

## Flatbed Scanner Tutorial

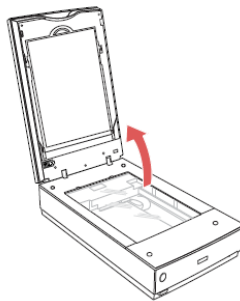
The Epson V850 Pro flatbed scanner scans photographs and documents up to 8.5x11 inches as well as slides, negatives, and large format film. It is great for delicate items and books or scrapbooks.

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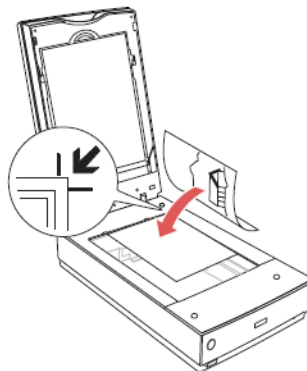
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### Scanning Photographs and Documents

1. Make sure the scanner is turned on.
2. Open the scanner cover. Make sure the document mat is installed inside the cover.



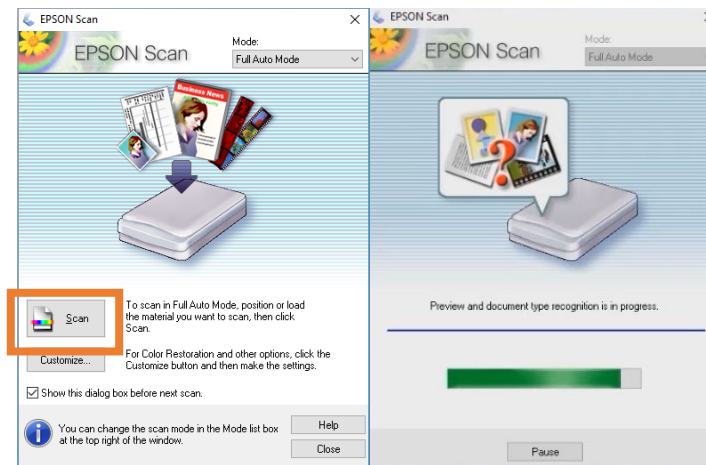
3. Place your document or photo face down on the document table. Slide the material to the top right corner of the scanner.
  - a. When scanning multiple photos at once, position each photo at least 20mm (0.8 inches) apart. For a large batch of photos, the auto feeder scanners are recommended.



4. Close the scanner cover gently so that your original does not move.
5. Click the scan button  on the scanner to start scanning. The software will launch automatically.
  - a. If the software does not open automatically, double click on the Epson Scan icon on the desktop.



6. Click the 'Scan' button in the Scan Software.
  - a. The default mode should be Full Auto Mode. If you want to change the file type or resolution, try a different mode. **It is recommended to keep it in Full Auto Mode.**

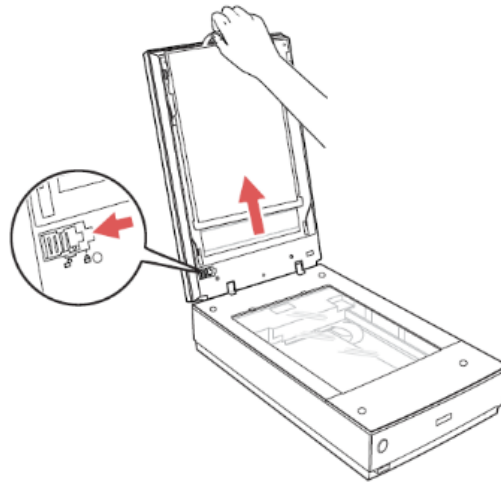


7. The flatbed will now scan. If there are multiple images spaced correctly, the scanner will recognize them.
8. The files are saved in the Pictures folder on the PC desktop. The folder should open automatically after the scan is finished. To access:
  - a. Open the File Explorer on the PC taskbar.
  - b. Select the Pictures folder.
  - c. Open the file to view or edit the files.
9. Highlight the files you want to save. Click and drag them to your USB drive.



## Scanning Slides, Negatives, and Large Format Film

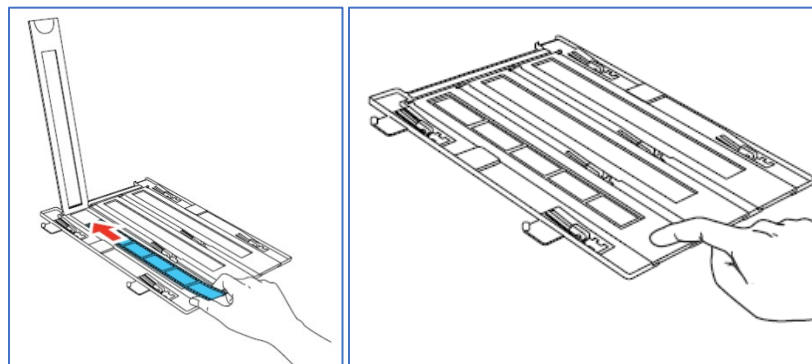
1. To scan film strips or slides, you need to remove the document mat from the scanner cover. This uncovers the transparency unit window so your scanner can use it to scan your film or slides.
  - a. Make sure the transparency unit transportation lock is unlocked.



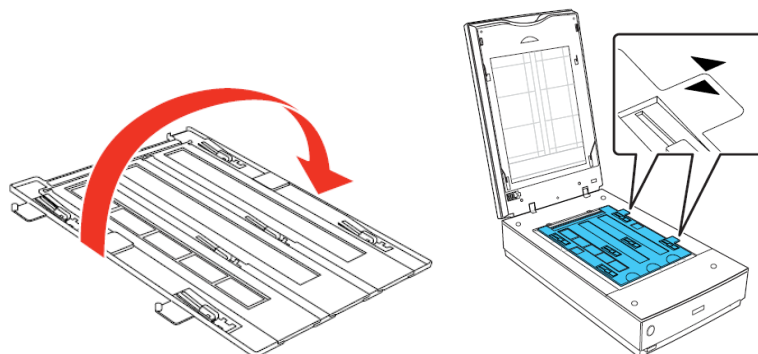
2. Use a soft cloth to wipe the transparency unit window and document table. A microfiber cloth is available in the DLL material storage bin.

3. Insert your media in the holder as shown below:

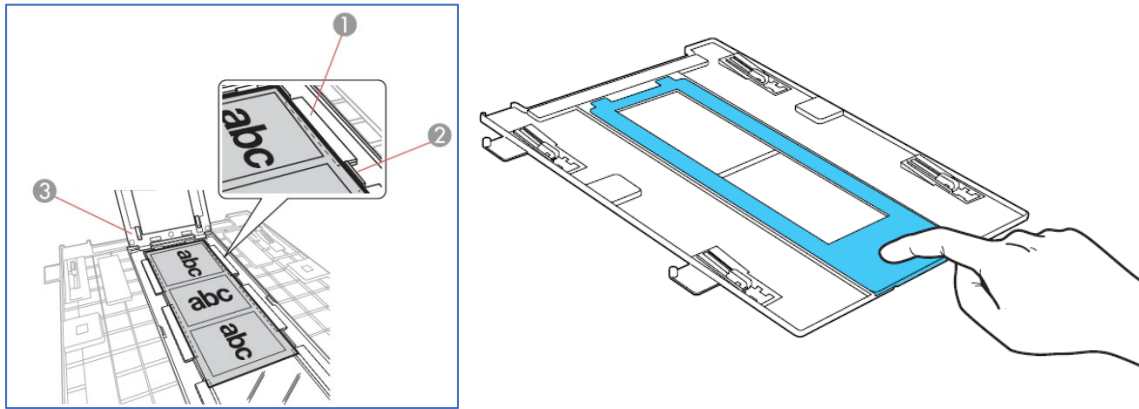
- a. **35 mm film strips:** Remove the top layer of the holder. Place the film inside, then lock the top layer over it.



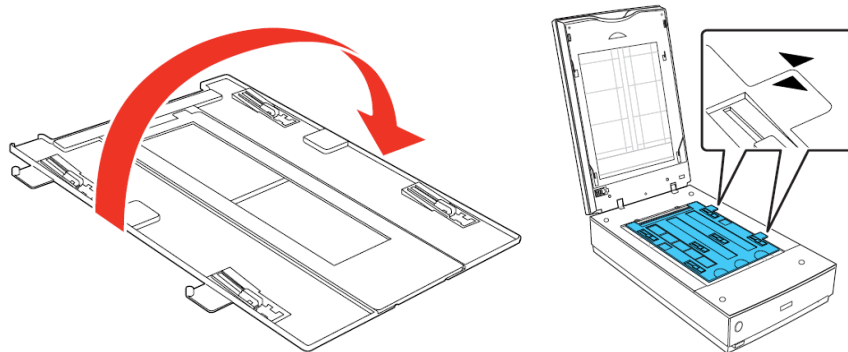
- i. Turn the film holder over and add it to the scanner.



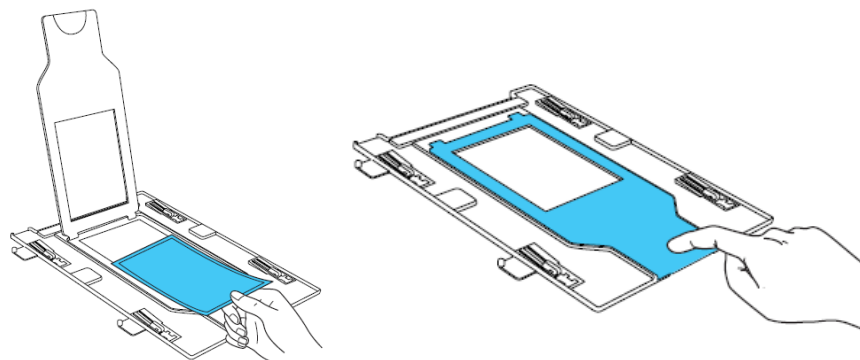
- b. **Medium format:** Open the top layer, slide the medium format into the holder shiny side facing up, then close the top.



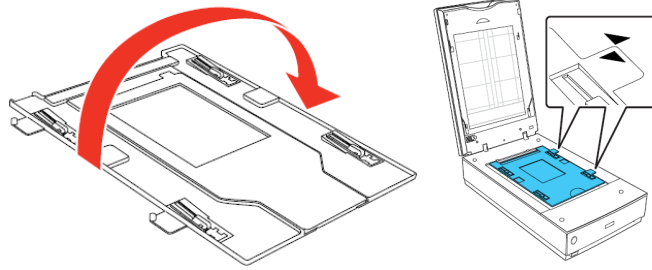
- i. Note: the film holder may not hold the outer edges of the film completely flat against the plate; this is normal and will not affect the quality of the scanned image.
- ii. Turn the film holder over and place in scanner.



- c. **4 x 5 inch Film:** Gently place the film in the film holder. Hold only the edges or you may damage the film.
  - i. Note: Make sure the white areas on the back of the holder are not scratched, dirty, or covered in any way.

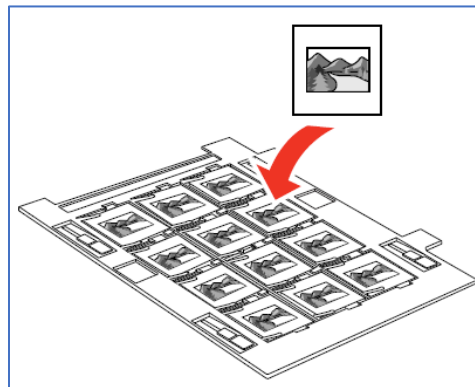


- ii. The edges of the film may need to be trimmed to fit in the tray.

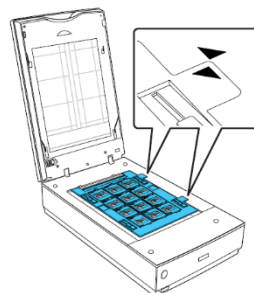



- iii. Turn the holder over and place it in the scanner.

- d. **35mm Slides:** Gently place each slide into a spot. Try to have them face the same way. It does not matter if any slides are backwards, this can be fixed in editing.
  - i. Place up to 12 slides in the slide holder, shiny side down.



- ii. Place the holder in the scanner as shown. Align the arrows on the holder with the arrows on the scanner.

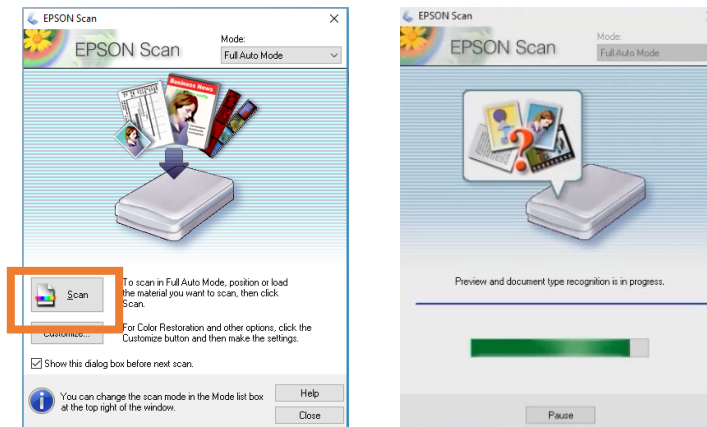


- 4. Carefully close the lid to the scanner.
- 5. Click the scan button on the scanner  to start scanning. The software will launch automatically.

- a. If the software does not open automatically, double click on the Epson Scan icon on the desktop.



6. Click the 'Scan' button in the Scan Software.
  - a. The default mode should be Full Auto Mode. If you want to change the file type or resolution, try a different mode. **It is recommended to keep it in Full Auto Mode.**



7. The flatbed will now scan. If there are multiple images spaced correctly, the scanner will recognize them.
8. The files are saved in the Pictures folder on the PC desktop. The folder should open automatically after the scan is finished. To access:
  - a. Open the File Explorer on the PC taskbar.
  - b. Select the Pictures folder.
  - c. Open the file to view or edit the files.
9. Highlight the files you want to save. Click and drag them to your USB drive.
10. When you are done scanning slides, replace the document mat on the scanner cover.

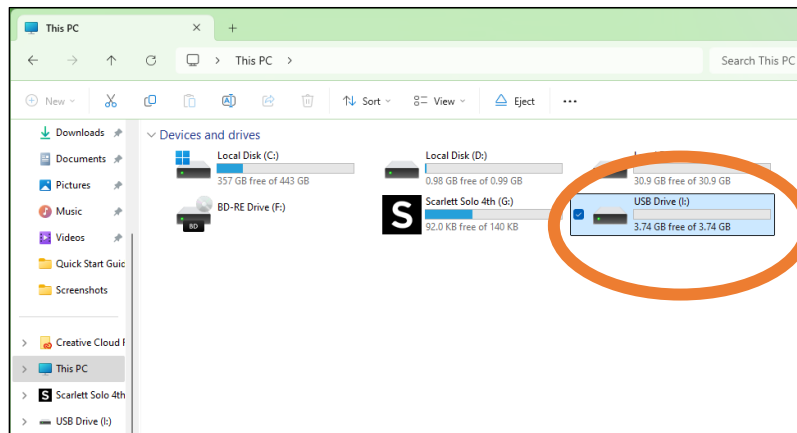


## To Save to a USB Drive:

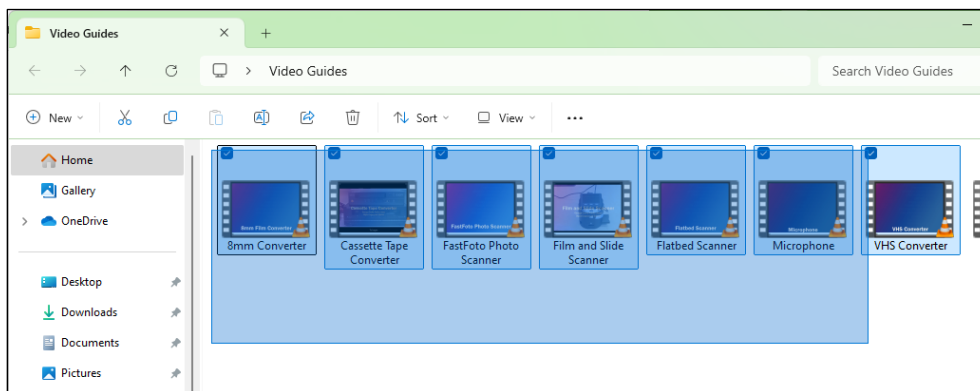
1. Plug in your USB drive into a USB port on your computer. The USB ports on the Digital Legacy Lab PCs are located on the right side of the screen.



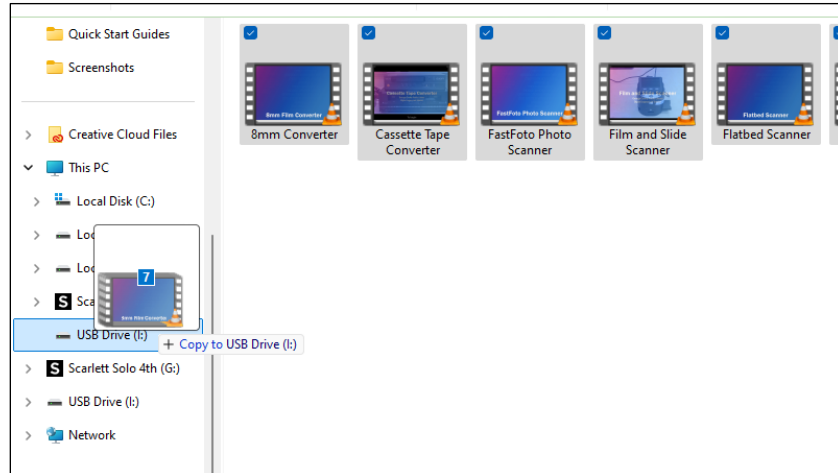
2. Locate the folder on the desktop where your files are stored.
  - a. You can also open This PC and check the Documents or Photos folders if you cannot locate them. The library has set up the save locations, but sometimes these can change depending on the software. You can check where they are saved in the software.



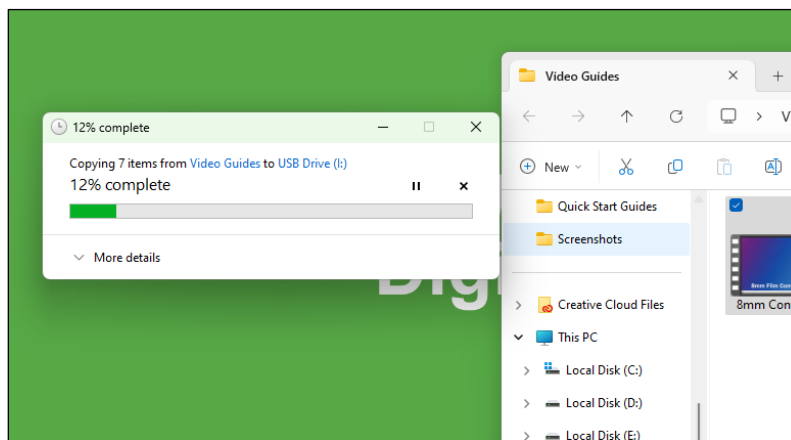
3. Highlight the files you want to save by clicking and dragging around the files with the left mouse button. You can also move them one at a time.



4. Click and hold the left mouse button while over the highlighted files. While still holding the left mouse button, move the mouse so it is over the USB drive on the left. When the computer says, “Copy to [USB Drive Name]” release the button and the files will start moving.

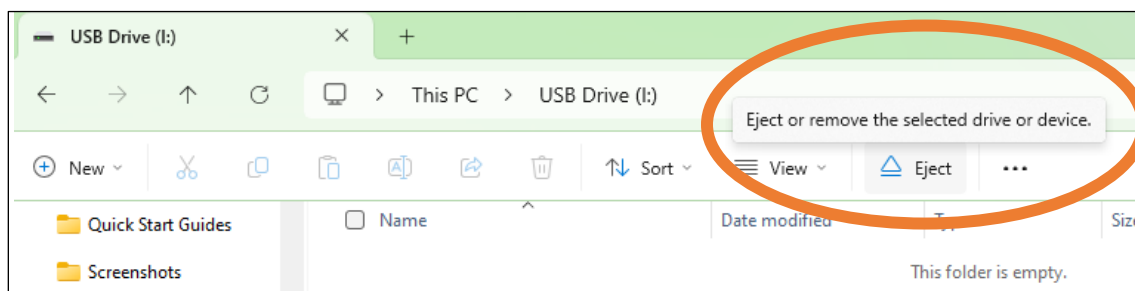


- a. If the files are large or there are a lot of them, this may take some time.



- b. If the computer says the files are too large, refer to Saving to a ZIP Folder in the Digital Legacy Lab binder.

5. Once your files are moved, right click the mouse button on the USB drive and choose Eject. Never remove the USB drive without ejecting it first as it may corrupt the files.





- a. A window will pop up in the bottom right corner of the screen that says “Safe To Remove Hardware.” Once you see this window, you may remove your USB drive.

