



## University Digitisation Service

### User Guide for Epson1000XL Scanner Version 1



<b>Document Control</b>			
Title	User Guide for Epson1000XL Scanner		
Status	Draft	Version	1
Distribution List	UDS staff and self-service clients		
<b>Documentation Approval</b>			
Author	Ben Kreunen	Date	
Approved by		Date	
Expiry date			
<b>Document Reviews</b>			
Date	Page	Change	Author
16/05/2011		Initial draft	Ben Kreunen

# Table of Contents

1.	<b>Introduction</b> .....	<b>1</b>
	<i>Background</i> .....	<i>1</i>
	<i>Audience</i> .....	<i>1</i>
	<i>Terms and Definitions</i> .....	<i>1</i>
2.	<b>Steps to set up the scanner for use</b> .....	<b>2</b>
3.	<b>Steps to scan documents and photographs</b> .....	<b>4</b>
4.	<b>Steps to scan slides and negatives</b> .....	<b>5</b>

# 1. Introduction

## Background

This User guide outlines the steps to scan documents, photographs and film on the A3 Epson 1000XL using Epson Scan. The owner and responsibility for updating the document is the Technical Support Officer (UDS).

This document and any changes therein will be reviewed and signed off. Separate documents that are applicable to different stakeholder groups may be referred to in this document, such as related job aids and policies.

## Audience

UDS staff and self-service clients

## Terms and Definitions

Term	Definition
Transparency unit	An optional module for the scanner containing a light source for scanning film that replaces the lid of the scanner
Thumbnail mode	A scanning mode where Epson scan will automatically identify and crop multiple images placed on the scanner, mainly used for scanning slides/negatives.
Marquee select	Selecting an area by clicking and dragging the mouse diagonally across the area to be selected
Thumbnail preview	A preview mode where multiple images are automatically detected (via differences in brightness) and presented in a list for scanning
Full Preview	A preview mode where the entire platen of the scanner is scanned and displayed as a single image from which the user must select which area(s) to scan.

## Related resources

- Epson Expression 10000XL online reference guide (particularly for troubleshooting)  
<http://files.support.epson.com/htmldocs/ex10kg/ex10kgrf/index.htm>
- UDS Digitisation Standards  
**URL to be adjusted when CMS is available**
  - Resolution and Image Type recommendations

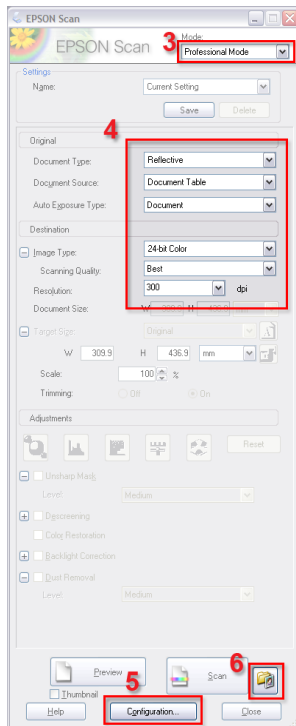
## 2. Steps to set up the scanner for use

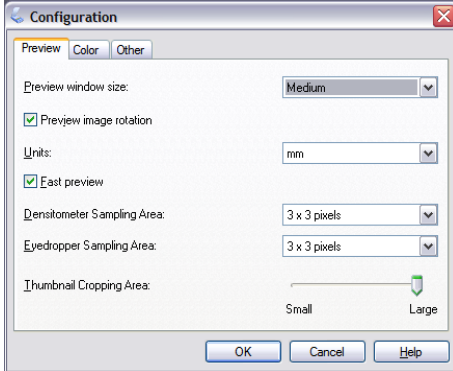
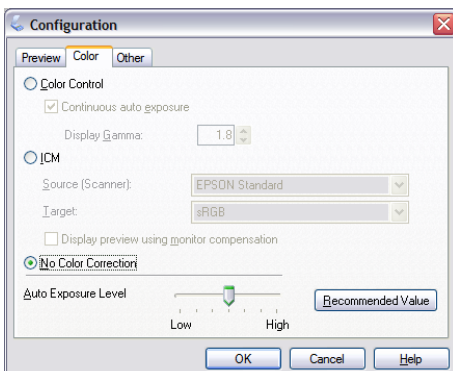
### Requirements Knowledge and competencies:

- List knowledge and competencies that are needed

### Items are needed to complete this task:

- List anything needed to complete the task

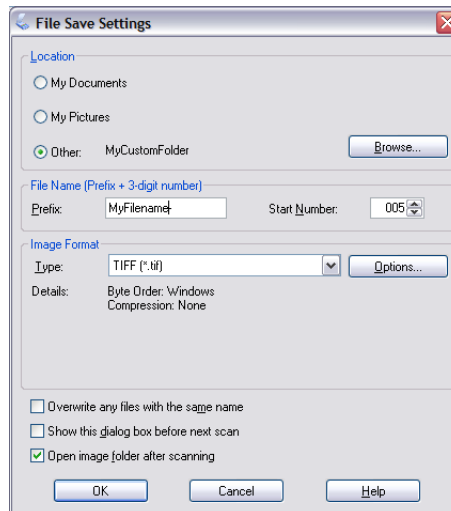


Step	Action
1	Turn on the scanner before starting Epson Scan
2	Start the Epson Scan application
3	Set the mode to “Professional”
4	Set the “Document Type” and “Document Source” to match your original. Auto Exposure Type does not need to be set. Set the image type and resolution for your scanned image.
5	<p>Check the Configuration Settings</p> <ul style="list-style-type: none"> <li><i>Thumbnail cropping area</i> is advised to be set to <i>large</i>. This reduces the chance of images being excessively cropped when scanning as thumbnails.</li> </ul>  <ul style="list-style-type: none"> <li>Turn colour correction <b>OFF</b></li> </ul>  <ul style="list-style-type: none"> <li>Nothing needs to be adjusted in the “Other” tab</li> </ul>

6

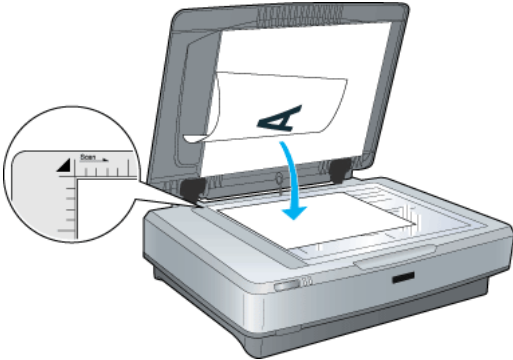
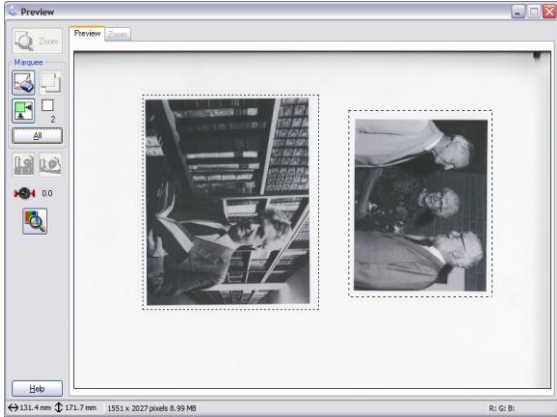
### Set the file naming and output file location

- Specify a location for the files to be saved to.
- Specify a prefix for the filename and a starting number.
  - This can be used to add images to an existing sequence by specifying the next number, or replacing an image by specifying an existing number.

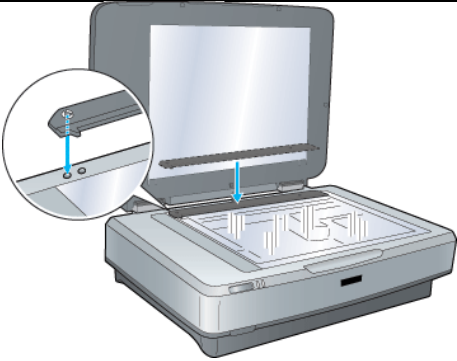
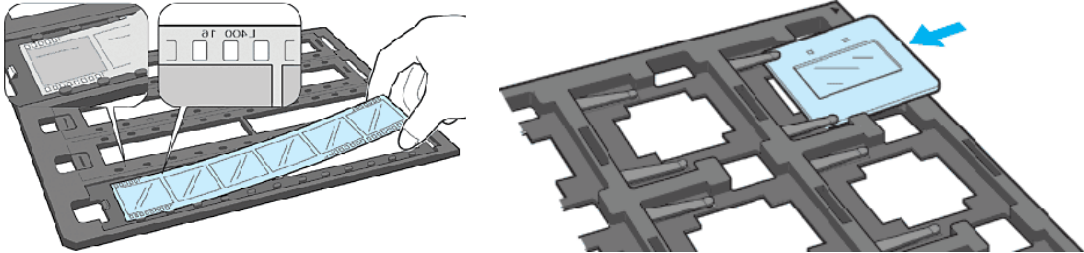
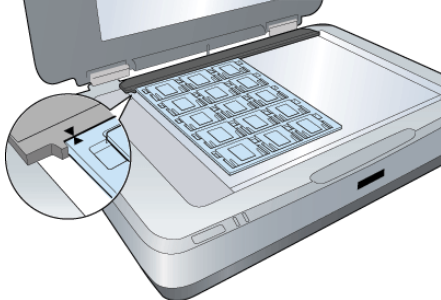


- Optional: Check “*overwrite and files with the same name*” to replace images with the same name. This is useful for rescanning images if a problem occurred
- Optional: Check “*Show this dialog box before next scan*” to display the file save settings with every scan. This is useful if you frequently need to change the file name.

### 3. Steps to scan documents and photographs

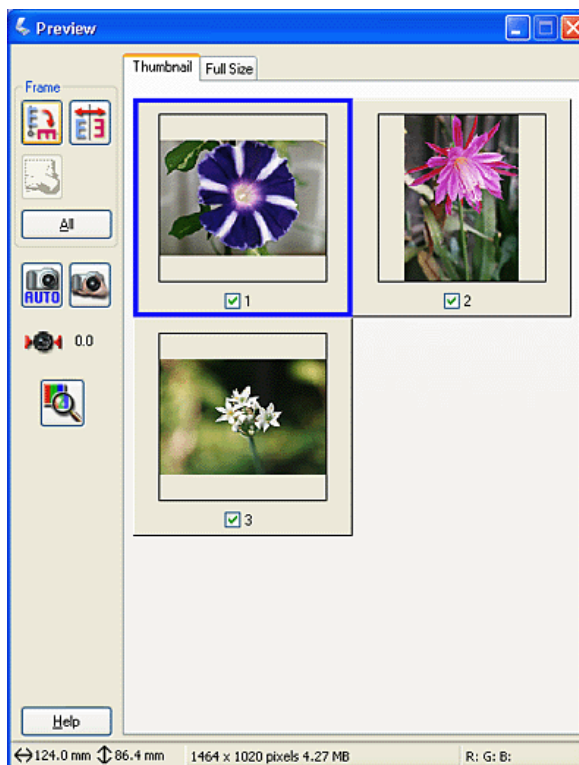
Step	Action
1	<p>Set up the scanner for use (see <i>Steps to set up the scanner for use</i> above)</p> <ul style="list-style-type: none"> <li>• If you want a white background behind your images, ensure the document mat is installed in the transparency unit.</li> <li>• If you want a black background, the document mat can be removed from the lid and placed upside down on top of the print/document</li> <li>• Instructions for inserting and removing the document mat are illustrated on the transparency unit.</li> </ul>
2	<p>Place the item(s) to be scanned face down</p> 
3	<p>Perform a preview scan by clicking on the <i>Preview</i> button</p> <ul style="list-style-type: none"> <li>• Ensure that <i>Thumbnail</i> below the preview button is unchecked.</li> </ul>
4	<p>Marquee select around each of the items to be scanned in the preview window.</p> <ul style="list-style-type: none"> <li>• The items will be scanned in the order that you make you selections</li> <li>• Selections can be moved by clicking and dragging inside the selection</li> <li>• Selections can be resized by clicking and dragging the edge of the selection</li> </ul>  <p>You can make a maximum of 50 selections per preview.</p>
5	<p>If you are scanning multiple images at once, select the images to be scanned. To select all images, click on the <i>All</i> button on the preview window</p>
6	<p>Start the scan by clicking on the <i>Scan</i> button on the main window</p>

## 4. Steps to scan slides and negatives

Step	Action
1	<p>Set up the scanner for use (see <i>Steps to set up the scanner for use</i> above)</p> <ul style="list-style-type: none"> <li>Remove the document mat from the transparency unit if it is in place.</li> <li>Instructions for inserting and removing the document mat are illustrated on the transparency unit.</li> <li>Check that the transparency guide is installed</li> </ul> 
2	<p>Load your slides or negatives face down into the appropriate film holder.</p>  <p><b>TIPS</b></p> <ul style="list-style-type: none"> <li>The default orientation for Up is to the left</li> <li>If your slides have a dot in the corner used as an aid for placing slides into a carousel, turn the slide so that the dot is facing down and is in the top right corner.</li> <li>If you are using two film holders at once, the last column won't be scanned and should be left empty.</li> </ul>
3	<p>Place the film holder(s) onto the scanner ensuring that the holders do not cover the glass to the left of the notch on the transparency guide. This area is left clear to calibrate the scanner prior to scanning.</p> 
4	<p>Check the <i>Thumbnail</i> box below the preview button and then perform a preview scan. This should give you a set of separate thumbnail images corresponding to each slide/negative.</p> <p>If there are problems with cropping (usually with very dark/bright images) you may have to uncheck the <i>Thumbnail</i> box and repeat the preview. In this case you will have to marquee select each individual image (or just the image that has a problem)</p>



5 Check the orientation and cropping of the thumbnail images.



- The two buttons in the *Frame* section of the dialogue box allow you to rotate the image in 90° increments if it's orientation is incorrect, and mirror the image horizontally if the film has been placed upside down.
- Thumbnails have the check box below them selected by default. If you don't want to scan an image, simply uncheck this box.
- If some thumbnails are incorrectly cropped, these may have to be scanned separately via a full preview.

6 Start the scan.

Only the selected image will be scanned. To scan all images, click on the *All* button and then start the scan.

- A warning will appear when scanning at higher resolutions regardless of the resulting image size. Ignore this warning and continue.

7 What to do while waiting.

Scanning can take over a minute per slide, with a batch potentially taking up to an hour. After the first image has been scanned you can begin doing additional colour correction and editing (Photoshop) or adding metadata to the image via the File Info in Adobe Bridge.