



ARAPAHOE
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MEDIA CONVERSION PROJECT: DIGITIZING HISTORIC PHOTOS



Media Conversion Project: Digitizing Historic Photos



What you need to know:

Basic understanding of a computer

What you need:

- Computer
- Epson Perfection V550 Scanner (available in the Southglenn and Smoky Hill Studios)
- Photo to scan
- EPSON Scan Software (available in the Southglenn and Smoky Hill Studios)

1. Make sure the scanner is plugged in to power



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2. On the front of the scanner, check to see if the green “Ready” light is on.



3. If it is not on, press the power button (on the side of the scanner) and wait for the green “Ready” light to stop blinking (when it’s a solid light, it’s ready to use).



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4. Plug the scanner in to the computer via a USB port on the back of the computer.



5. Place your photo face-down on the scan bed.
6. Close the lid

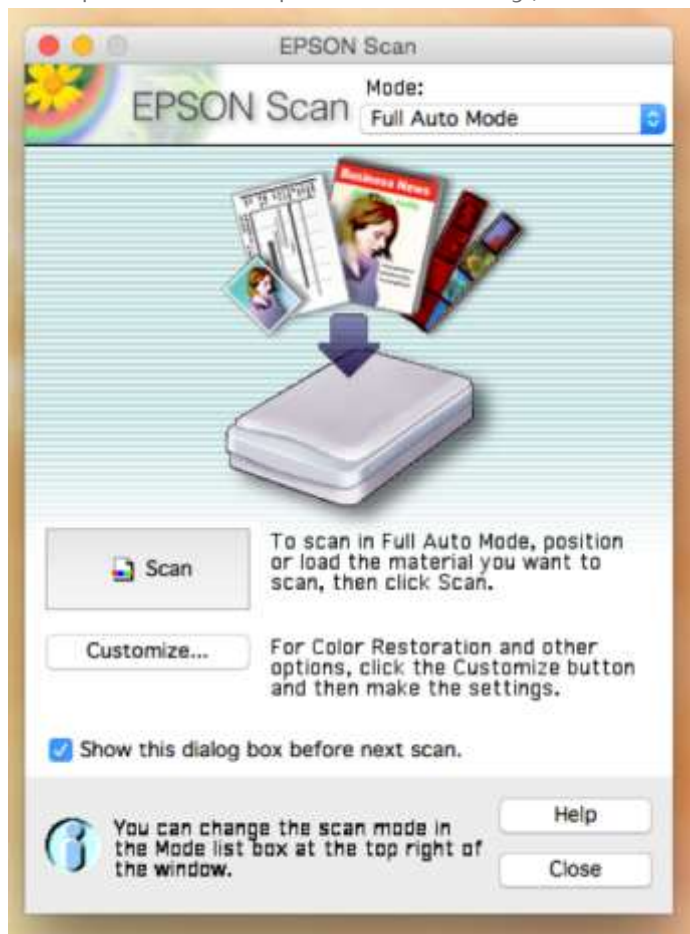
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7. Press the scan button on the front of the scanner (the green button - looks like an arrow coming out of a box)



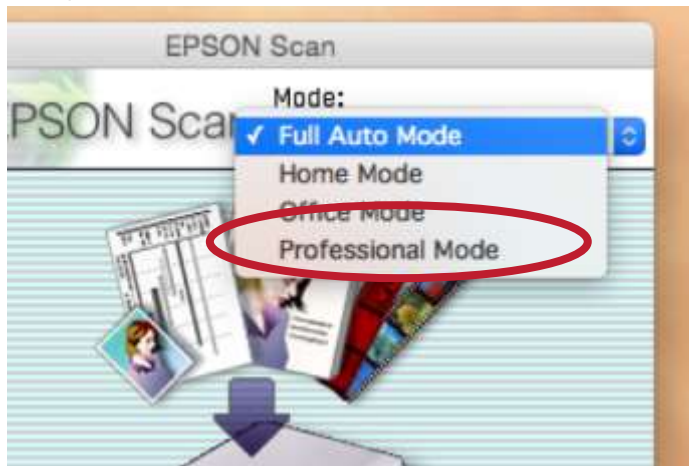
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8. **The EPSON Scan program pops up (if it doesn't, search for EPSON Scan on the computer and open it that way).**



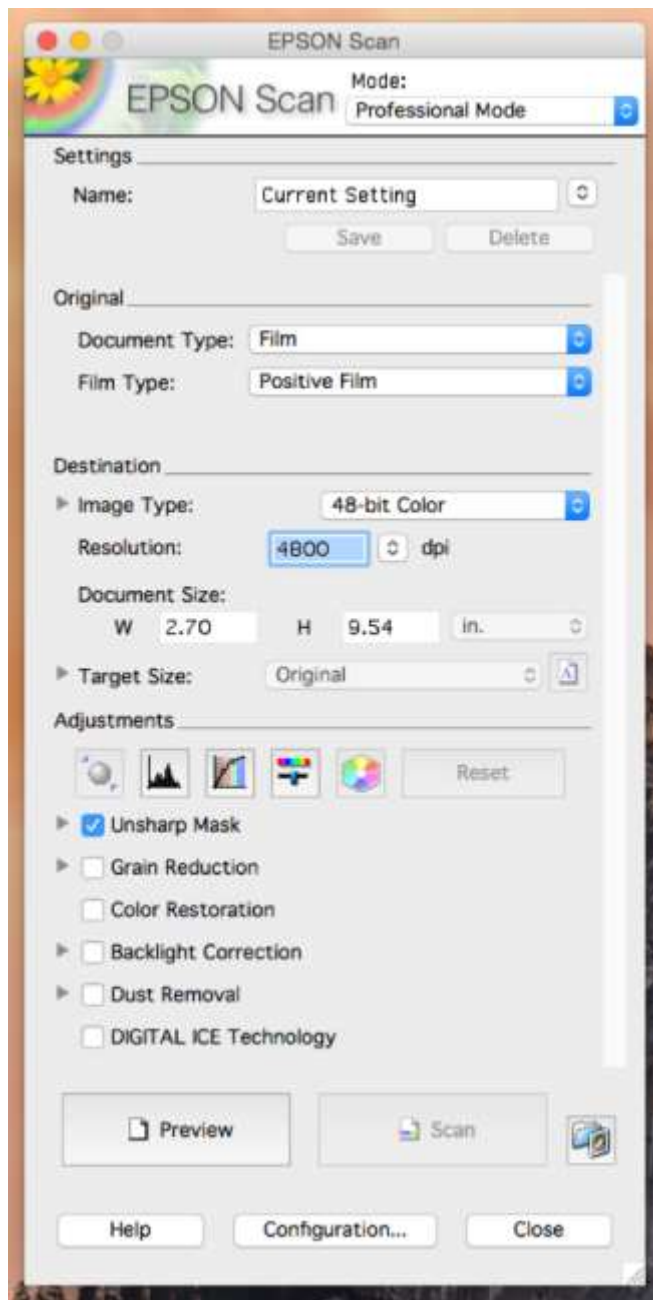
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9. At the top right of the EPSON Scan window, if Full Auto Mode is selected, use the drop-down menu to select Professional Mode instead.



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10. Choose your settings. Under Document Type, select Reflective. For Image Type, select 48-bit Color. For Resolution, select 1200 dpi for most historic photos.



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Further Information:

300 dpi is the absolute minimum you will want to use for scanning photos. When you scan an item at 300 dpi, you will be able to print it at your **item's** original size without losing any quality. Scanning an item at a higher dpi allows you to print it at a size larger than the original without losing quality. The larger you want to print your photos, the higher dpi you should use.

The smaller your original photo, the higher the resolution **you'll** want to scan it at. For instance:

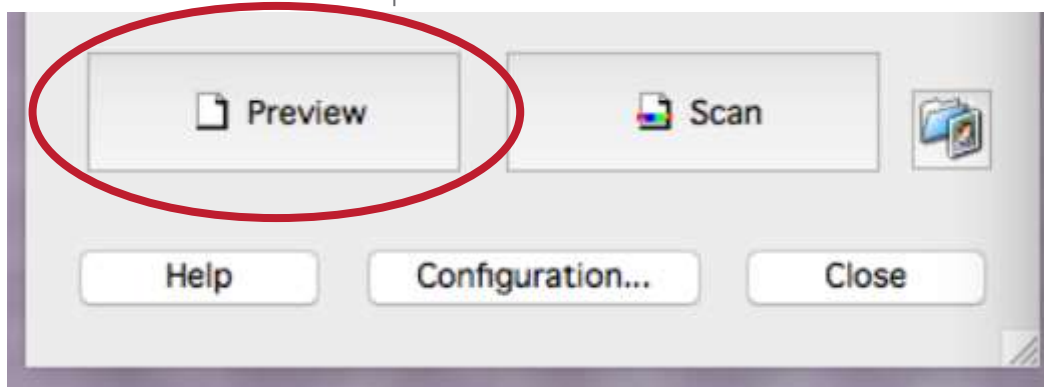
600 dpi - good for larger photos, about 8x10 size

900 dpi - good for regular-sized photos

1200 dpi - good for wallet-sized photos

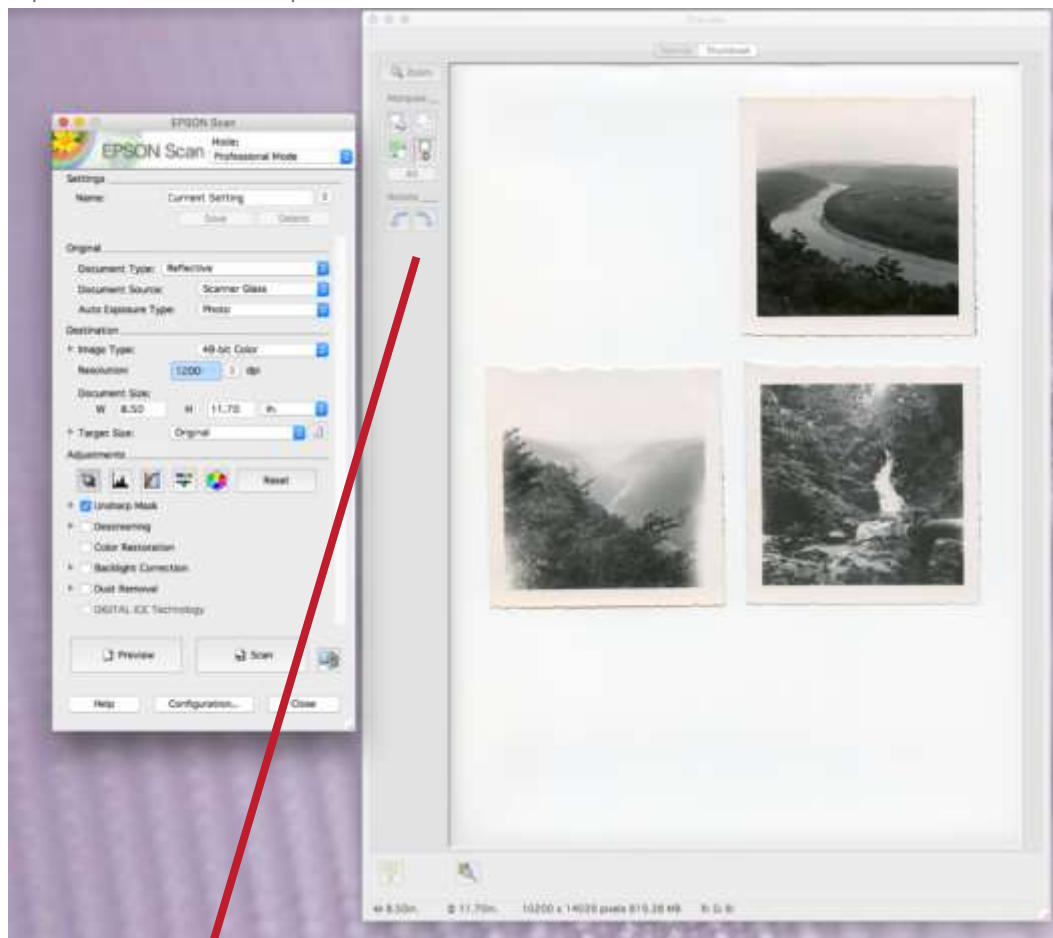
2400 - 4800 dpi - good for negatives and slides

11. Click Preview to see a preview of the scan bed.



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12. You will see a preview of the photo(s) you put on the scan bed. Note the Marquee options in the top left corner of the window.



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13. Draw a box with the cursor around the area you wish to scan. If you mess up, click the top left icon under "Marquee" (with the white eraser over a rectangular marquee) to undo the last box you have drawn. If you want to undo more than one box, just keep clicking that button. It will undo all of your marquees in reverse order.



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14. If you are only scanning one photo, proceed to step 16. If you have several photos you're scanning at once, draw a box around each photo.



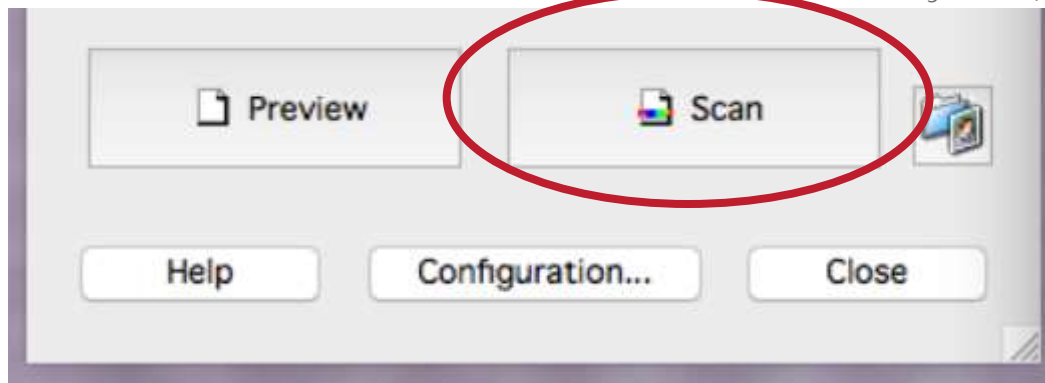
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15. When you've finished drawing boxes, click the "All" button under "Marquee" to select all the boxes you've drawn.

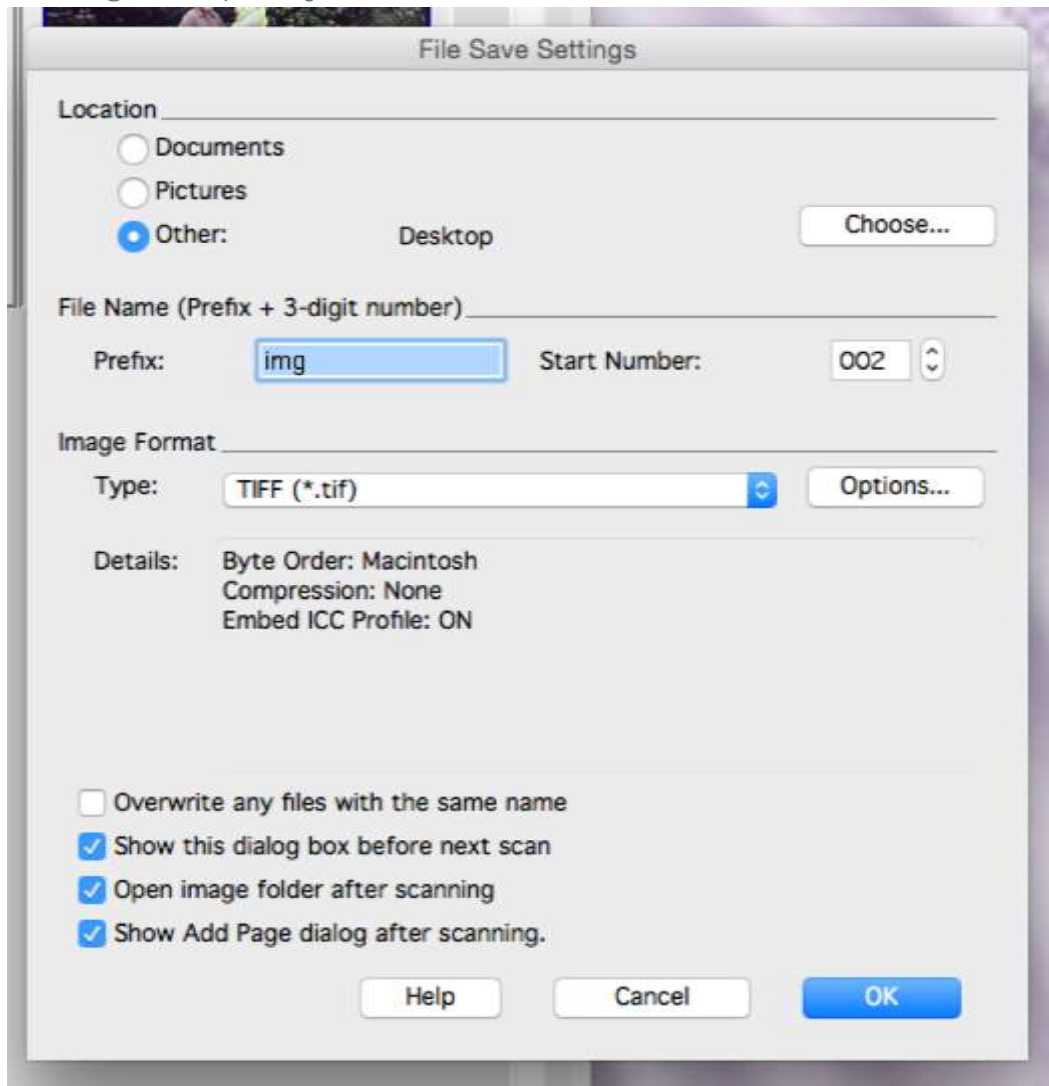


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16. Click **“Scan.”** You may need to click it twice (once to go back to the EPSON Scan window from the Preview window, and once to actually scan).



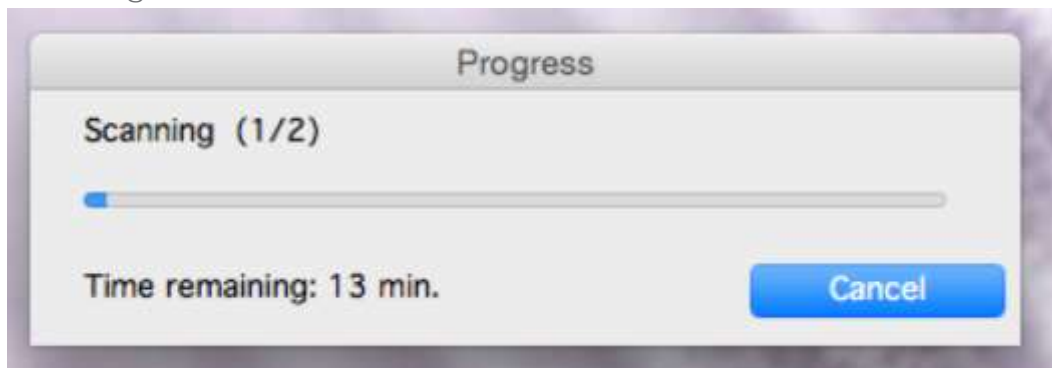
17. **The File Save Settings will come up. Under “Location” choose “Other” so the image will automatically be saved to the Desktop. You can click “choose...” to choose a different location to save to, such as your flash drive. Under “Image Format” select which format you’d like. Select “TIFF (*.tif)” (not Multi-TIFF) for the highest quality file format. Then click OK.**



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18. It will scan – the time it takes depends on the DPI you chose. The higher the DPI, the longer it will take.



19. When it's done scanning, it'll then open up the folder where your scan was saved. Remember to retrieve your original photos. You're **done!**