

Marquand Library Imaging Procedures

Scanning

1. Get permission to scan the books you wish to use from a staff member (same rules as photocopier)
2. If computer and scanner are not already on: turn on scanner, **then** computer
3. If computer is not already logged on: log on as pws2008/*no password*/libstaff
4. Open **Adobe Photoshop CS**
5. In **Photoshop** select: File → Import → Epson Expression 1640XL
6. Make sure 'Mode' (top right of Epson scan dialog box) is set to 'Professional'
7. Adjust Epson settings:
 - Image Type: For text and/or black and white photos: **8-bit Grayscale**
For color images: **24-bit color**
 - Resolution: For presentation on the web, PowerPoint, etc.: **72dpi**
[*You may increase this if you would like to enlarge a smaller image.*]

For printing on Marquand's color printer: **72dpi → 600dpi**
[*this depends on several factors: size of the original image, target image size, intended file size.*]
 - Adjustments: For images on glossy paper, be sure to check the box next to **Descreening Filter**
8. Place your materials on the scanner (where you place them doesn't matter), and press the 'Preview' button. This takes a quick snapshot of the entire scanning bed.
9. On the preview screen, select your desired image by clicking and dragging the cursor (this is called a marquee). If you would like to delete the current marquee, select the icon directly under the word 'Marquee' in the Preview screen.
10. Press the 'Scan' button.
11. Close the Epson scan and Preview screen.

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