

Marquand Library Imaging Procedures

Scanning (PDF)

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 pws200 (password -- pw\$2008)
4. Double click **EPSON Scan** on the desktop.
5. Make sure 'Mode' (top right of Epson scan dialog box) is set to 'Professional'
6. 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**

7. 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.
8. 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.
9. Press the 'Scan' button. A window called **File Save Settings** will open.

File Save Settings:

Location: Select where you would like to save the file. To select your external USB drive, click on **Browse**. **Most of the time it will be **Removable Disk (F or G:)**** Click on your drive and then click **OK**.

File Name(Prefix + 3-digit number): Enter the name of your file in the **Prefix** box. **For some reason the **Start Number** is attached to the end of your file name, but you can always rename it after you are done.**

Image Format: Under **Type** select **PDF(*.pdf)** as the type of file. Click on **OK**.

10. After the image scans, another small window named **EPSON Scan** will open.

If you have more pages to scan, click on **Add page**. Once you are done scanning all your pages, click on **Save File**.

11. Close the Epson scan and Preview screen.

Scanning (JPEG & TIFF)

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 (password -- pw\$2008)

4. Open **Adobe Photoshop CS3**

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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Editing and Saving Images

Making adjustments in Adobe Photoshop:

1. To rotate, select: Image → Rotate Canvas.
2. To crop, select the crop icon from the toolbar. Looks like:
Click and drag your selection, then right click inside and select 'crop'.
3. To adjust image size select: Image → Image Size.
Adjust width and height in pixels (be sure the box next to 'constrain proportions' has been checked), OR decrease the resolution (this can found under 'Image → Document Size').

Saving images to USB drive:

1. Click on **File** and then **Save as...**
2. A window called **Save As** will open. On the small left window, select **Computer**. Now on the right window, select **Removable Disk(F or G)**. Click on **Open**.
3. In the **File Name** box, enter the name of your file.
4. In the **Format box**, select the desired format for your file. Click on **Save**.
5. A small window will open. In this window you can change the size and quality of your file. ***Most of the time it is best just to click **OK** in this window***

Saving images to h-drive:

1. Click on **File** and then **Save as...**
2. A window called **Save As** will open. On the small left window, select **Computer**. Now on the right window, select **username(\\files)(H:)**. **The **username** would be your username** Click on **Open**.
3. In the **File Name** box, enter the name of your file.
4. In the **Format box**, select the desired format for your file. Click on **Save**.
5. A small window will open. In this window you can change the size and quality of your file. ***Most of the time it is best just to click **OK** in this window***