

Scan Your Images in 8 Easy Steps:

1) After positioning your document on the scanner, open the scanner software using the shortcut on the desk top to Epson GT20000, and Choose Professional Mode.

2) Choose the Type of your Scan: **REFLECTIVE** is the default unless you are using film, and then choose Document Table (default also).

3) Choose Photo for Exposure Type if you are working with Images, or Document if you are scanning text only.

4) Choose your Color Settings:

4 Bit Color is for Photography
Color Smoothing for Old Photos that need color adjustment.
Black And White: (High Contrast b&w images)
8 Bit Gray scale (Line Drawings gray scale images in lower resolution.)
Halftone: Special Graphic purpose.

5) Choose Size of Image, or if you are uncertain allow the scanner to Auto Detect, and select the image manually when you do a Preview.

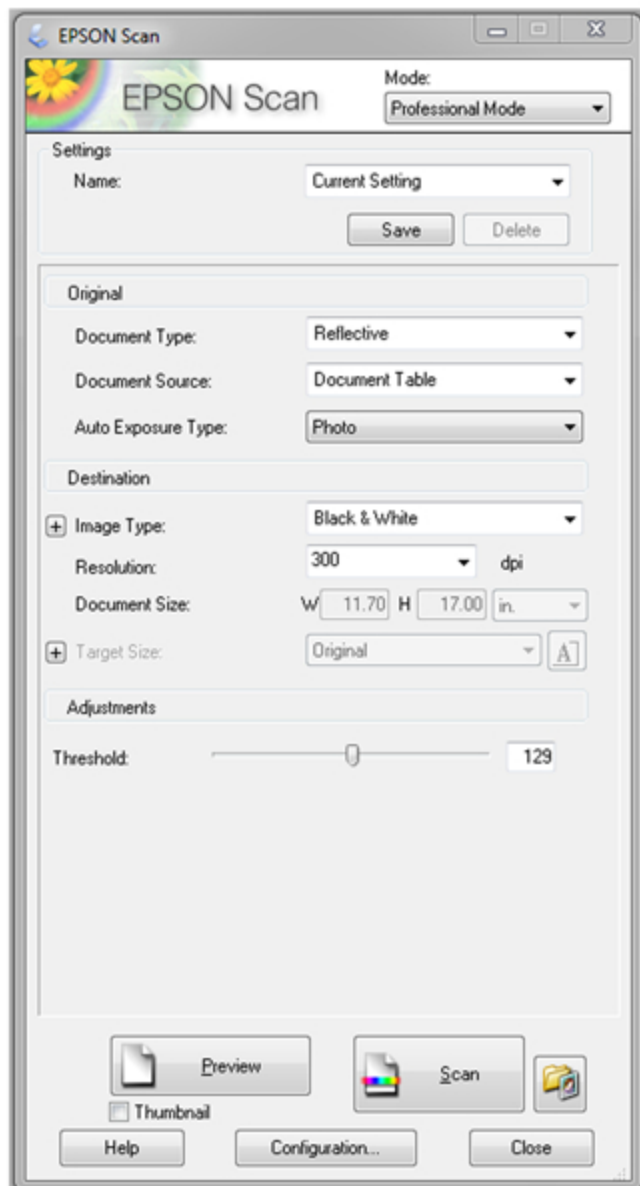
6) Choose Your Output Folder Settings (Little folder on lower left) and your Image Format:

JPEG for general purpose without much editing,

Tiff for more editing without degrading,
PDF for documents scanned from magazines or books.

7) **CLICK PREVIEW:** Your image will preview in the scanner window, allowing you to make minor tone adjustments, select individual parts of it. When satisfied, click **SCAN**.

8) By default your images will be stored in the Pictures Folder, but remember they are only there temporarily. If you want to save the image for later, use your PDRIVE or a USB, because when you log-out the images you scanned in the Pictures folder will be erased.



RESOLUTION GUIDE

96 PPI TEXT
199 PPI LINE DRAWINGS
300 PPI GRAPHICS
400 PPI PHOTOS HIGH RES.

Don't scan large images 11X17 at higher resolution than 199 IF your plan on printing them here in the library. The file size will not pass through the print server.

To Print large resolution files, use the printers upstairs in the Computer Lab!