Digitizing Photos and Documents

MCPL MEMORY LAB

Getting Started

Welcome to the Memory Lab. Review the next few pages to introduce yourself to the equipment and software you will be using. Then, you will begin the do-it-yourself digitization process.

Before beginning, please make sure you brought everything you need:
- Documents/photographs
- Memory device such as a USB drive or external hard drive

The Memory Lab can digitize documents as well as photos in the physical formats of photo prints, slide frames, and negatives.

These are the instructions for documents and photo prints. Review the other instructions provided if you would like to digitize slide frames or negatives.

Getting Started: Equipment and Software

Epson Scanner: The Epson Scanner is what will be scanning your photos or documents. The material you are scanning should be placed on the scanner glass and the lid should be closed when scanning.

SilverFast 8: SilverFast 8 is the software you will use to set up and initiate the scanning of your photos and documents. The icon looks like multi-colored oval.
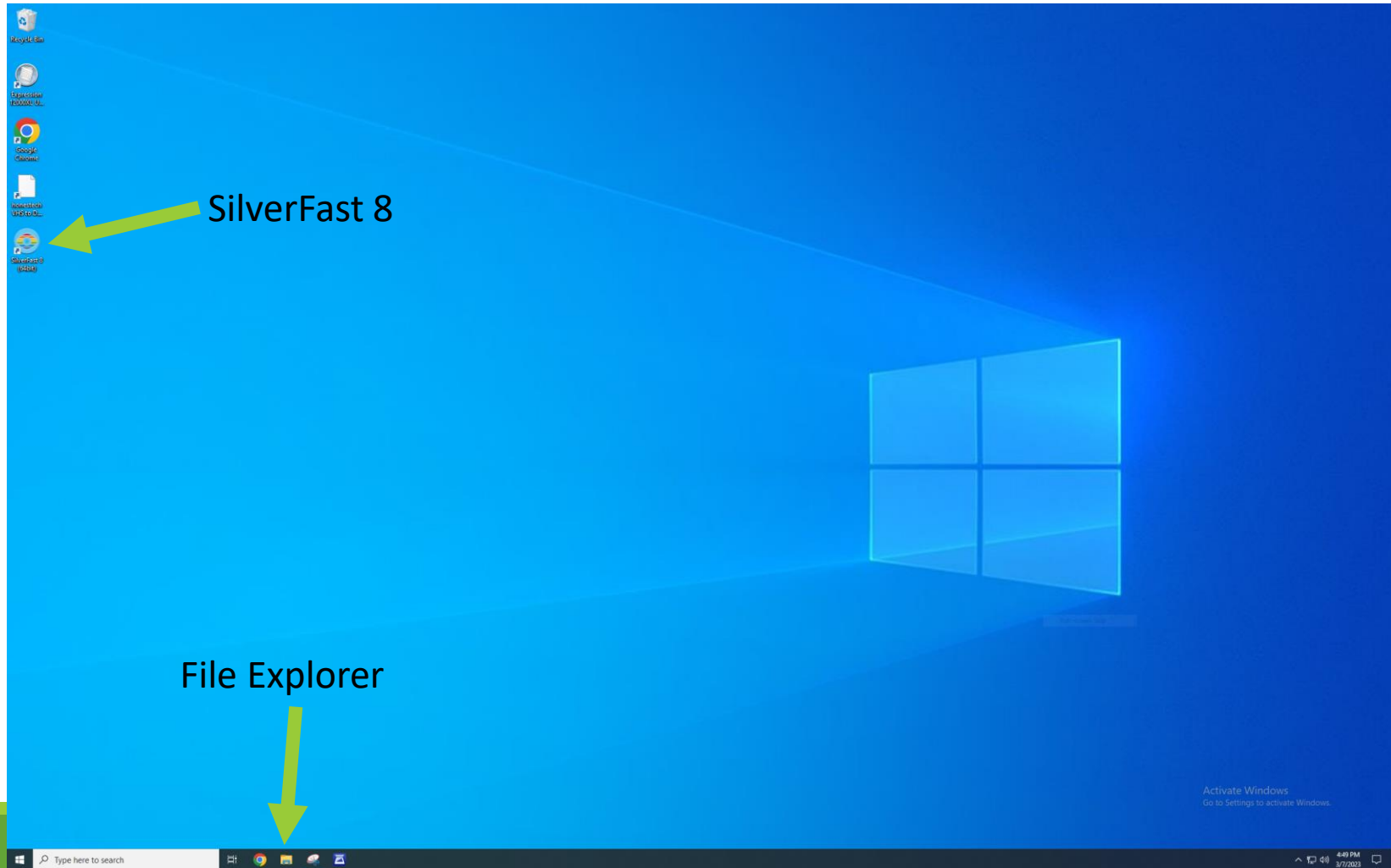
File Explorer: File Explorer is the file system for Windows. This is where you can find your storage device and files after scanning. The icon looks like a yellow file folder.

The desktop location of the programs is on the following page.

Getting Started:
Desktop Screen Guide

SilverFast 8

File Explorer

Overview of Digitization Process

Now that you are aware of the equipment and software you will be using, you are now ready to digitize your photos and documents.

The digitization process is broken down into two parts:

1. Scanning your material: During these steps, you will turn on the scanner, place your materials on the scanner glass, and use SilverFast 8 to setup and preview your scan. You will then scan your materials to your memory device. You may repeat these steps if you wish to scan multiple items.

2. Finishing up: During the final steps, you will have a chance to view your scans. You will also close the software and eject your storage device from the computer.

Scanning Your Materials

It is now time to digitize your materials. You will use the Epson Scanner and SilverFast 8 to scan your photos or documents.

1. Push the lower grey button on the Epson Scanner to turn it on.

2. Place your photo or document on the top left corner of the scanner glass.
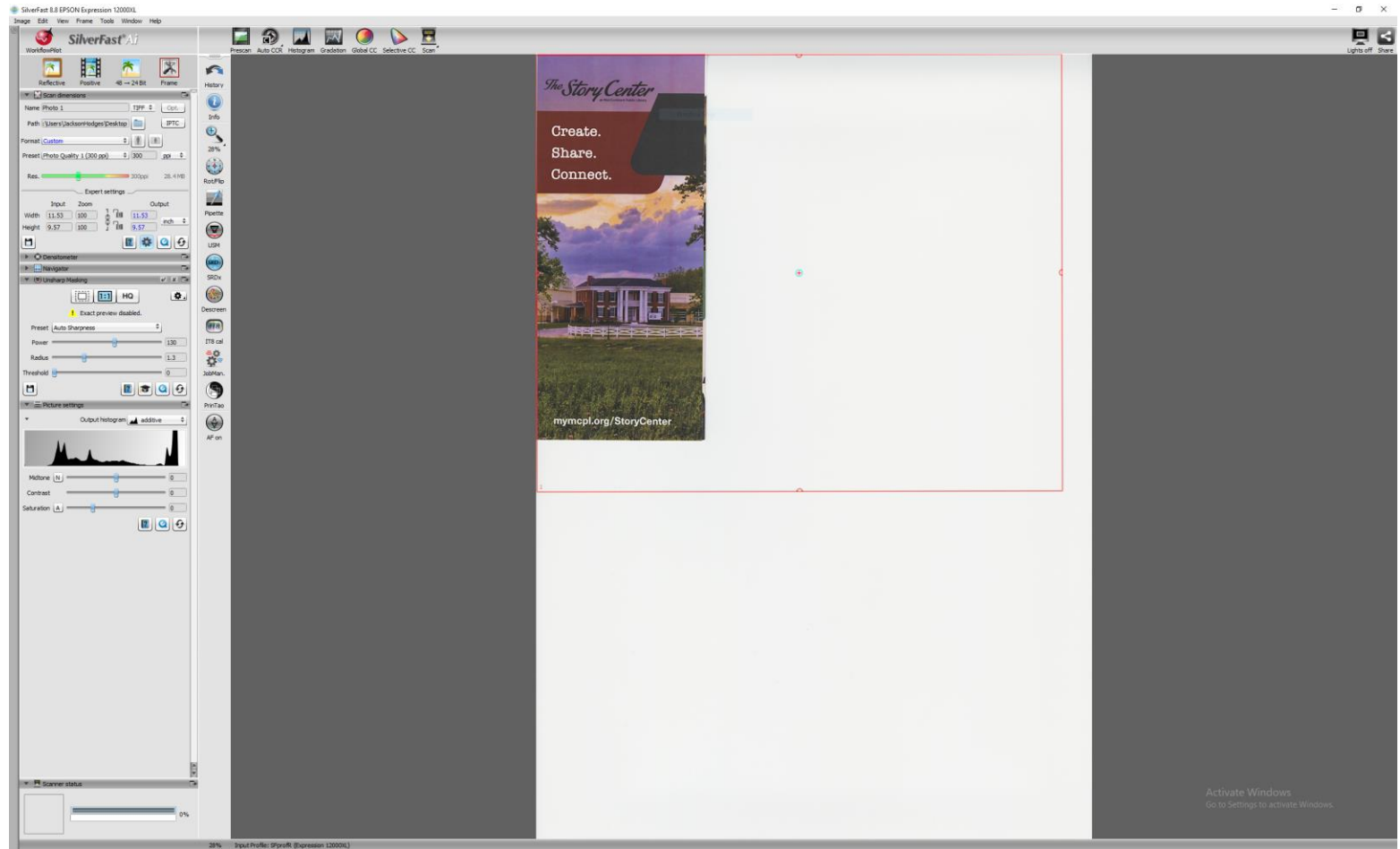
3. Lower the top of the scanner.
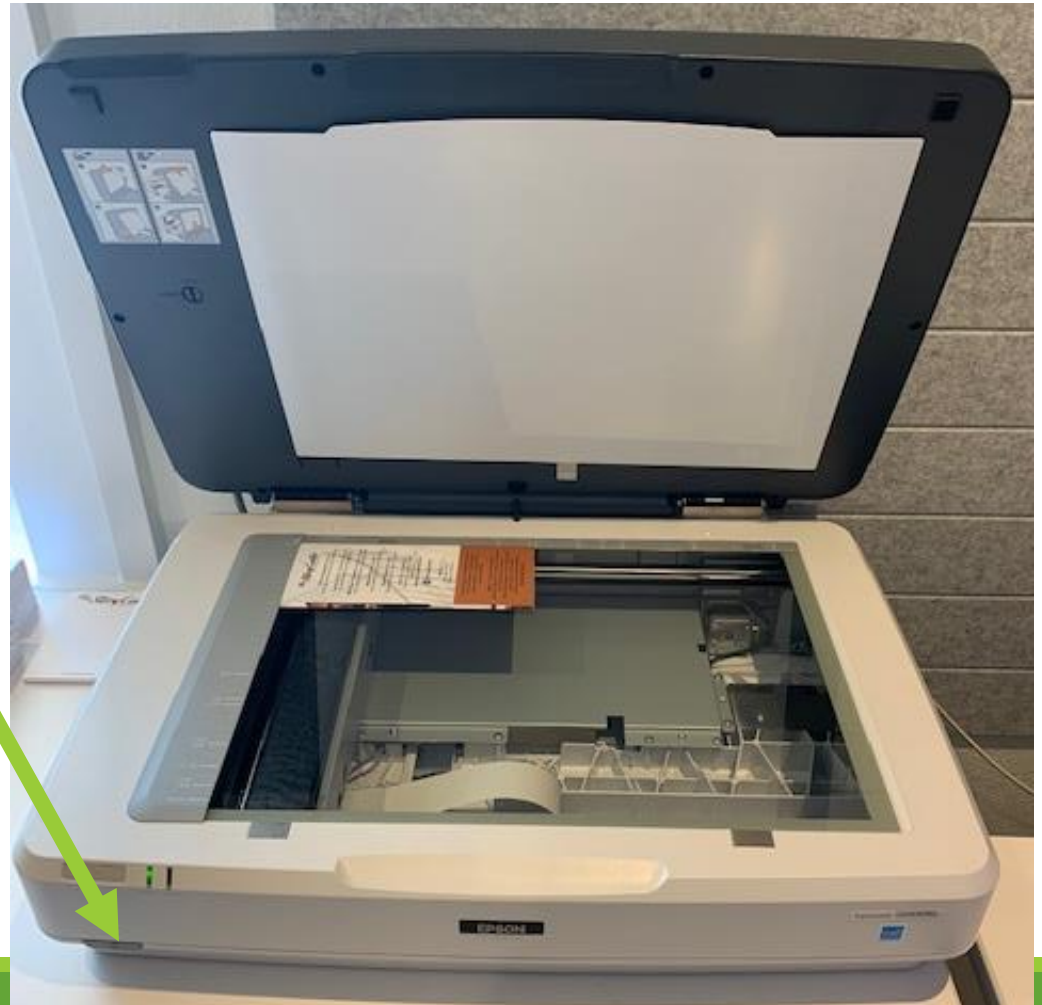
4. Open the SilverFast 8 scanning software by double clicking on the multi-colored oval icon on the desktop.
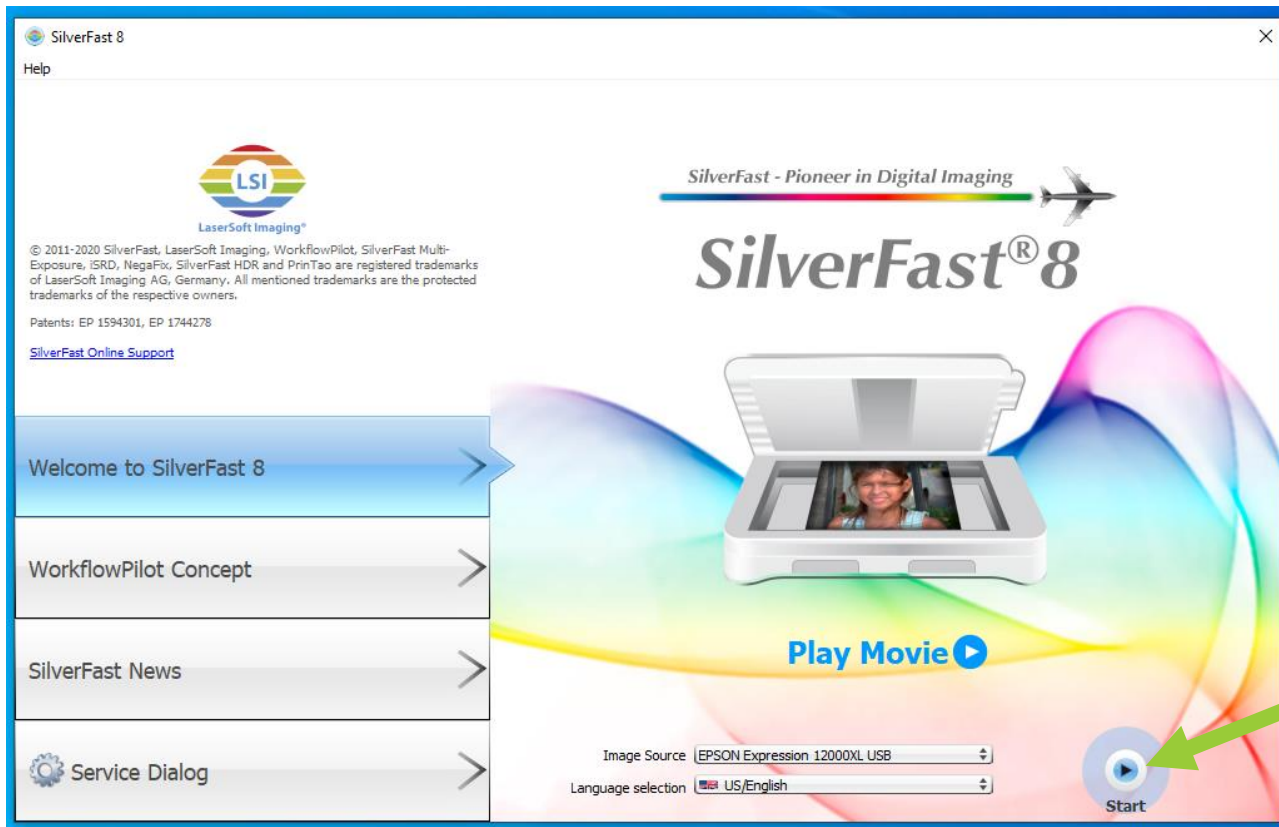

5. After SilverFast 8 has loaded, click the start button on the lower right of the window.

SilverFast will open to this screen. This is where you will setup and initiate your scans.

4. Look in the top left corner of the window for the Scan Dimensions box. This is where you will setup your scan.

5. Choose your file type. PDF is the preferred file type for documents. TIFF or JPEG can be used for photos. The TIFF file type will produce a better-quality photo, but it will take up more storage space. JPEG is a more universally accepted photo format.
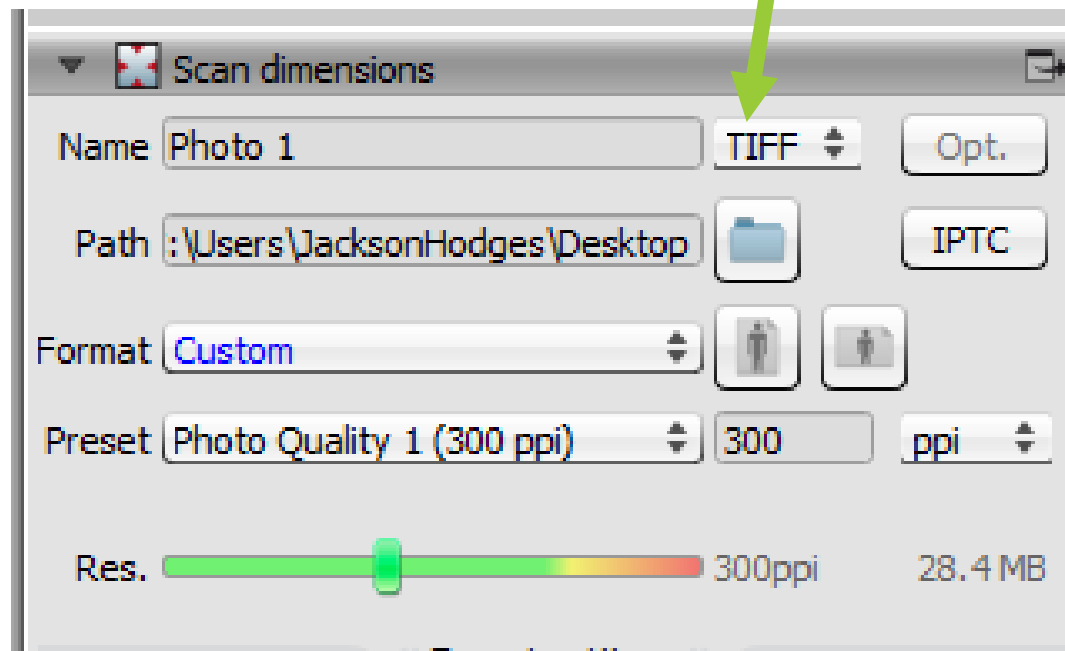
6. Name your file.

7. Choose where your scan will be saved. Click on the blue file icon to select your storage device or the desktop if you are using cloud-based storage.
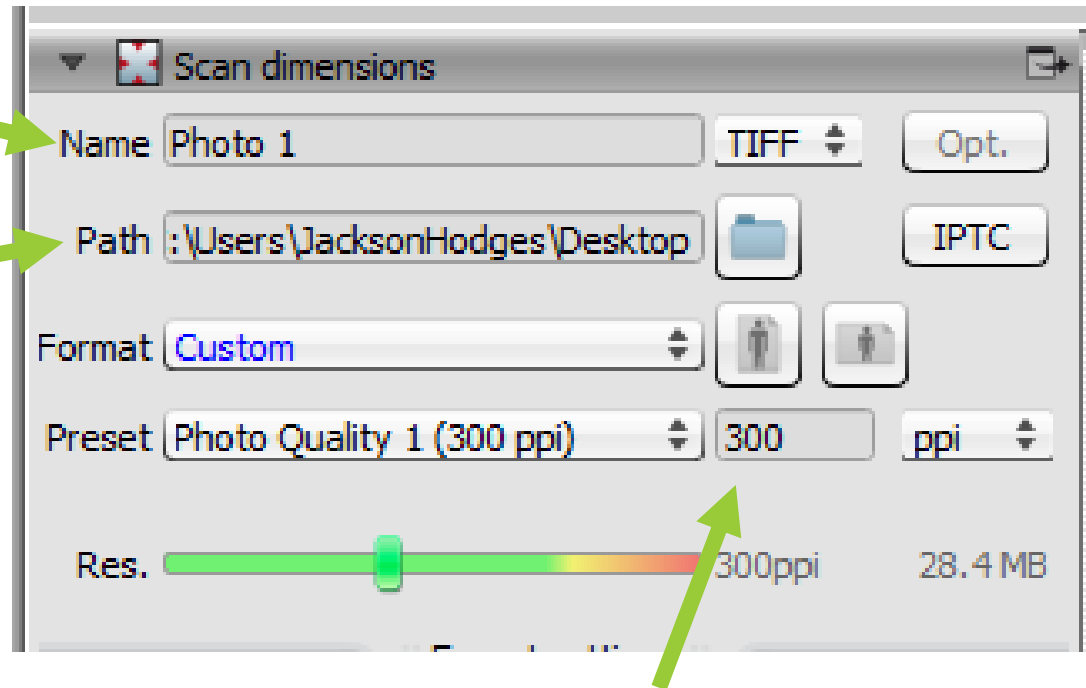
The photo quality can be adjusted. 300 is the default selection and is suitable in most cases. Higher settings can be selected, but they take up more storage and will take longer to scan.

8. Click on the Prescan button. You can watch the progress of the prescan on the bottom left of the window.
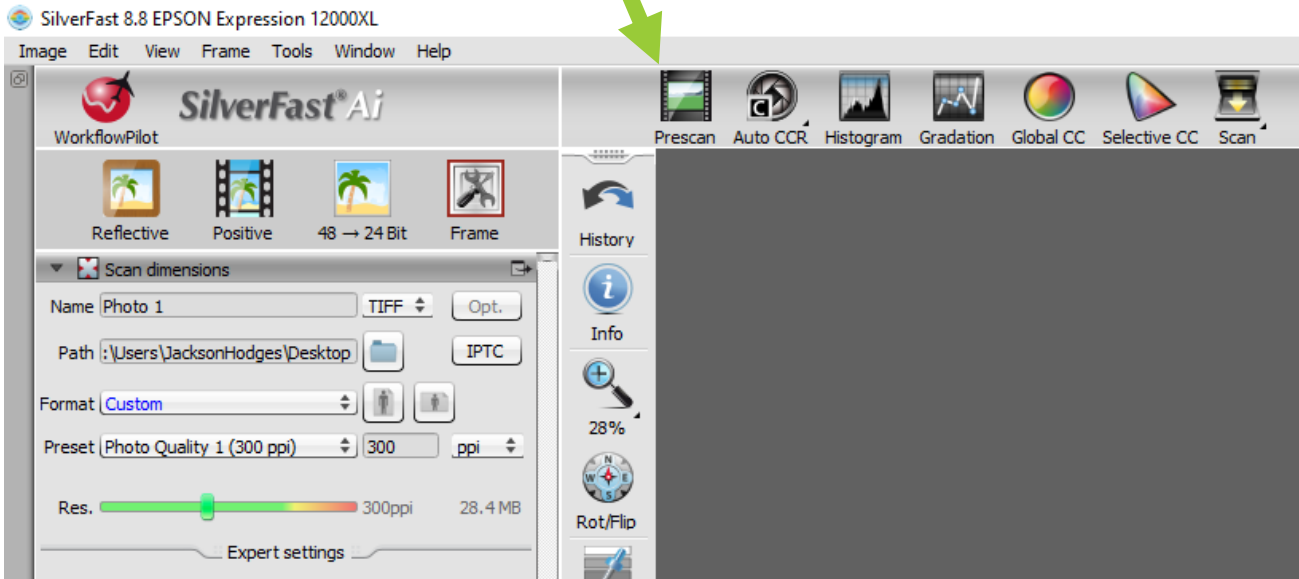
9. Once the prescan is complete, your image will appear in the white canvas space. You can now select the area to be scanned by resizing the orange border. You can frame your whole item or select a particular section for scanning.
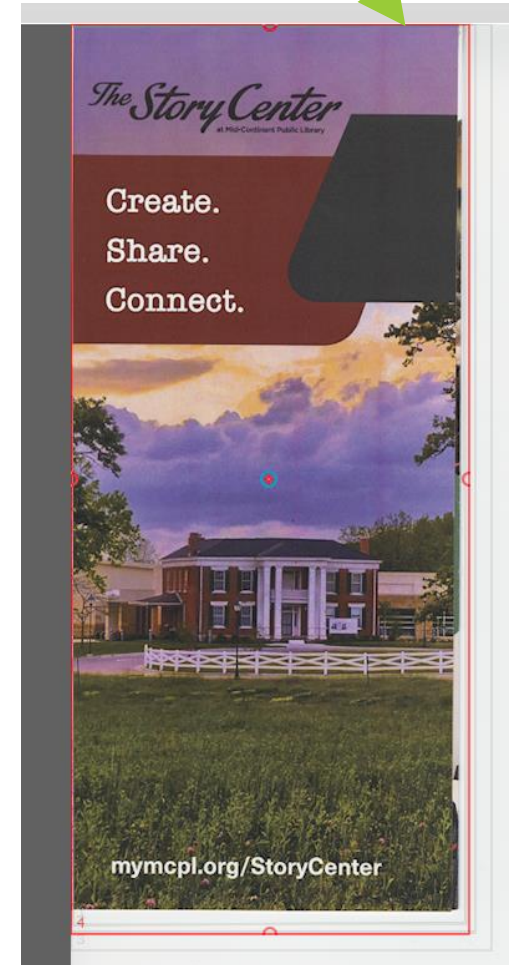
10. Check the name of your file and path again before clicking Scan. These may have changed after the prescan.
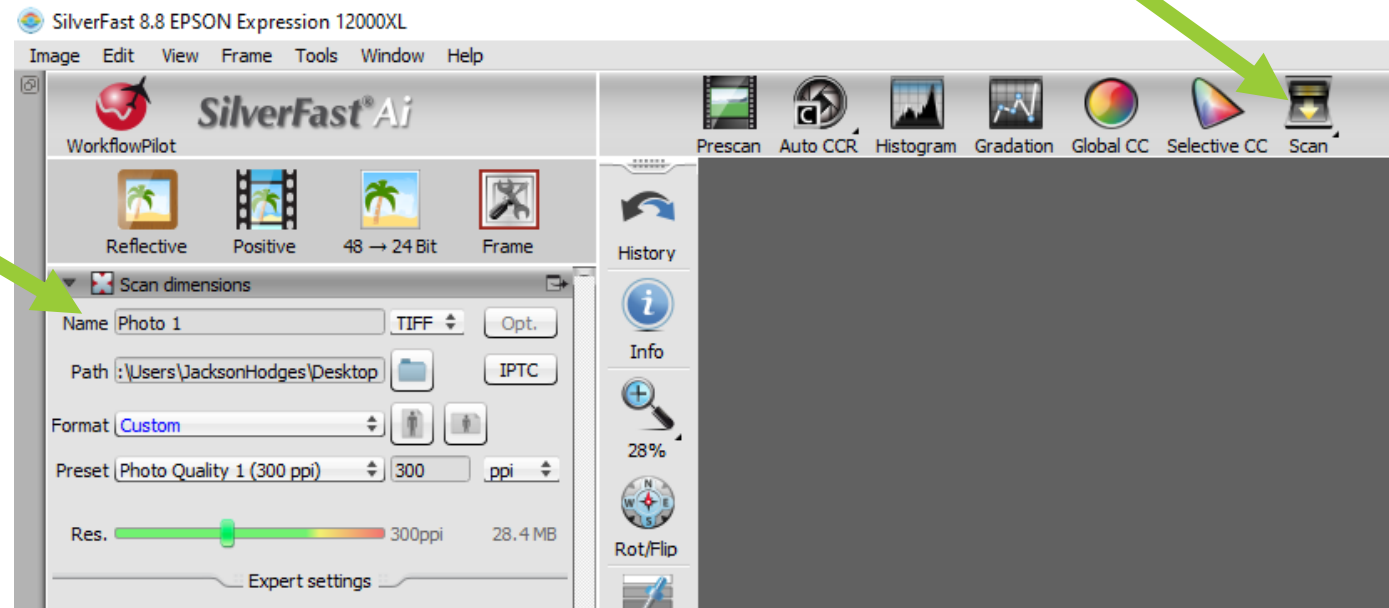
8. Click Scan.

SilverFast 8.8 EPSON Expression 12000XL

Image   Edit   View   Frame   Tools   Window   Help

SilverFast® Ai
WorkflowPilot

Prescan   Auto CCR   Histogram   Gradation   Global CC   Selective CC   Scan

Reflective   Positive   48 → 24 Bit   Frame

History

Scan dimensions

Name Photo 1   TIFF ⇕   Opt.

Path :\Users\JacksonHodges\Desktop   IPTC

Format Custom

Preset Photo Quality 1 (300 ppi) ⇕ 300   ppi ⇕

Res.   300ppi   28.4 MB

Expert settings

Info

28%

Rot/Flip

11. Watch the progress of your scan at the bottom left of the window.

If you want to keep scanning, place your next item on the scanner glass and repeat steps 4 through 11.

Scanner status

300DPI → C:\Users\JacksonHodges\Pictures\Ph

1/1   33%
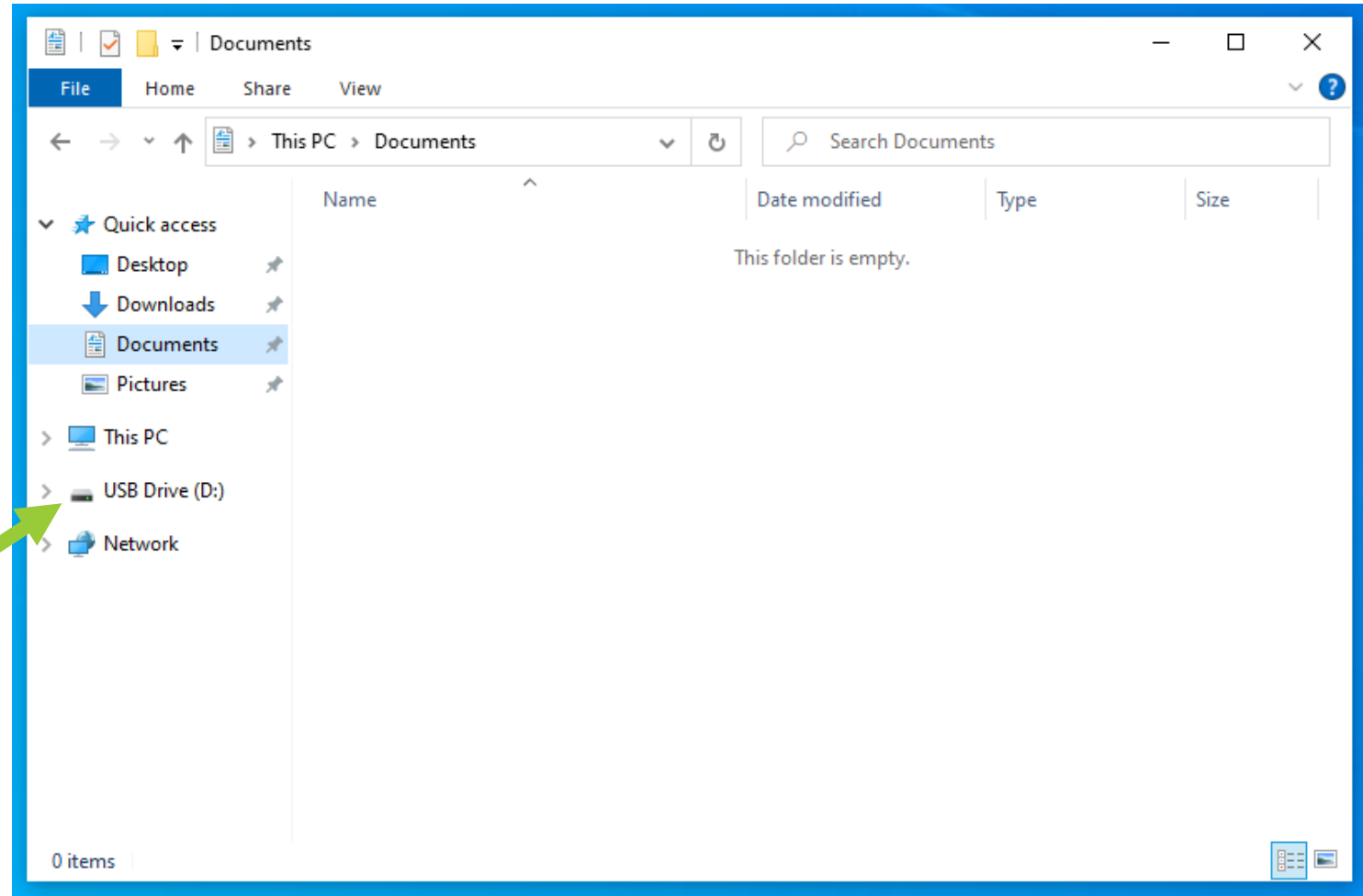
Scanning Image (33%)
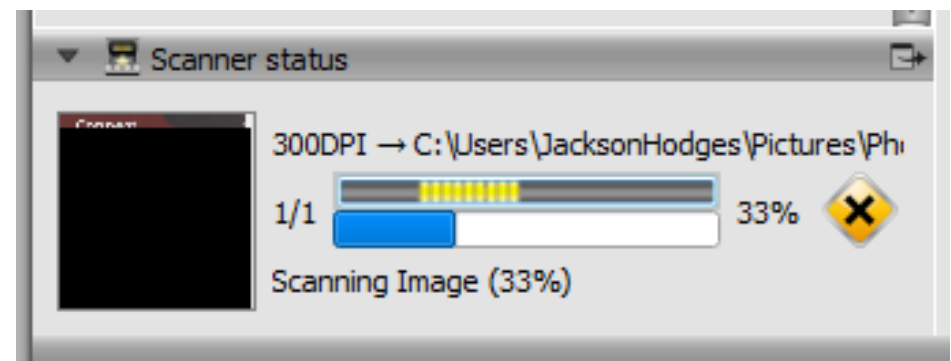
Finishing Up

Once your photos or documents have been scanned, you are almost finished with the digitization process. You are now ready to view your scans by locating them in File Explorer.

1. First, remove all your materials from the scanner glass.

2. Click the Preview button to complete one more preview scan. This will reset the scan preview area and ensure that the next user does not see your previous scan.

3. After the preview scan is finished, close SilverFast 8 by clicking the "X" the top right of the window.

4. Turn off the Epson Scanner by pushing the same grey button you used to power it on.

5. To view your scans, locate them on the computer by clicking the file explorer icon on the bottom toolbar. It looks like a yellow file folder.

6. When File Explorer is open, look for your storage device on the left side of the window.

7. Double click on your device to open it and double click on any of the files inside to view your scans.

File | Home | Share | View

← → ∨ ↑ 📄 > This PC > Documents

Search Documents

Name | Date modified | Type | Size

Quick access
- Desktop
- Downloads
- Documents
- Pictures

This folder is empty.

This PC

USB Drive (D:)

Network

0 items

8. When finished, right click on the name of your storage device and click Eject. Your device can now be safely removed from the computer.