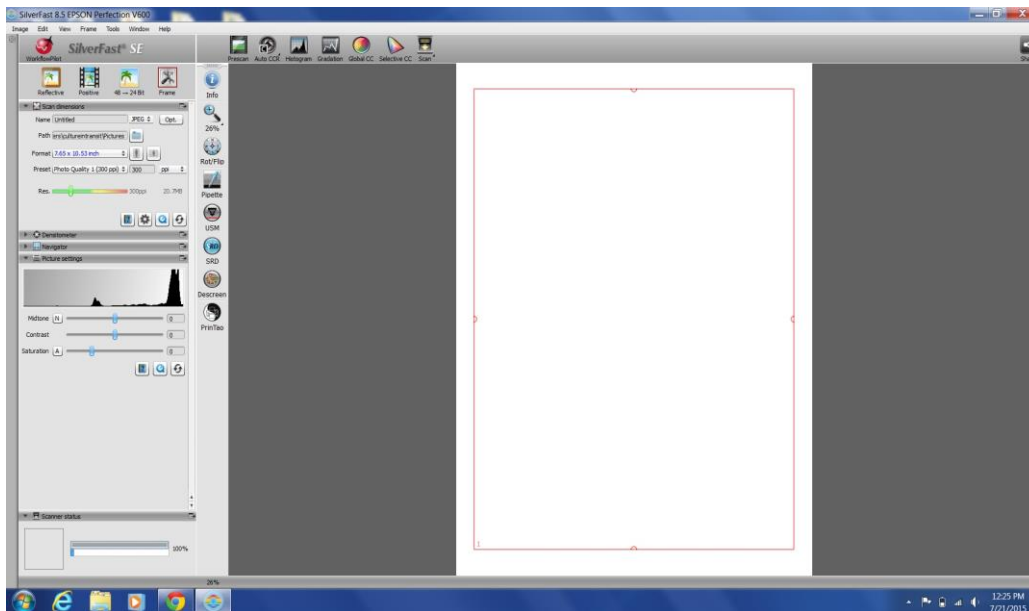
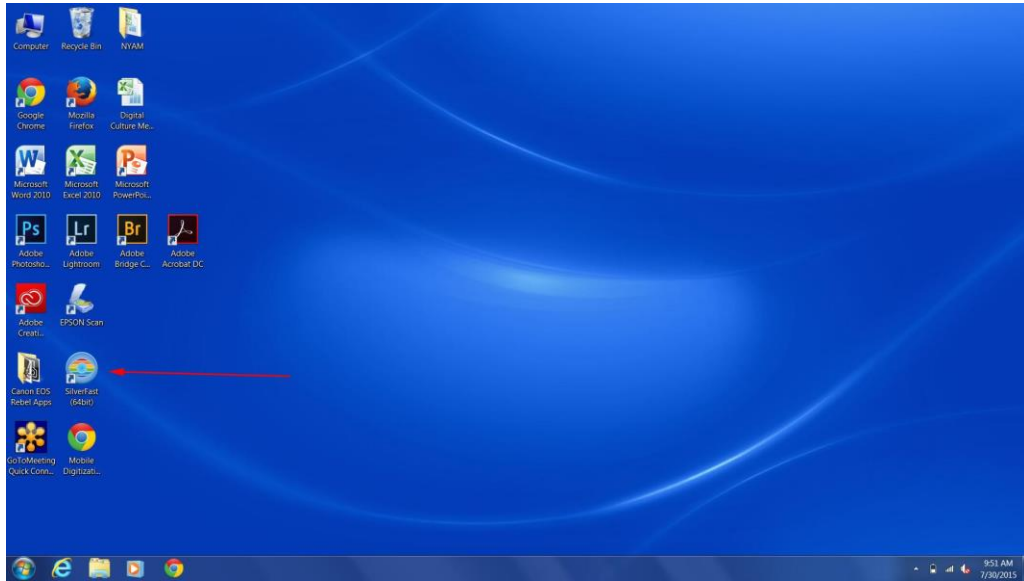


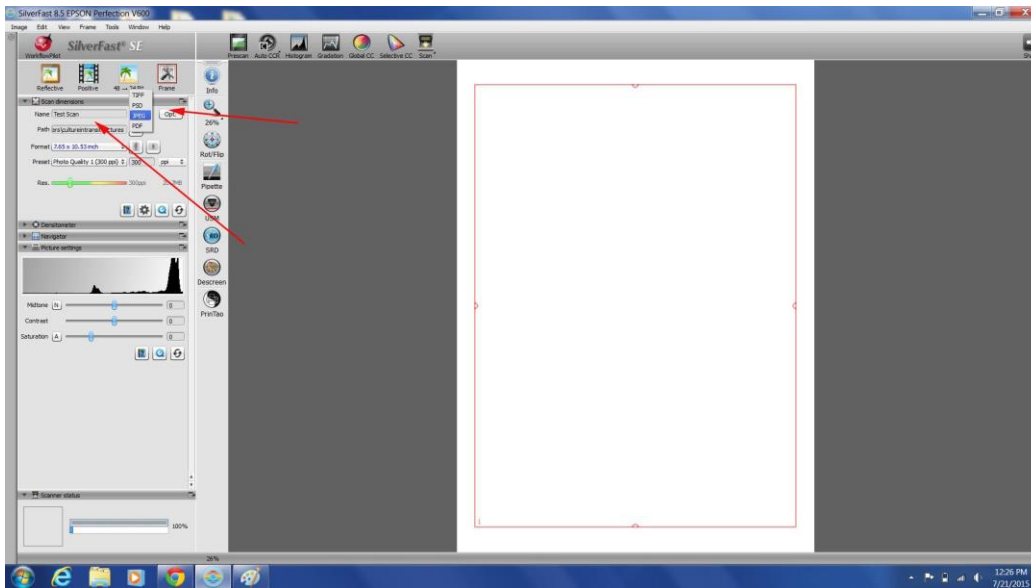
This document serves as guidance on how to scan with the Epson V800 scanner, using Epson Silverfast imaging software and Adobe Photoshop.

- Make sure that the lock switch on the back of the scanner is in the “unlocked” position.
- Plug scanner into power socket and connect to laptop and turn on.
- Launch Silverfast.



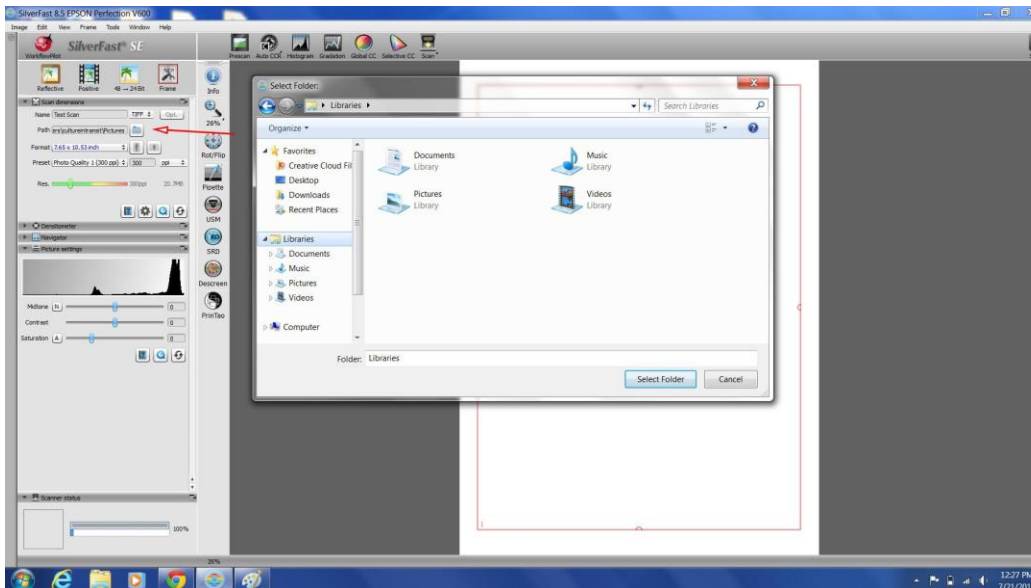
Landing page for Silverfast

- Set the naming convention for filename and select file extension for images.



Use the left hand menu to set filename and file extension

- Select the destination folder where the images will be saved (on the desktop). The file naming convention for the folder is *Location_mmddyyyy* (e.g. *Sunnyside_08012015*).



- Select the resolution the images will be scanned at (600ppi).

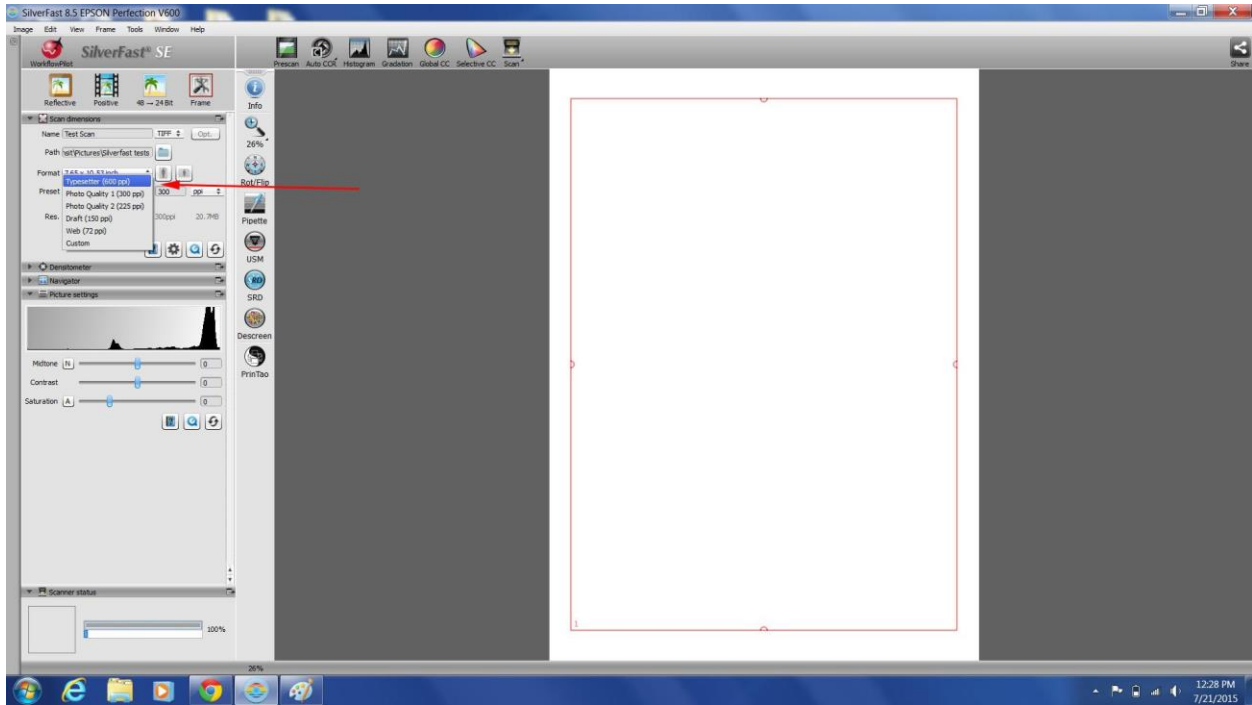
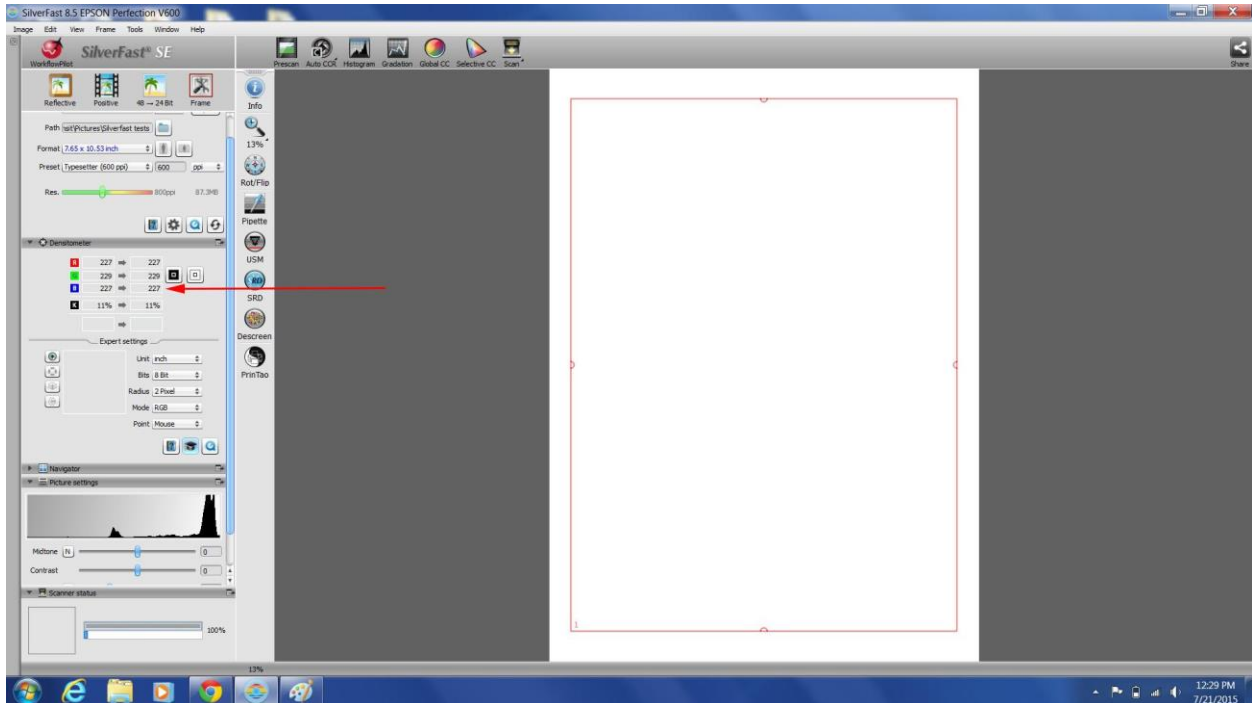
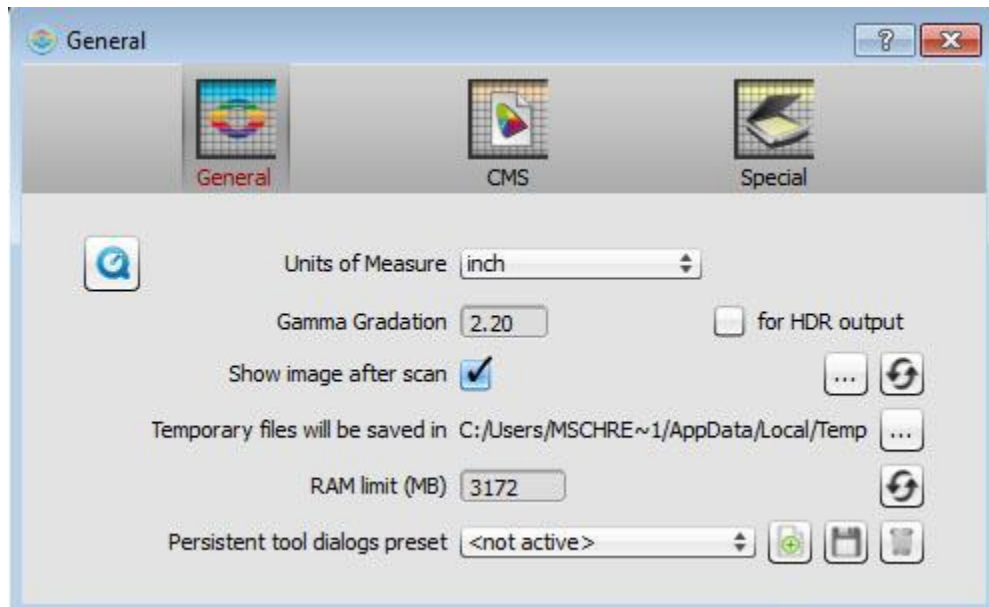


Image resolution options

- Check RGB levels are correct. We will scan at 24-bit RGB (8 bits per color).



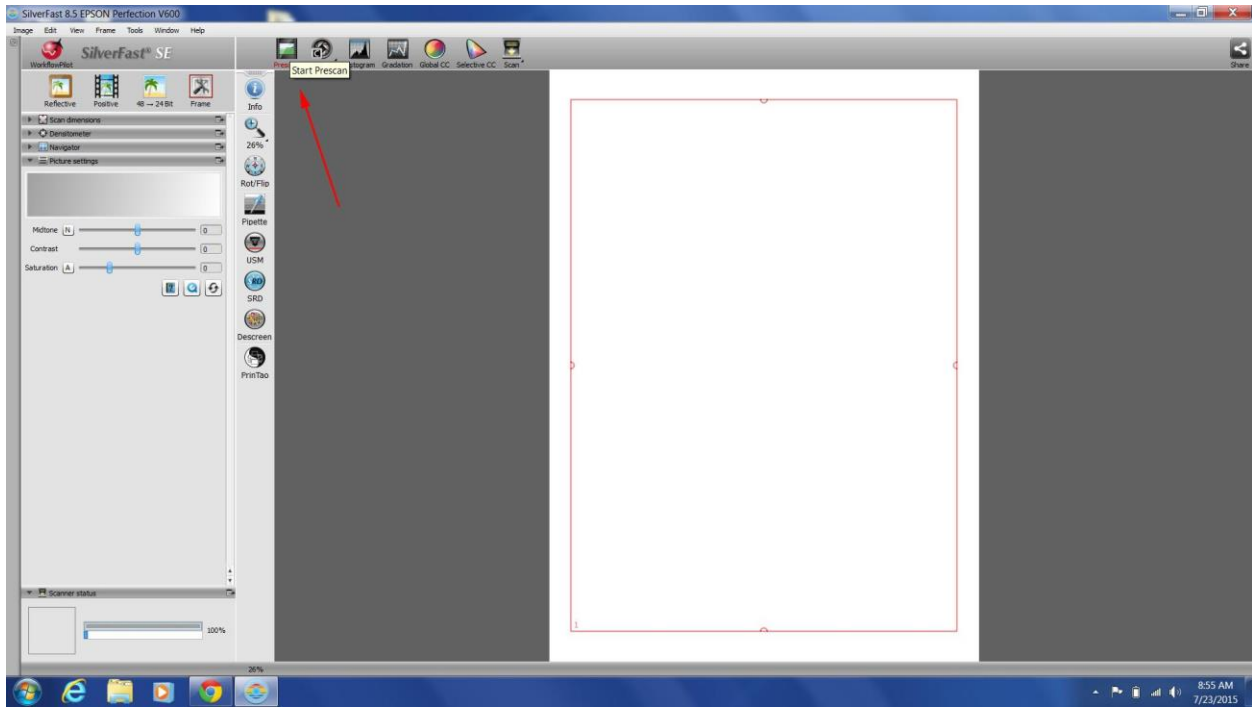
- Go to the Edit menu, and then select Preferences check “Show image after scan”. This will open the scan in Photoshop for review.



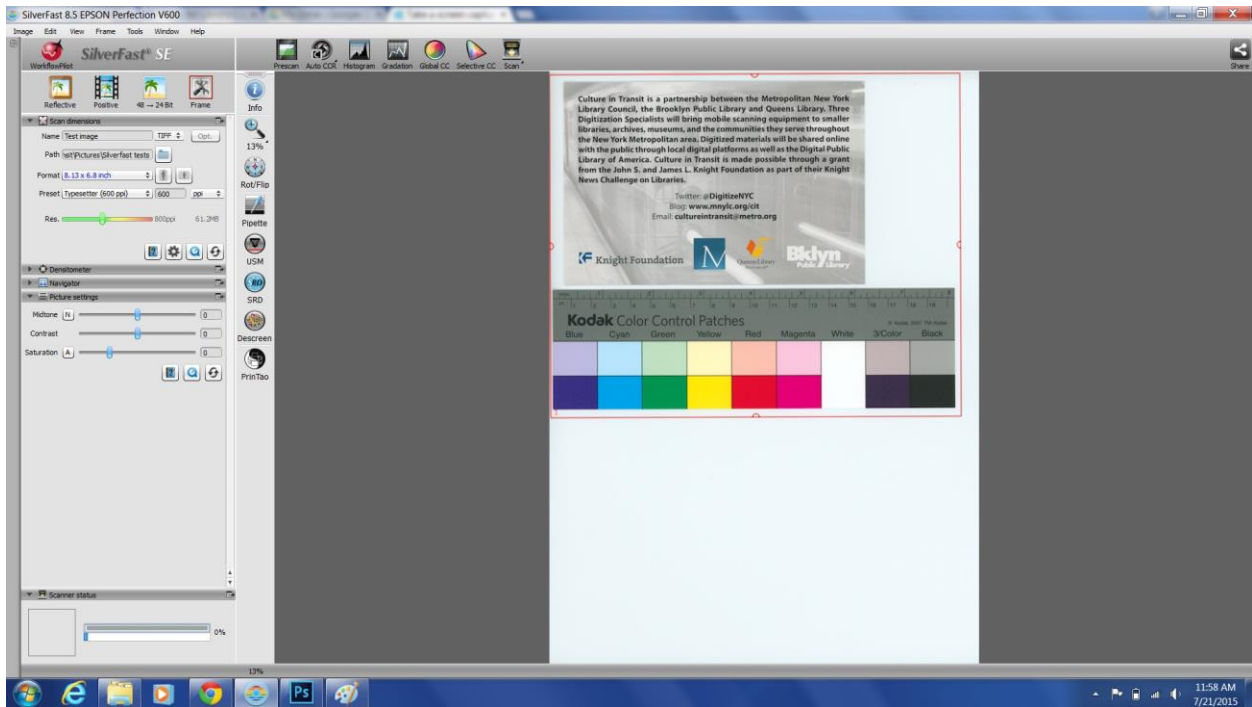
- Once the above settings are correct, scanning can begin.
- Position the image or document on scanner and close lid.



- Select the 'Pre Scan' option in Silverfast. This will quickly scan the image and display on the white area and will show how far out of the red border it is.

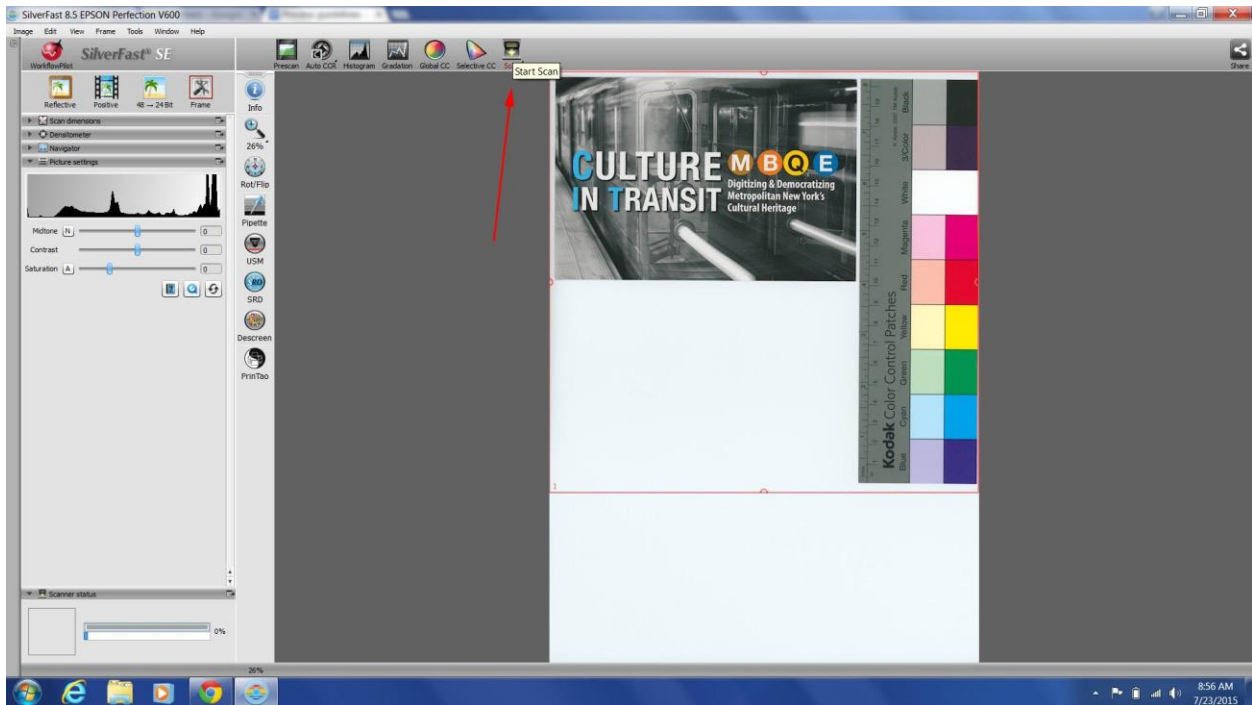


- Resize the red border lines around the scan of the item - the scanner will only scan the area as defined by the red border lines.

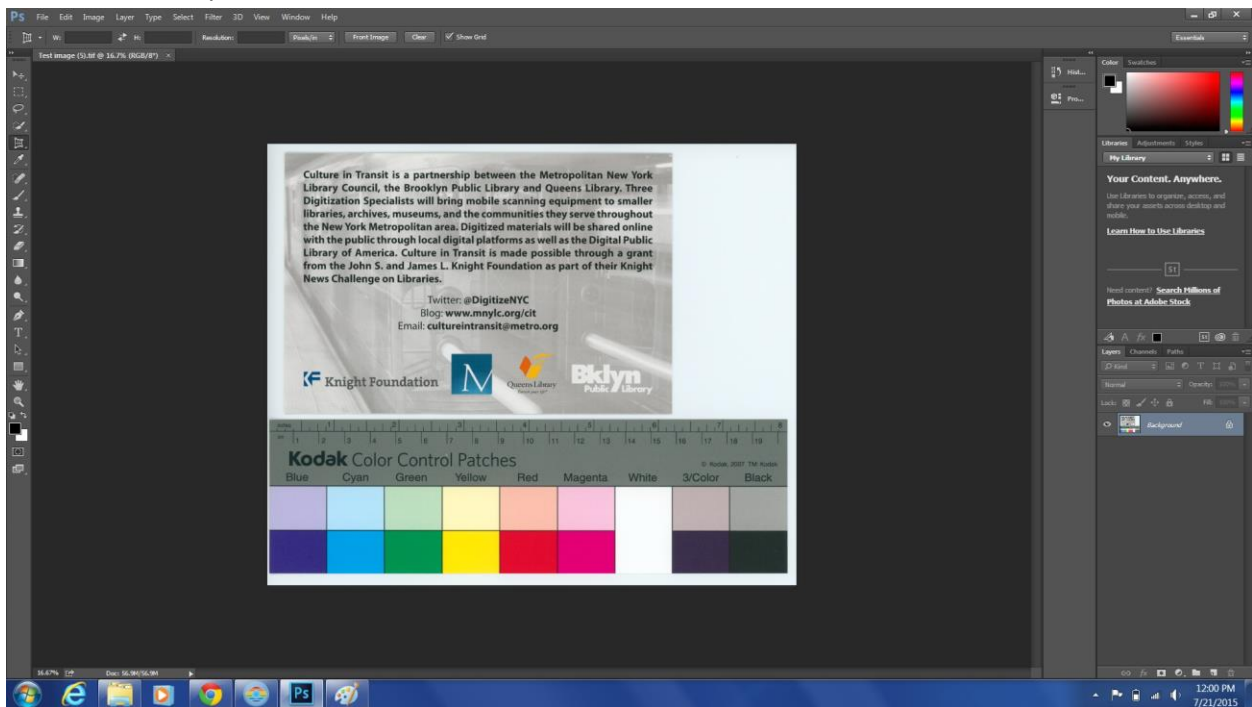


Cropped image in pre-scan

- Create a scan of the item by pressing 'Scan'



- Scan will open in Photoshop where you can assess the quality and make any changes as necessary.



Finished scan in Photoshop