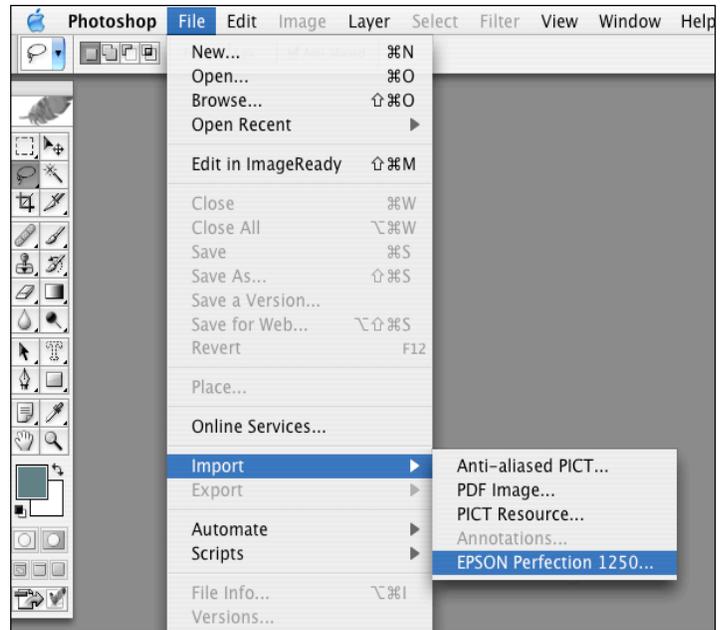


Using the Epson Scanners

About the Epson Scanners

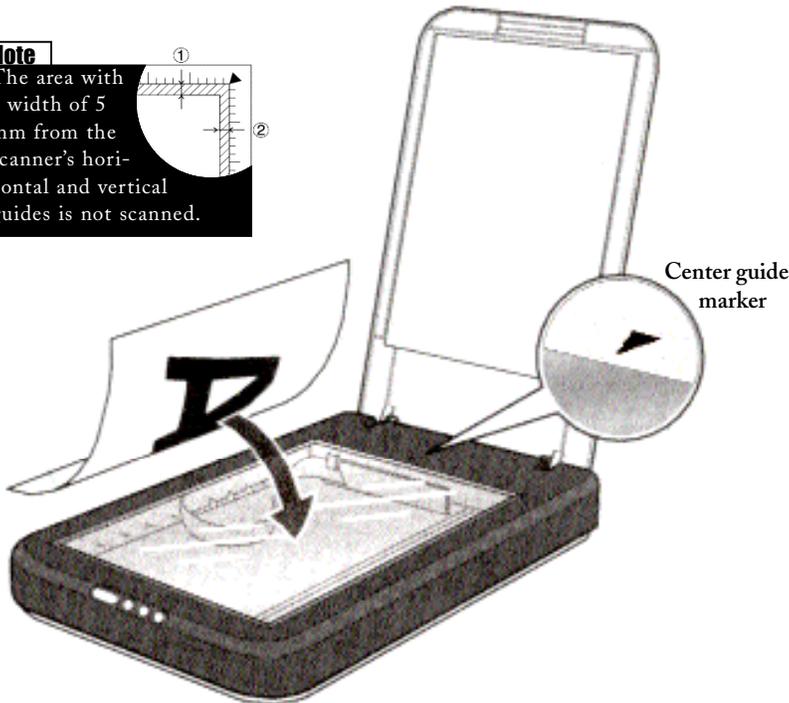
The Room 203 Epsos are flatbed scanners that can scan documents up to 11" wide by 17" tall.

- Images are scanned into Photoshop by selecting Photoshop's File> Import command, then choosing the appropriate Epson scanner.



Placing Documents into the Scanner

Note
The area with a width of 5 mm from the scanner's horizontal and vertical guides is not scanned.



Placing documents:

- Media is placed facedown onto the scanner's glass table, as shown in the illustration on the left.
- Documents should be centered using the arrow marker on the scanner's horizontal guide (*see left*).
- After placing media, close the scanner's cover to ensure the best quality scan. The Epson's self-adjusting lid allows thick documents—such as books—to be scanned without having to remove the scanner's cover.
- Although the scanner can be used to scan three-dimensional objects as well as documents, please avoid placing anything on the scanner which could scratch or otherwise damage its glass.

Using the Epson Scanners

Quick Scanning Instructions

- 1) Insert documents into the scanner following the steps outlined on page one.
- 2) Launch **Photoshop**. Pull down the **File** menu, highlight **Import**, and choose the appropriate **Epson scanner**. The window illustrated below will appear (the **Epson Perfection Window**).
- 3) Choose **Document Source**. This should be set to table.
- 4) Choose **Image Type**. Selections available here include **24-bit colour**, **colour smoothing**, **8-bit grayscale** and **black & white**. The choice depends on the type and colour mode of your original document.
- 5) **Exposure Type**. Select either **Document** or **Photo**.
- 6) **Preview**. Click the **Preview** button to bring the preview image into view.
- 7) Adjust the **Selection Box** in the **Preview Window** to choose the portion of the image to be captured in the final scan.
- 8) **Output Resolution**. The Epscons let users scan at a number of resolutions, ranging from 50 to 9600 dpi or higher.
(See sidebar on following page for more on resolution)

(Continued on next page)

Epson Twain Window

Document Type (Reflective/Transparent)

Exposure (Document/Photo)

Image Type (24-bit colour, colour smoothing, 8-bit grayscale and black & white)

Output Resolution (50-2400dpi)

Desired Output Size

Scale Relative to Original (%)

Preview

Scan

Cancel/ Return to Photoshop

Selection Box

Drag dotted lines to change the size of the selection rectangle

Preview Window

Using the Epson Scanners

Quick Scanning Instructions Cont.

9) **Target: Width and Height.** These variables set the final dimensions of the output scan. They also work proportionately—change one and you automatically change the other an equal amount.

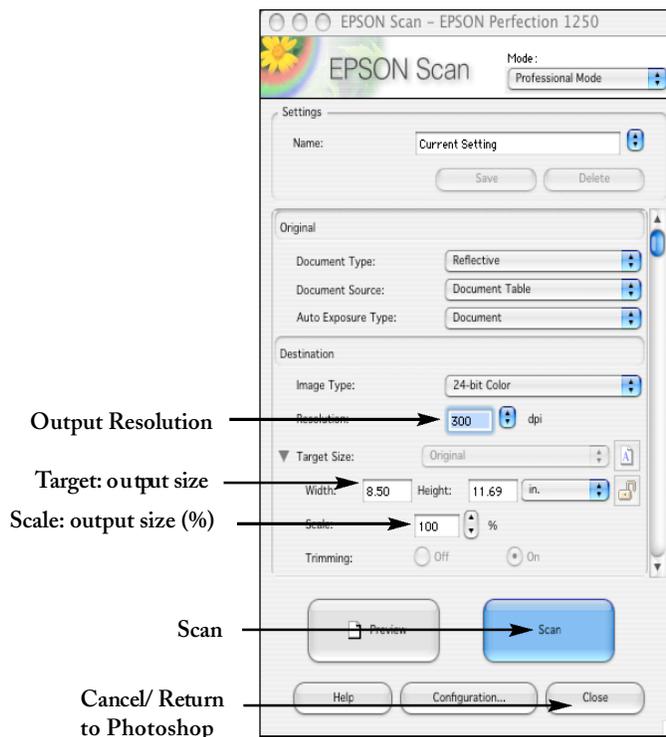
10) **Scale.** Like **Target Width and Height**, lets you choose the final size of your output scan. Use the slider to set a range from 9 % to 800 %, or enter the amount in the % field.

Note: Any reduction, enlargement or resolution adjustment of your image will effect the file size (mb) of your scan. Information about file sizes is provided in the Preview Window.

11) **Scan.** Once the desired settings and preview selection have been chosen, click the **Scan** button. The scanned image will open in an untitled Photoshop window as a default TIFF file.

Save the Photoshop file to the Documents folder, a CD or a network account.

Epson Twain Window



Which Resolution Should I Use?

In a nutshell, the higher the resolution the better the scan.

You may want to adjust the size and resolution of an image, depending its use and how it will be output.

For example, will it be printed? And on which printer? Or is it destined for the computer screen/web? Considerations like these will determine the best resolution for your scan.

For printed material, the following formula is a good guide for deciding image resolution:

$$2 \times \text{lpi} \times (\text{output size} \div \text{input size}) = \text{dpi/ppi}$$

In our labs, the black and white printer = 75 lpi, and the colour = 100 lpi.

Black and White printer example:

$$2 \times 75 \text{ lpi} \times (4 \text{ " } \div 2.5 \text{ "}) = 240 \text{ dpi/ppi}$$

Colour printer example:

$$2 \times 100 \text{ lpi} \times (4 \text{ " } \div 2.5 \text{ "}) = 320 \text{ dpi/ppi}$$

Some Key Terms:

lpi= lines per inch. Term used by printers regarding commercial offset printing, such as magazines. As a rule of thumb, lpi is roughly half the dpi of an image (150 lpi = 300 dpi).

dpi=dots per inch. Often used interchangeably with ppi, or pixels per inch. Technically speaking, dpi is used with printed material while ppi is reserved for computer screen images. Most screen images are set at 72 ppi, although 96 ppi is used occasionally.

If you encounter any problems with the scanner not covered in these documents, please contact a technical assistant.