

# HowToScan Documents And Photographs

From Digital Projects Lab Projects Wiki

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## Scanning Reflective Materials with an Epson Scanner and Epson Scan

### Before You Start

- Use a scanner large enough to scan the entire item with a slight border.
- Make sure that the reflective mode cover is installed.

Note: When you open the scanner, there should be a white background in the lid.

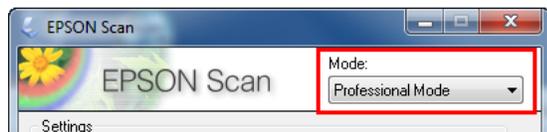
- Be sure that you have Photoshop set up. For instructions on setting up Photoshop go here.

Note: You will need to do this every time you are working on a computer for the first time.

### Set-Up Epson Scan

Note: Do this every time you are working on a computer for the first time

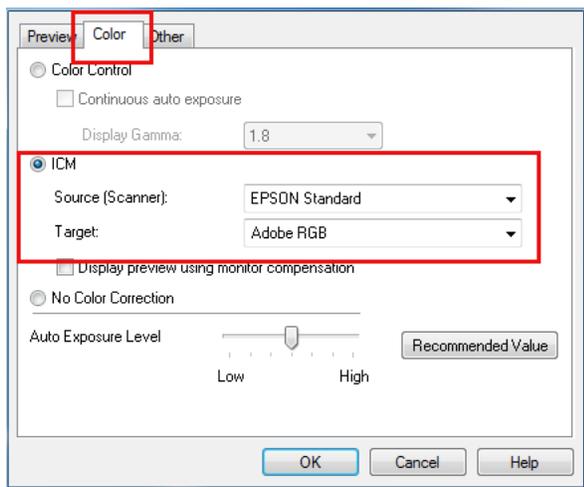
1. Open **Adobe Photoshop CC 2015**
  - Start menu > Adobe Photoshop CC 2015
2. Click on EPSON Scan on your desktop
3. Make sure that the software is in "**Professional Mode**" (top of the window)



4. Click **Configuration...** at the bottom.



- Go to the **Color** tab
- Click the **ICM** radio button
- In the **Configuration** dialog box, on the **Color** tab, click **ICM**,
- In the **Source (Scanner)** list, select EPSON Standard
- In the **Target** list, select **Adobe RGB**, and then click **OK**



## Scanning

### Settings

- Set the scanner settings in the EPSON Scan window according to the table below
- Note: Adjust this as needed for each item
  - **Non-Photo** items: textual documents, handwritten documents, newspaper clippings, newsletters, magazines, programs, pamphlets
    - e.g. Letter from Edward Turner to Dr. Meyer Bodansky - May 2, 1937 (<http://texashistory.unt.edu/ark:/67531/metapth229050/m1/1/>), Albert Lawrence Bates Fingerprint Card, 1933 (Oklahoma City Police Department) (<http://texashistory.unt.edu/ark:/67531/metapth78959/m1/1/>), Funeral Program for Lillian Marshall, May 12, 1979 (<http://texashistory.unt.edu/ark:/67531/metapth226641/m1/1/>), Danevang School 1908 Newspaper (<http://texashistory.unt.edu/ark:/67531/metapth222975/m1/1/>)
  - **Photo** items: color photographs, hand-colored b&w photographs, toned or color-damaged black and white photographs, black and white photographs, all postcards
    - e.g. Portrait of a Woman (<http://texashistory.unt.edu/ark:/67531/metapth166335/m1/1/>), Prisoners Working on the Texas State Railroad (<http://texashistory.unt.edu/ark:/67531/metapth160198/m1/1/>), Adult Education Class at the Denton Public Library (<http://texashistory.unt.edu/ark:/67531/metapth12474/m1/1/>)
- The resolution and bit-depth of each side of an item must match. So if the front of a photograph needs to be scanned in color then the back of the photograph must be scanned in color as well, and vice versa.

### Original

- Document Type: Reflective
- Document Source: Document Table
- Auto Exposure Type: Photo

### Destination

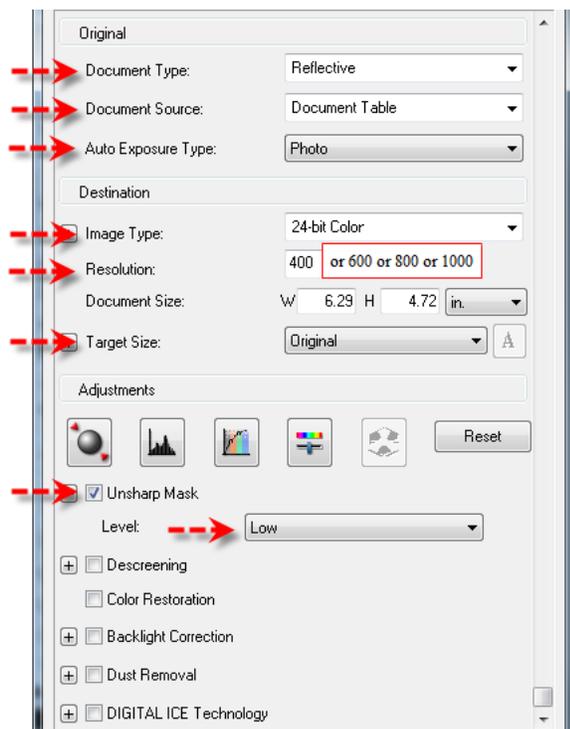
- Image Type: 24-bit color
- Resolution:
 

400 dpi	Non-Photo
800 dpi	Non-Photo < or equal to 3" x 5" (or square 4.25" x 4.25")
600 dpi	Photo
1000 dpi	Photo < or equal to 3" x 5" (or square 4.25" x 4.25")
	(When in doubt, scan up!)
- Target Size: Original

### Adjustments

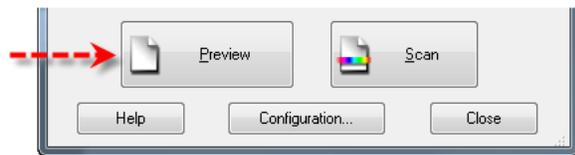
- Unsharp Mask: On      Level: Low
- Descreening      Off
- Color Restoration

- Backlight Correction
- Dust Removal
- DIGITAL ICE Technology



### Scanning

1. Place the item on the scanner face down so that it is straight
2. Close the lid
3. In the **EPSON Scan** window, click **Preview**

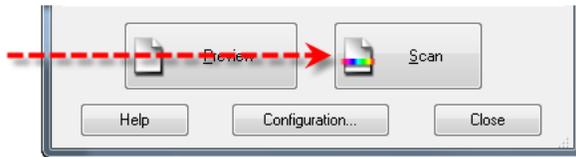


4. In the **Preview** window, click and drag to draw a marquee around the item
  - Be sure there is a large enough margin for deskewing and cropping to a final 1/8" border



5. Click **Reset** if it is an active option and not "greyed out"

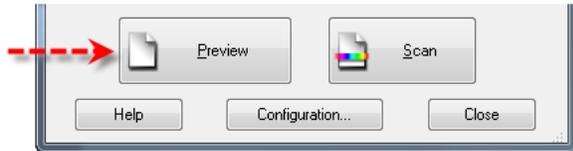
6. Click **Scan**.



7. When the scan is complete, open the scanner lid, then physically flip the item horizontally over as if turning a book page, and then straighten the item

- Do not rotate the item left or right when turning it over

8. In the **EPSON Scan** window, click **Preview**

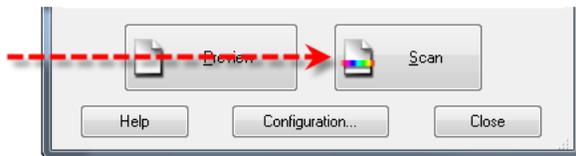


9. In the **Preview** window, click and hold inside the marquee, and then center it around the item

- The cursor becomes a **Hand** signifying the marquee may be moved

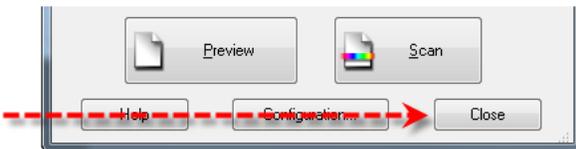


10. In the **EPSON Scan** window, click **Scan**



11. **Close EPSON Scan**

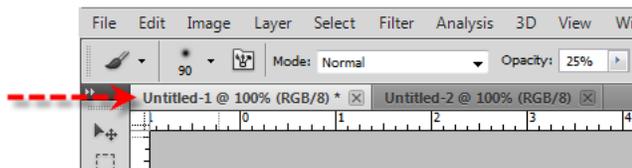
- If you do not close EPSON Scan you will not be able to do anything in Photoshop



12. Adjust the images appropriately (next section)

## Processing

- VIEW THE VIDEO TUTORIAL Documents and Photographs Processing Video Tutorial (<https://youtu.be/6VzT3nkuJD8>)
- In **Photoshop**, click the first tab for the first scan, it is usually titled **Untitled-1**



### Rotate the Scan

If the image is incorrectly oriented:

On the top Menu click go to **Image > Image Rotation** and select the correct rotation

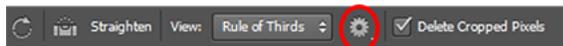
### Deskew the Scan

1. Select the **Ruler** tool
  - Right click the eye dropper tool in the toolbar on the left
  - Choose the Ruler
2. Click and hold the mouse button to draw a line along the edge of the image (or a line on the item that should be horizontally straight)
3. Go to **Image > Rotate Canvas > Arbitrary...**
  - A new window will pop up that has the information already filled in
  - Click **OK**

Note: To save time in the future, set up a keyboard shortcut for Arbitrary image rotation

### Or Alternatively:

1. Select the **Crop** tool (Shift+C)
  - Make sure the 'Use Classic Mode' is checked under the Crop Options Icon (the flower looking one)

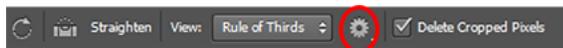


2. Hold down the **Left button** on the mouse and move your mouse in the direction you would like the image to rotate
  - A guide will appear over the image
3. Press **Enter**

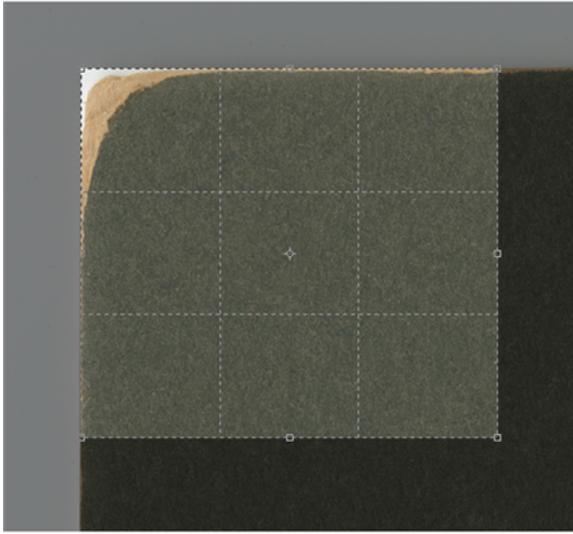
Note: This is a good option when the item has not been cut well or if it is difficult to determine which single line or edge should be horizontally straight

### Crop the Scan

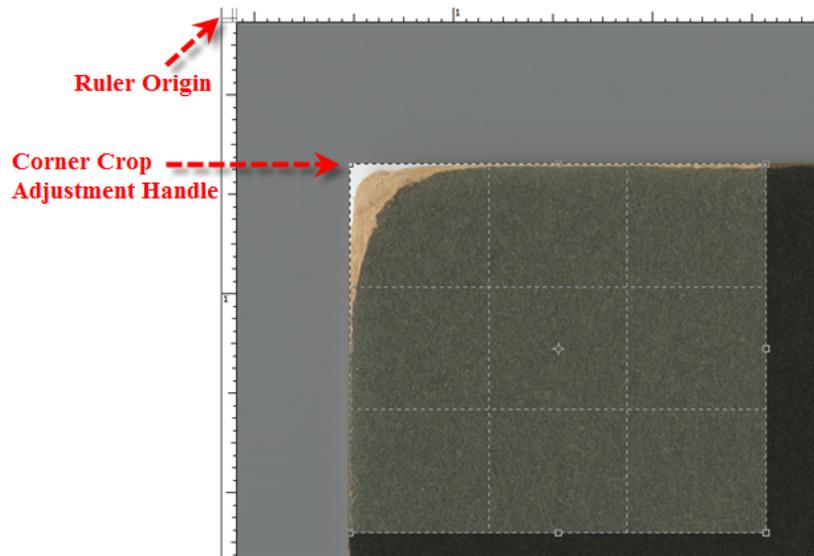
1. Select the **Crop** tool on the left toolbar (Shift+C)
  - Make sure you are in classic mode
  - Ensure the *Use Classic Mode* is checked under the Crop Options Icon (The flower looking one)



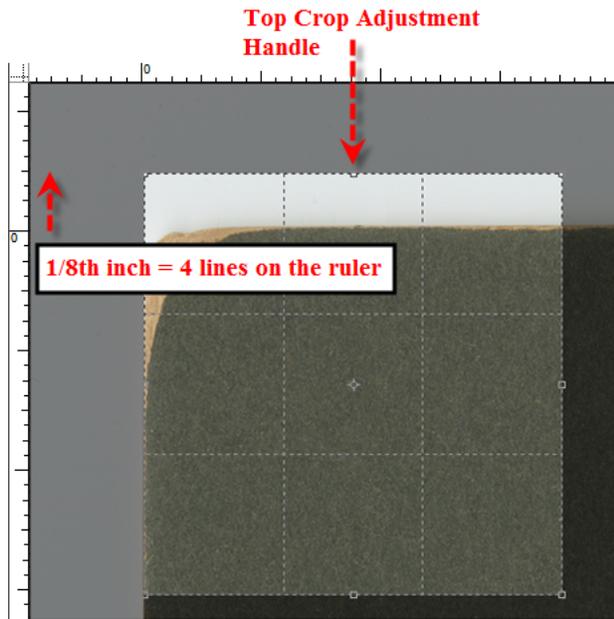
2. Zoom to 100% by using **Ctrl+I** on the keyboard
3. Move the displayed image area to the upper-left corner with the **Home** key
4. On the image, click and drag a crop box over the upper-left corner of the item



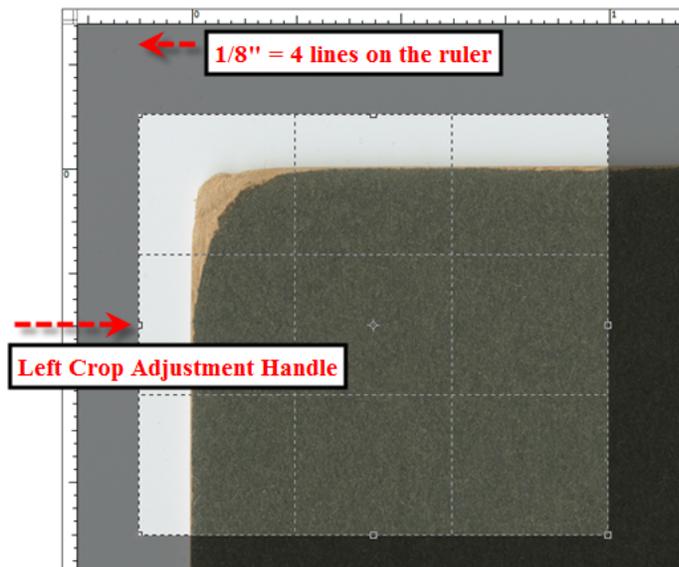
5. Click and drag the **Ruler Origin** to the closest corner **Crop Adjustment Handle**
  - The ruler origin is now set to where it was dragged



6. Click and drag the top **Crop Adjustment Handle** upwards 1/8" as measured by the rulers (four lines)



7. Click and drag the left **Crop Adjustment Handle** to the left 1/8" as measured by the rulers (four lines)



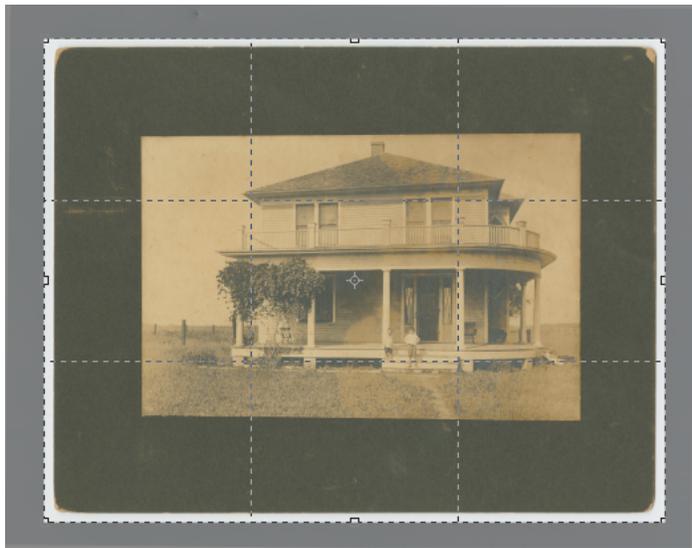
8. Zoom to fit the image to the screen by using **Ctrl+0** on the keyboard



9. Click and drag the right **Crop Adjustment Handle** to the right so that the right border is visually equivalent to the left border



10. Click and drag the bottom **Crop Adjustment Handle** down so that the bottom border is visually equivalent to the top border,

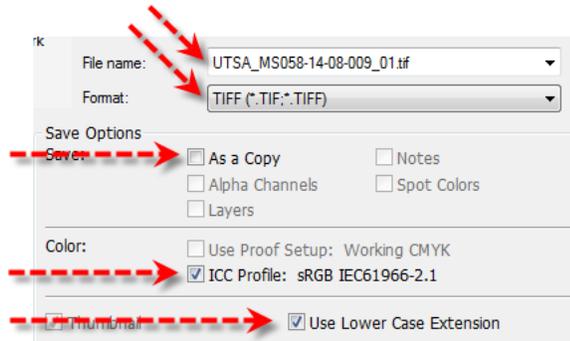


11. Visually check there is an equal 1/8" border on all sides from all pieces of the item (adjust as needed) and then press **Enter** on the keyboard to crop the image

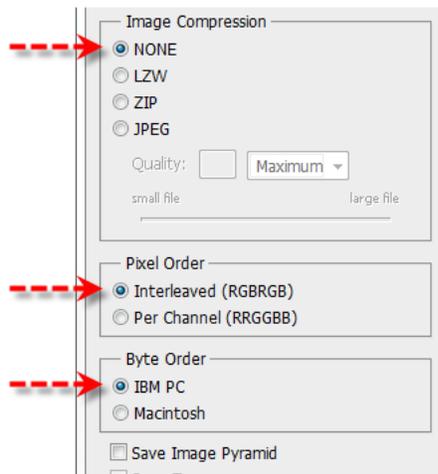


**Save the File**

1. Go to **File > Save** (or Ctrl+S)
2. From the **Save As** dialog box, navigate to the the project folder on the P drive
3. Create a new folder within the project folder, naming it with the item's **Unique Identifier**.
4. In the **Save As** dialog box:
  - In the **File name** box enter the item's **Unique Identifier** with **\_01** added to the end signifying this is the first scan for this item
  - In the **Format** list, choose **TIFF (\*.TIF;\*.TIFF)**
  - Clear the **As a Copy** check box if selected
  - Select the **ICC Profile** check box if not already selected
    - the **ICC Profile** profile for **Color** images is **Adobe RGB (1998)**
  - Select the **Use Lower Case Extension** check box if not already selected,



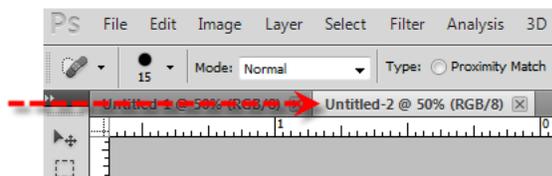
5. Click **Save**
6. In the **TIFF Options** dialog box:
  - Under **Image Compression** click **NONE** if not already selected
  - Under **Pixel Order** click **Interleaved (RGBRGB)** if not already selected
  - Under **Byte Order** click **IBM PC** if not already selected
  - Clear the **Save Image Pyramid** check box if selected



7. Click **OK**

## Process the Scan of the Back

1. In **Photoshop**, click the tab for the second scan, it usually titled **Untitled-2**



2. Go back to Rotate the Scan
3. Repeat all steps through Save the File step 2, then continue below
4. From the **Save As** dialog box, go to the same item folder within the project folder on the P drive
5. In the **Save As** dialog box:
  - In the **File name** box enter the item's **Unique Identifier** with **\_02** added to the end signifying this is the second scan for this item
  - In the **Format** list, choose **TIFF (\*.TIF;\*.TIFF)**
  - Clear the **As a Copy** check box if selected
  - Select the **ICC Profile** check box if not already selected
    - the **ICC Profile** profile for **Color** images is **Adobe 1998 (RGB)**
  - Select the **Use Lower Case Extension** check box if not already selected,

File name: UTSA\_MS058-14-08-003\_02.tif

Format: TIFF (\*.TIF;\*.TIFF)

Save Options

Save:

As a Copy       Notes

Alpha Channels       Spot Colors

Layers

Color:

Use Proof Setup: Working CMYK

ICC Profile: sRGB IEC61966-2.1

Thumbnail       Use Lower Case Extension

#### 6. Click **Save**

#### 7. In the **TIFF Options** dialog box:

- Under **Image Compression** click **NONE** if not already selected
- Under **Pixel Order** click **Interleaved (RGBRGB)** if not already selected
- Under **Byte Order** click **IBM PC** if not already selected
- Clear the **Save Image Pyramid** check box if selected

Image Compression

NONE

LZW

ZIP

JPEG

Quality:  Maximum

small file      large file

---

Pixel Order

Interleaved (RGBRGB)

Per Channel (RRGGBB)

---

Byte Order

IBM PC

Macintosh

Save Image Pyramid

Save Transparencies

#### 8. Click **OK**

### Visual Check

1. Remove the item from the scanner to use as reference
2. In **Photoshop**, zoom the first scan and the second scan to the same % visible (shown in their respective tabs)
  - Use the **Ctrl+Plus** and **Ctrl+Minus** keyboard shortcuts
3. Compare the borders on the scans checking for consistency in size
  - If the borders are not consistent, re-crop the scan with the larger borders, and then re-save
4. Ensure that the the scans are a faithful representation of the item
  - If they are not, rescan or ask for help
5. Close all images open in Photoshop
  - **File > Close All** or **Alt+Ctrl+W**
6. Put the physical item away, prepare the next physical item to scan, and then return to Scanning

### Example

- This is what the final scans should look like



### Special Case Items

#### Items Requiring 3+ Scans

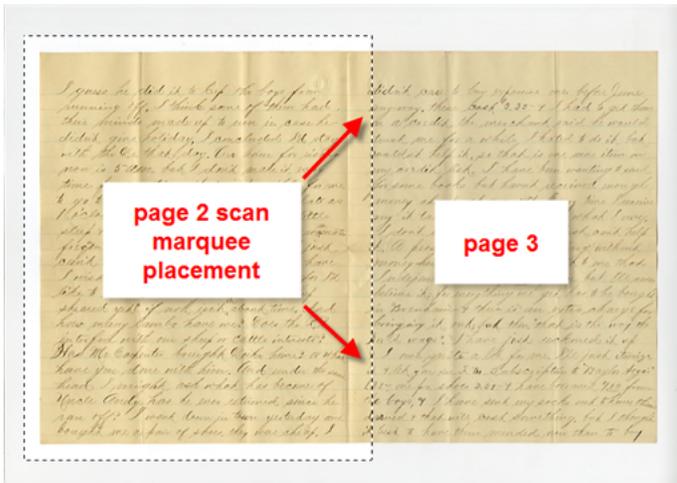
If an item requires more than 2 scans (multiple page letters, program which folds out, etc.), complete up to 20 scans at one time. During file saving the third scan will have **\_03** added to the item's **Unique Identifier**, the fourth will have **\_04**, and so on.

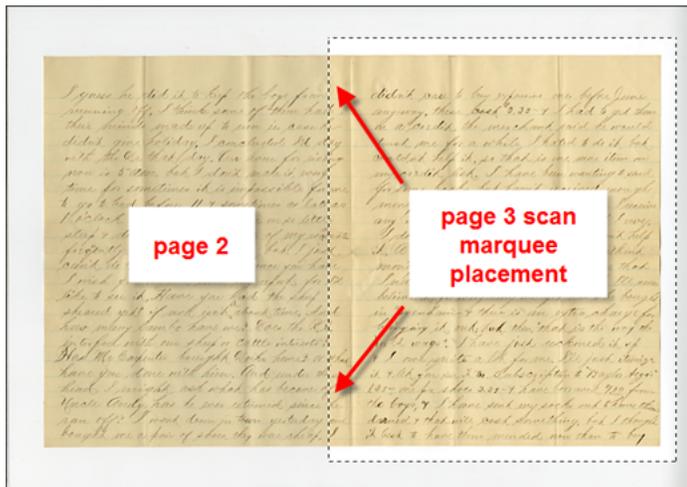
- Do not make more than 20 scans at one time as having so many files open will fill the available memory and the computer will slow down

#### Scanning Large Multi-Page, Folded Documents

If a single page is 8" x 10" or larger follow the directions below.

- Scan documents spanning multiple pages in the order they are read
- The first scan of a folded document is of the front folded closed
- Scan multiple pages on a single piece of folded paper one page at a time including a portion of the side across the fold, e.g. hand-written letters
- If the text continues across the fold make a single scan of both pages as needed so no text is lost
  - NOTE:** this is different from how we handle books



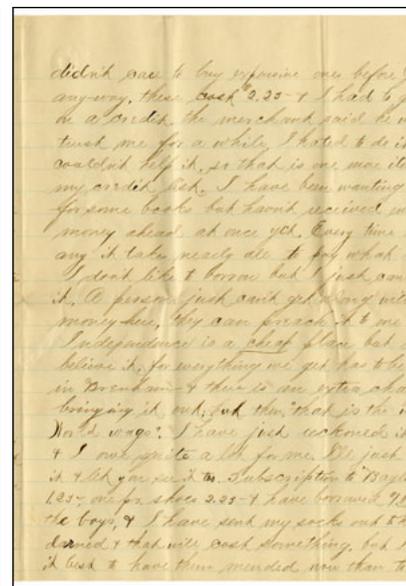
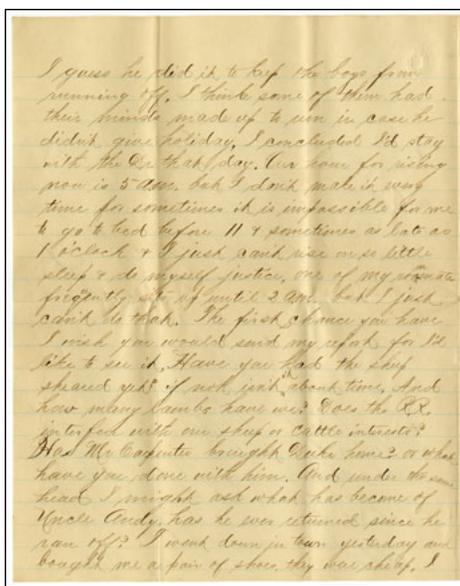
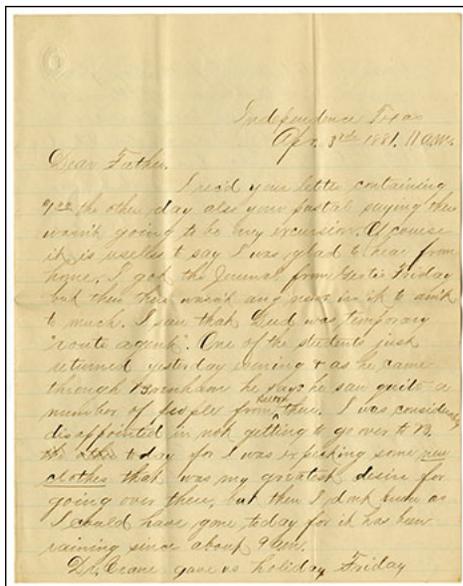


Example

Page\_01

Page\_02

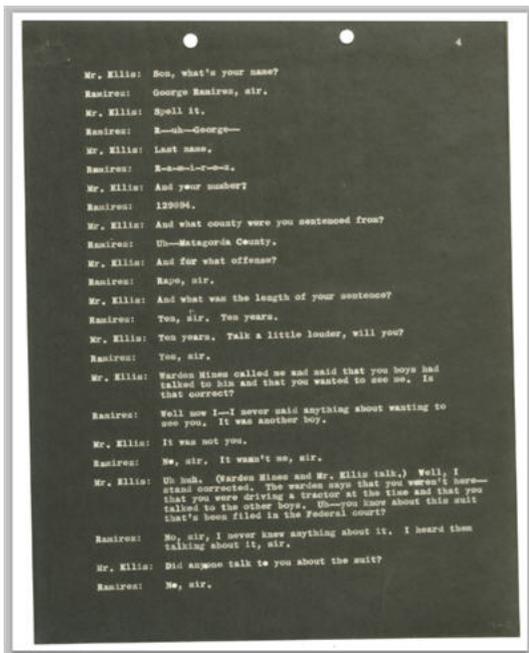
Page\_03



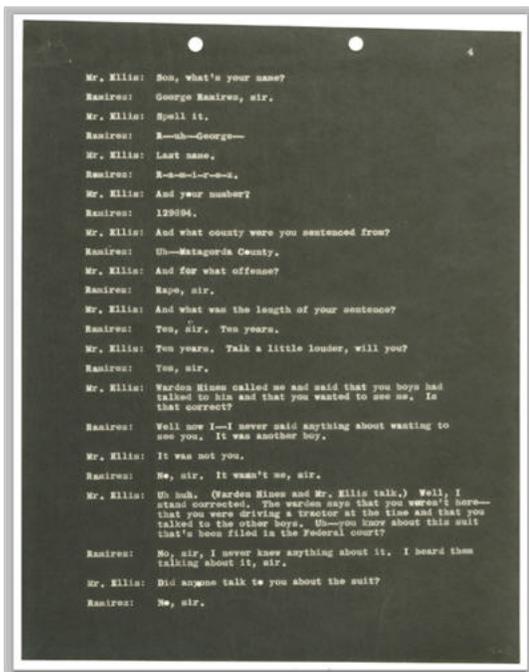
### Common Mistakes to Avoid

#### Deskewing

When deskewing a scan look at the item you're scanning and deskew it so it is easy to read and use. Every item requires your attention for the best scan; don't get into habits such as deskewing every item by the top or you'll end up with something like this:



As opposed to this:



Related Pages

- Create Actions in Photoshop
- Create Keyboard Shortcuts in Photoshop
- How to Process While You Scan

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