR)

Launch ABBY Fine Reader

- Place Document in the upper left corner (portrait orientation)
- Click the *Scan&Read* button

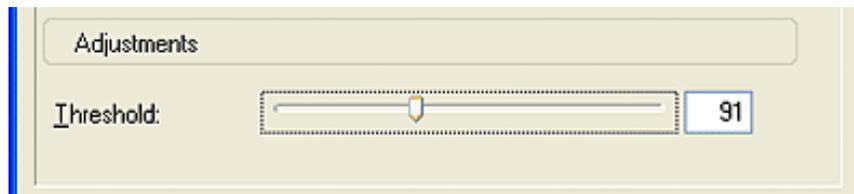


Scan&Read also has *Open&Read*. The arrows indicate pop-up menus with different options.

NOTE: Epson Scan will launch. When it is open:

- Select *Office Mode*:
- *Image Type*: Black&White
- *Document Source*: *Document Table*
- *Document Size*: Letter
- *Resolution*: 300 DPI
- Click the *Preview* Button
- Select the page with the marquee
- Adjust the *Threshold* to change the intensity of the text, monitoring the results in the *Preview* window.

Set to *Office Mode*.



- Click the *SCAN* button (This step takes time. Be patient. After the scan, the *Read* progress bar appears)
- Click the *Save* button
 - Save As*: Type in the name of your file
 - Format*: .rtf (Mac/Windows access) or .txt (to retain some formatting)
 - Location*: *Scanned Images* drive.
- Drag the files to your Flash drive or Zip disk.

Potential text recognition problems

The quality of the text in your original document greatly affects the OCR results.

The following types of originals can make recognition difficult and should be avoided if possible:

- Items that have been copied from other copies
- Faxes
- Text with tightly-spaced characters or line pitch
- Text that is in tables or underlined
- Cursive or italic fonts, and font sizes less than 8 points

NOTE: OCR software cannot recognize handwritten characters.

Charts

Resolution

Type of Scan	Resolution
Photograph	300 dpi
Text with images	400 dpi
Film or slides	300 to 3200 dpi
Line art	300 to 3200 dpi
Test for OCR	300 dpi
Newspaper	150 to 300 dpi
Magazine	150 to 300 dpi

Paper sizes

US paper sizes	International paper sizes
Ledger/tabloid (11x17)	A3 (297x420 mm)
Legal (8.5x14)	B4 (250x353 mm)
Letter (8.5x11)	A4 (176x250 mm)
Executive (7.5x10)	A5 (148x210 mm)

Format (File extension)	Explanation
BITMAP (*.BMP) (Windows only)	A standard image file format for Windows. Most Windows applications including word processing applications can read and prepare images in this format.
EPS (*.EPS) encapsulated postscript	A PostScript file format. Most illustration and DTP applications are compatible with EPS.
JPEG (*.JPG)	A compressed file format. The compression quality can be selected. The JPEG format enables relatively high compression ratio, resulting in a lower image quality. (Note that the original data cannot be restored.) The quality deteriorates every time the data is saved. The TIFF format is recommended in cases where modification, retouch and the like are required.
PDF (*.PDF)	A document format that is independent of platforms. To use PDF documents, you need Adobe Acrobat Reader or Acrobat. When you save color or grayscale images in PDF, you can select a compression quality.
Pict (*.PCT) (Macintosh only)	A standard image file format for Macintosh. Most Macintosh applications including word processing applications can read and prepare images in this format.
PNG (*.PNG)	A portable and highly-compressed file format designed for viewing in Web browsing applications, which allows a choice in compression quality. The image quality does not deteriorate when an image file is saved in PNG.
TIFF (*.TIF)	A file format created for exchanging data among many applications such as graphic and DTP software. When scanning black & white images, you can specify the compression type.