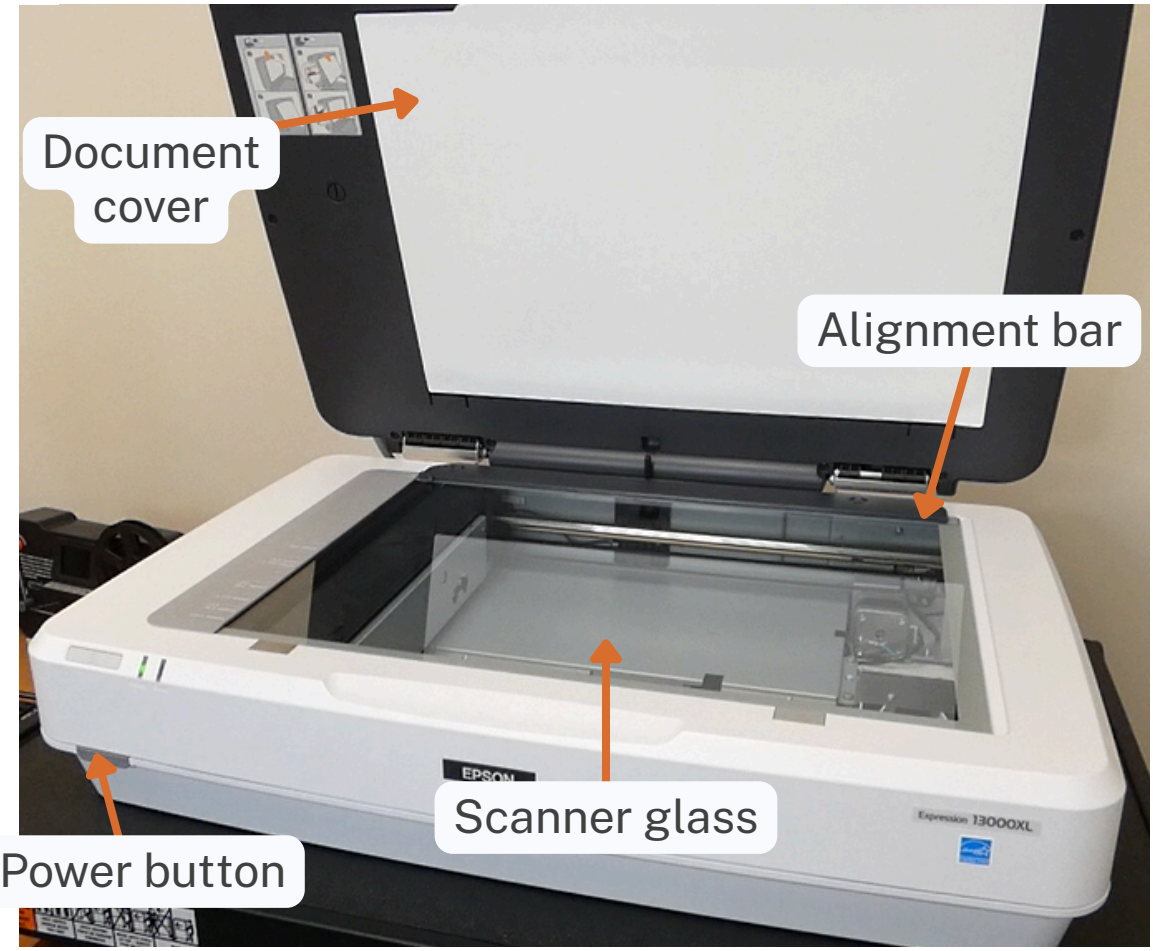
OC MEMORY LAB

Epson Scanner - Digitizing Documents/Photos Slides/Negatives

1. **What you'll need to bring with you:**
   Documents/Negatives/Photos/Slides
   Flash drive

2. **Equipment:**
   Scanner



- If you are scanning negatives or slides, see Appendix A for additional equipment.

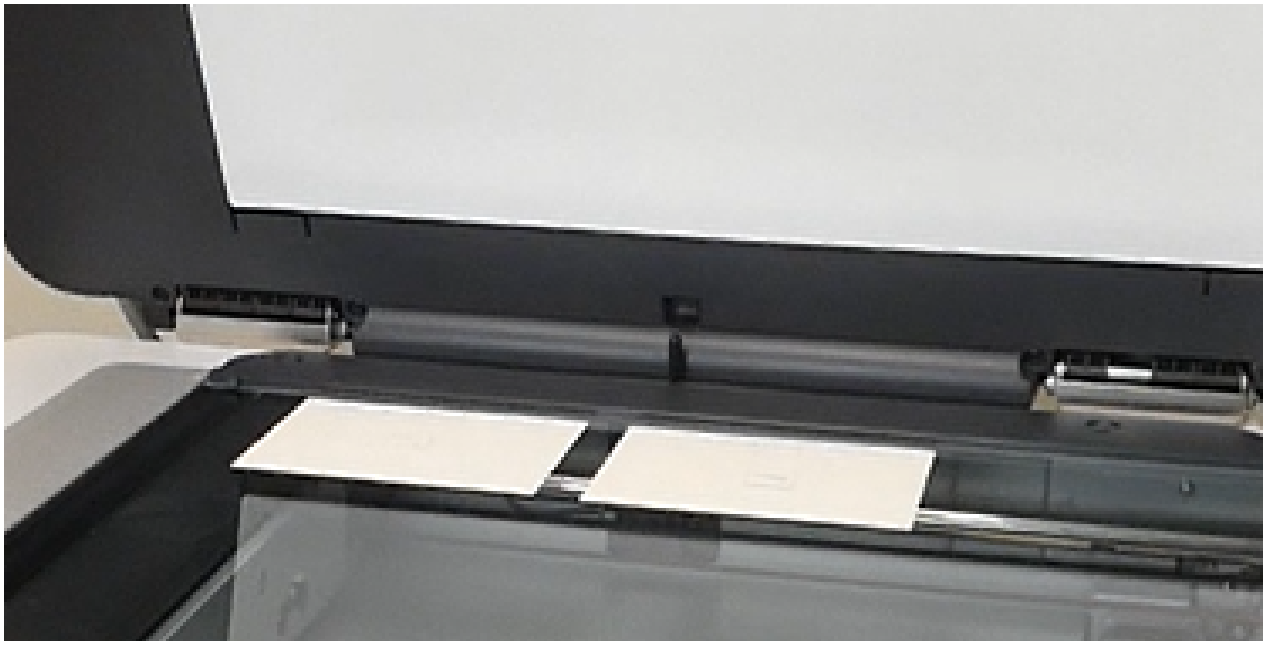
Orange County, CA Public Libraries
Open Doors. Free Access. Community.

3. Prepare:

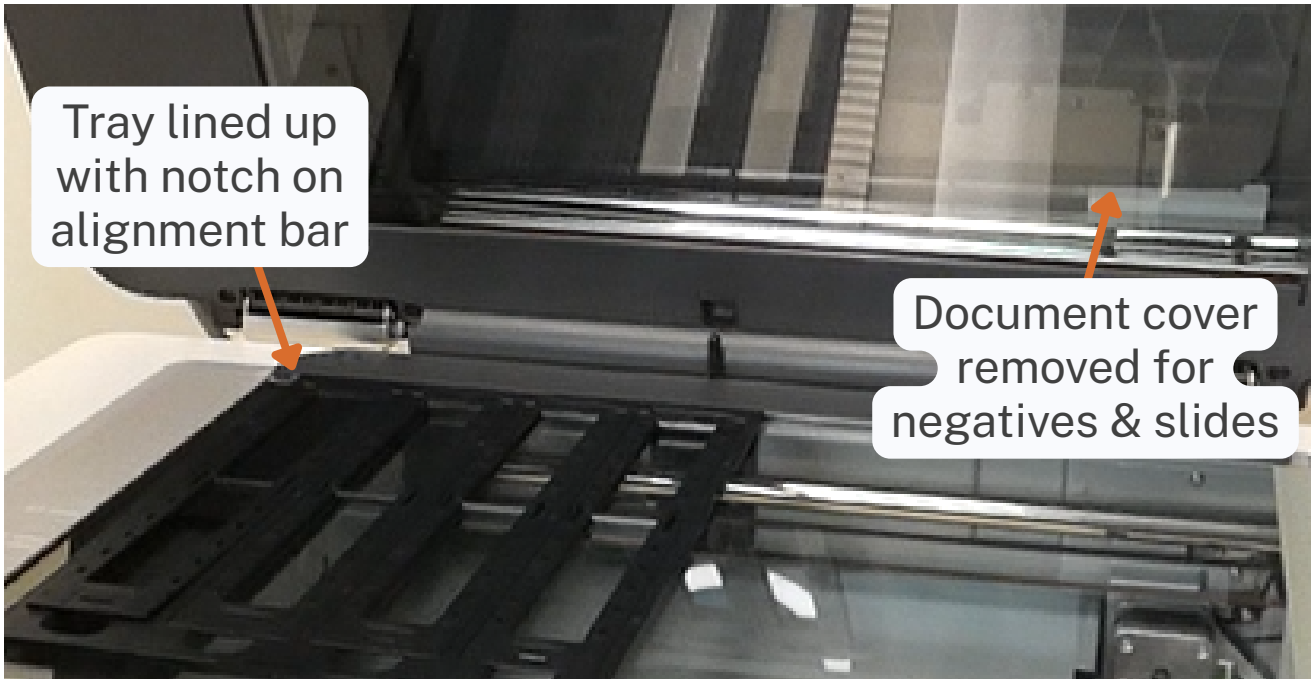
Placing items onto scanner glass.

- Turn on the scanner by pressing the gray power button.
- Open the lid of the scanner to reveal the scanner glass.

- Photos/documents: place these items face down on the scanner glass anywhere inside the alignment bar notch.
  - if you are scanning more than one item at a time, place these items at least 0.8 inch apart.
  - Once placed, carefully close the lid



- Negatives/slides: Use the provided trays to arrange your negatives/slides (see Appendix A)
  - Place the tray onto the scanner glass
    - align the small arrow in the upper left of the tray with the notch on the left of the alignment bar
  - Remove the white document cover carefully, from the lid of the scanner, then carefully close the lid.



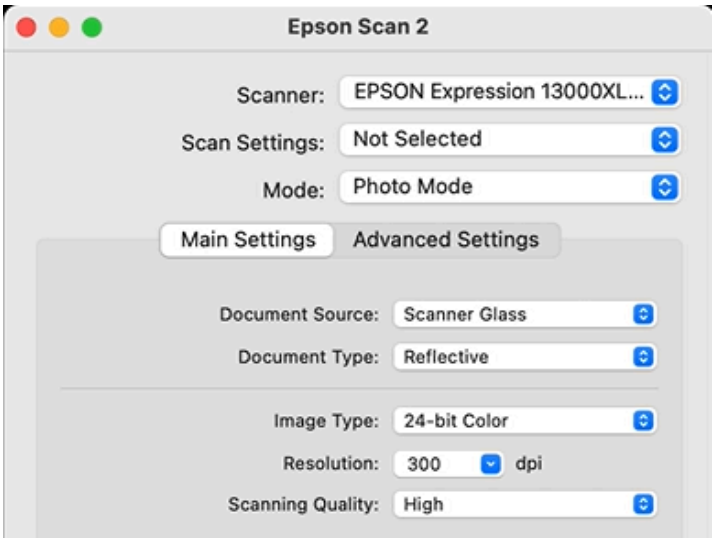
4. **Scan to the computer:**
Move to the desktop computer to start the scan

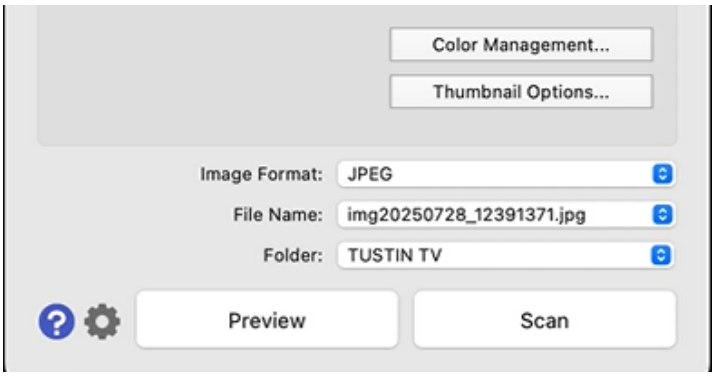
- Plug your flash drive into the gray USB port next to the computer
- Find the Epson Scan 2 icon and double click to open
- A preview of your scan will appear along with the scanner settings.

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Epson Scanner
Digitizing Documents/Photos
Slides/Negatives

- Settings should be as follows for scanning:
  - Scanner: EPSON Expression 13000XL…
  - Scan settings: Not Selected
  - Mode: Photo Mode
  - Document Source: Scanner Glass
    - Select “Transparency Unit” for negatives/slides
  - Document Type: Reflective
    - Select “Color Negative Film” for negatives
    - Select “Color Positive Film” for slides
  - Image Type: 24-bit Color
  - Resolution: Default is 300, you may change this
  - Scanning Quality: High
- Click the *Folder* drop down menu and click *Select* in order to scan to your flash drive. Locate the name of your flash drive in the left navigation panel of the window that pops up and click *Choose*.
- Click *preview*.
- In the preview pane, click to select each picture and adjust as needed using the icons on the left.
- When you’ve finished adjusting, be sure that “Thumbnail” is selected at the top of the window.
- Click *Scan*.





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Epson Scanner
Digitizing Documents/Photos
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5. Check & repeat:

Double-check your scans.
Repeat as needed.

- When the scan finishes, a window of your flash drive will open up and you can check your new scans.
- Feel free to rescan and adjust if needed.
- Repeat steps 3 & 4 as needed.

6. Before you leave:

Please leave the room the way it was when you entered.

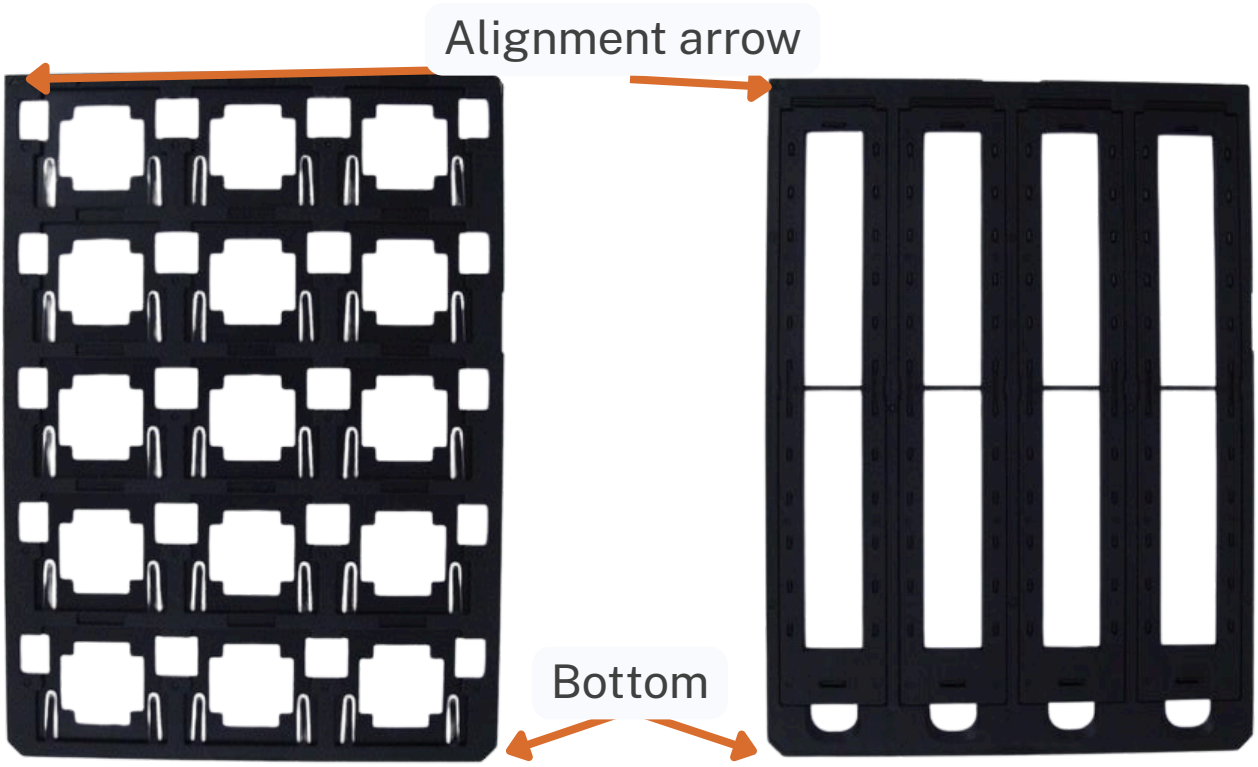
- Before you leave the Memory Lab, close all your files and eject your drives for proper removal.
- Remember to remove your original scan from the scanner.
- Please turn off all equipment that you used.
- Return items back to where you found them, please replace the document cover of the scanner if you removed it.
- Double-check that you have all your belongings.

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Appendix

A. Additional equipment:

Trays for negatives or slides.



- If you are using slides, use this tray:
  - It has slots big enough to fit an individual slide
  - Place one slide into each slot
  - Fill as needed

- If you are using negatives, use this tray:
  - It has slots big enough to fit individual film strips
  - Lift the cover of each section to place your negatives
  - Carefully close to lock the negatives in place