

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.

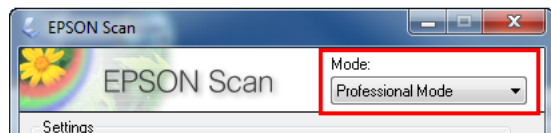
- Be sure that you have Photoshop set up. For instructions on setting up Photoshop go [here](#).

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

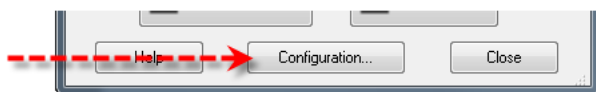
Set-Up Epson Scan

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

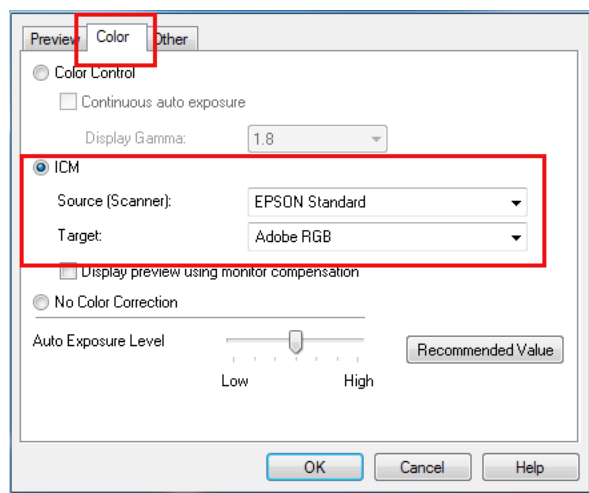
1. Open **Adobe Photoshop CC 2015**
 - Start menu > Adobe Photoshop CC 2015
2. Click on **EPSON Scan** on your desktop
3. Make sure that the software is in "**Professional Mode**" (top of the window)



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/metaph229050/m1/1/>), Albert Lawrence Bates Fingerprint Card, 1933 (Oklahoma City Police Department) (<http://texashistory.unt.edu/ark:/67531/metaph78959/m1/1/>), Funeral Program for Lillian Marshall, May 12, 1979 (<http://texashistory.unt.edu/ark:/67531/metaph226641/m1/1/>), Danevang School 1908 Newspaper (<http://texashistory.unt.edu/ark:/67531/metaph222975/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/metaph166335/m1/1/>), Prisoners Working on the Texas State Railroad (<http://texashistory.unt.edu/ark:/67531/metaph160198/m1/1/>), Adult Education Class at the Denton Public Library (<http://texashistory.unt.edu/ark:/67531/metaph12474/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

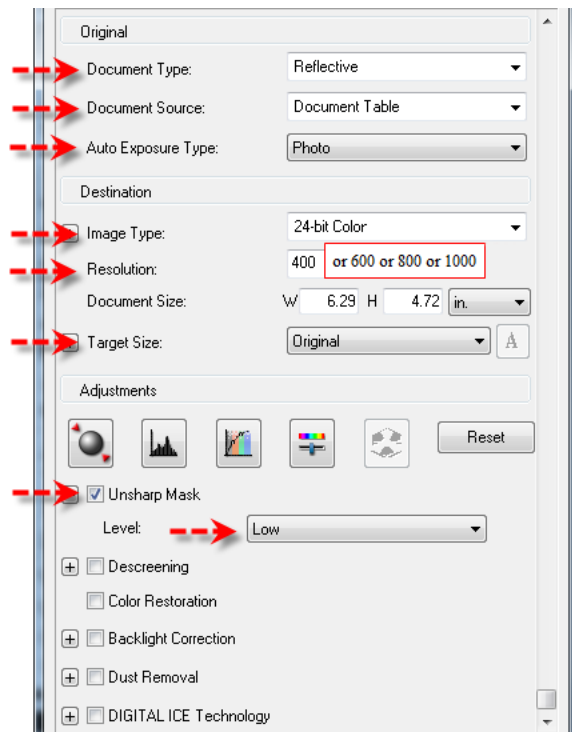
- Image Type: 24-bit color
- Resolution:

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

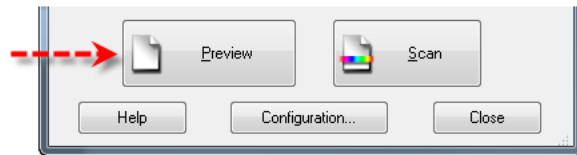
- Unsharp Mask: On Level: Low
- Descreening: Off
- Color Restoration: Off

- Backlight Correction
- Dust Removal
- DIGITAL ICE Technology



Scanning

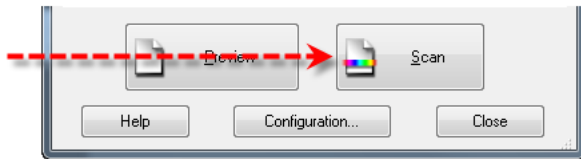
1. Place the item on the scanner face down so that it is straight
2. Close the lid
3. In the **EPSON Scan** window, click **Preview**



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

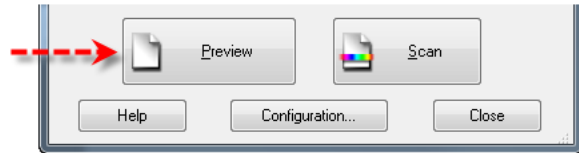


5. Click **Reset** if it is an active option and not "greyed out"

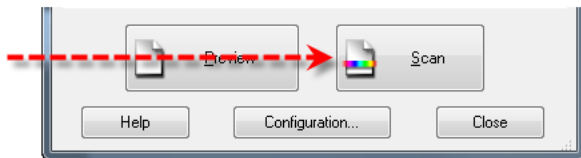
6. Click **Scan**.

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

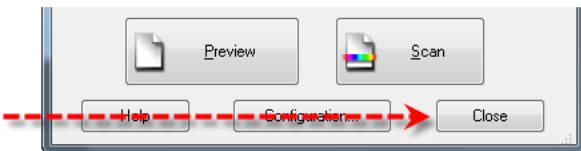
- Do not rotate the item left or right when turning it over

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

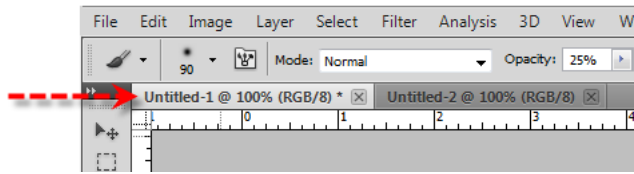
- If you do not close EPSON Scan you will not be able to do anything in Photoshop



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

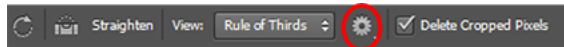
Deskew the Scan

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)

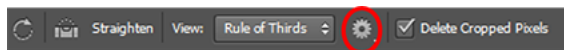


2. Hold down the **Left button** on the mouse and move your mouse in the direction you would like the image to rotate
 - A guide will appear over the image
3. Press **Enter**

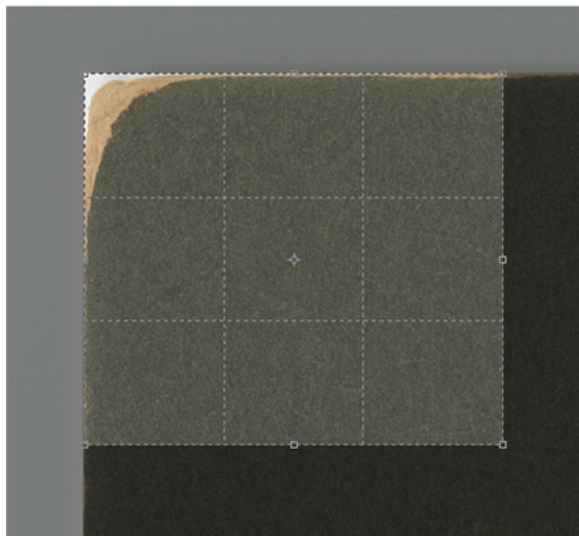
Note: This is a good option when the item has not been cut well or if it is difficult to determine which single line or edge should be horizontally straight

Crop the Scan

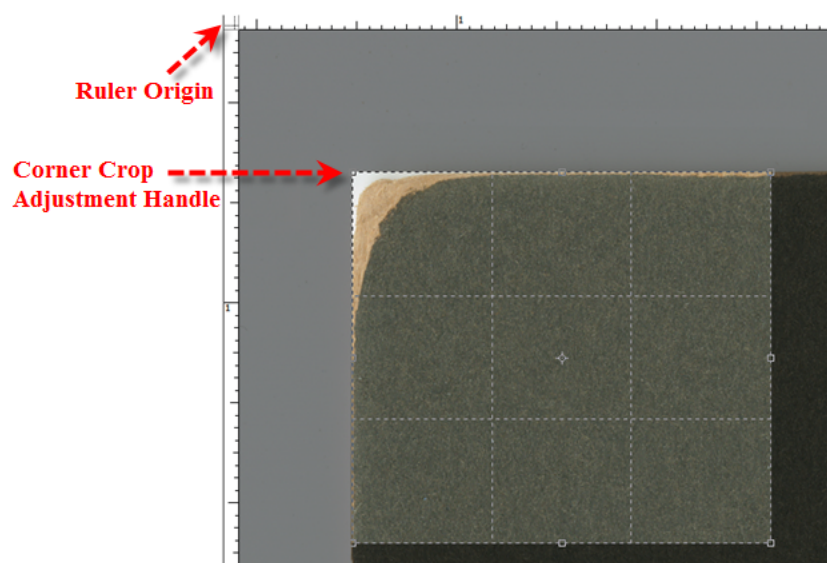
1. Select the **Crop** tool on the left toolbar (Shift+C)
 - Make sure you are in classic mode
 - Ensure the *Use Classic Mode* is checked under the Crop Options Icon (The flower looking one)



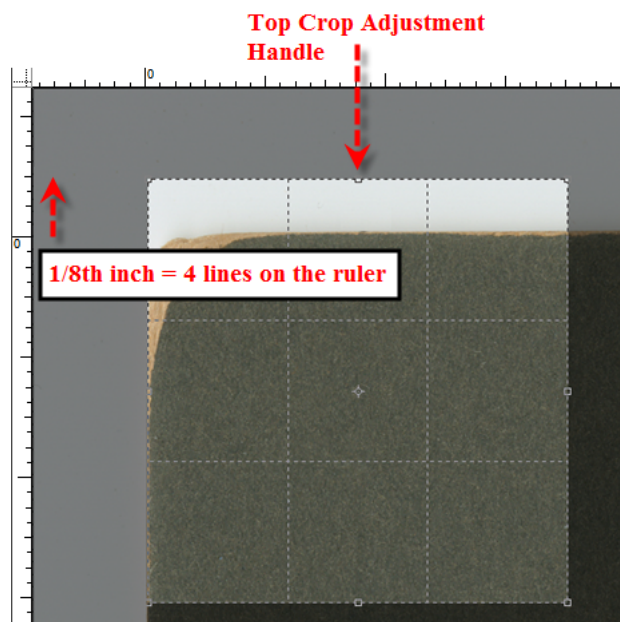
2. Zoom to 100% by using **Ctrl+I** on the keyboard
3. Move the displayed image area to the upper-left corner with the **Home** key
4. On the image, click and drag a crop box over the upper-left corner of the item



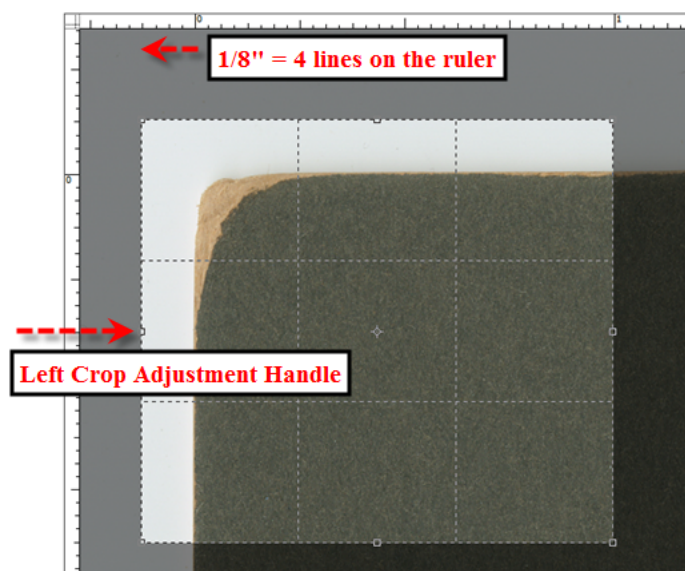
5. Click and drag the **Ruler Origin** to the closest corner **Crop Adjustment Handle**
- The ruler origin is now set to where it was dragged



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,

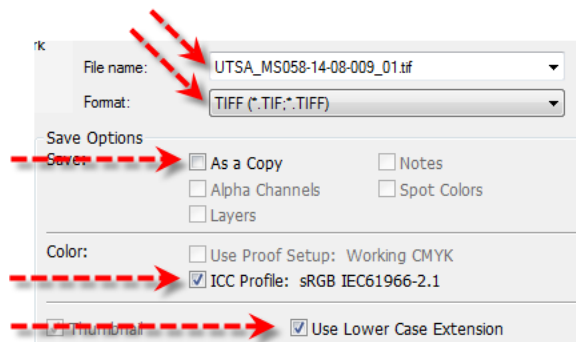


11. Visually check there is an equal 1/8" border on all sides from all pieces of the item (adjust as needed) and then press **Enter** on the keyboard to crop the image

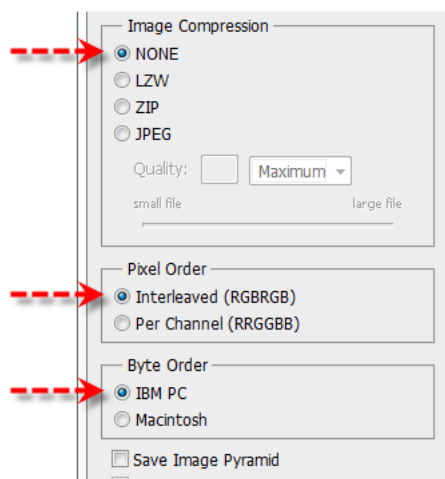


Save the File

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,



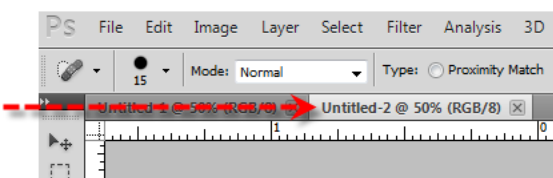
5. Click **Save**
6. In the **TIFF Options** dialog box:
 - Under **Image Compression** click **NONE** if not already selected
 - Under **Pixel Order** click **Interleaved (RGBRGB)** if not already selected
 - Under **Byte Order** click **IBM PC** if not already selected
 - Clear the **Save Image Pyramid**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

rk

File name: UTSA_MS058-14-08-008_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 Image Pyramid

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

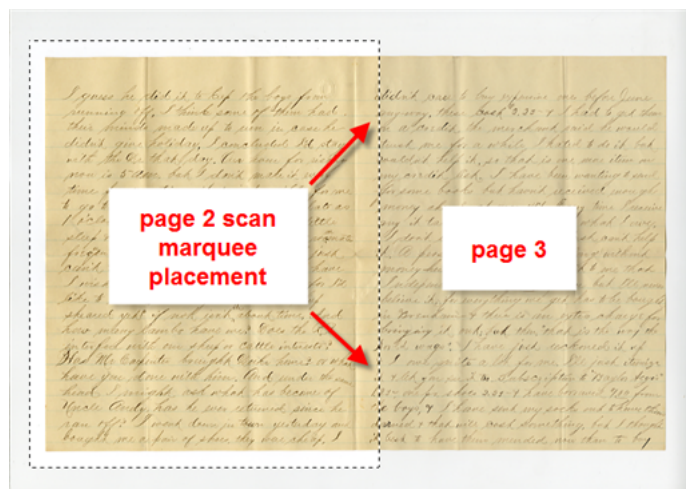
If an item requires more than 2 scans (multiple page letters, program which folds out, etc.), complete up to 20 scans at one time. During file saving the third scan will have **_03** added to the item's **Unique Identifier**, the fourth will have **_04**, and so on.

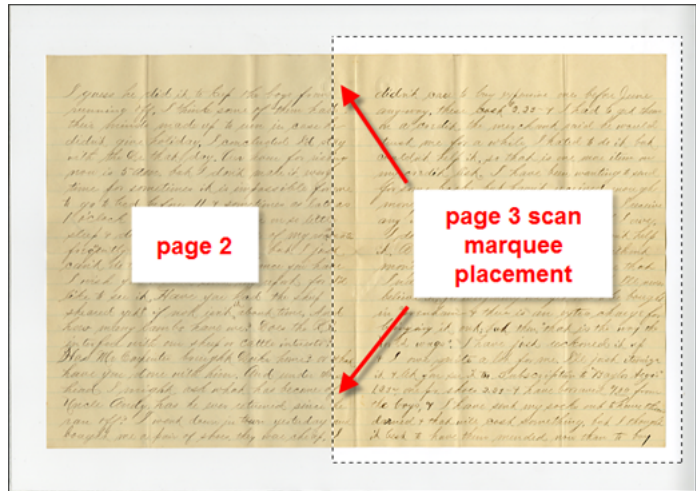
- Do not make more than 20 scans at one time as having so many files open will fill the available memory and the computer will slow down

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



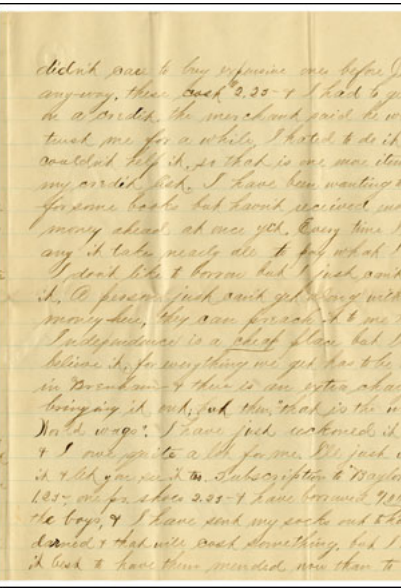
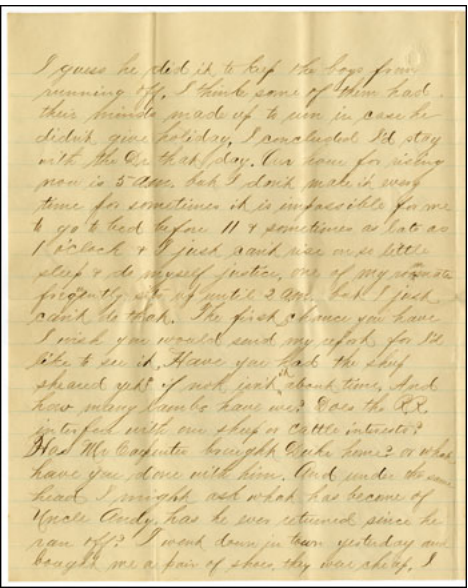
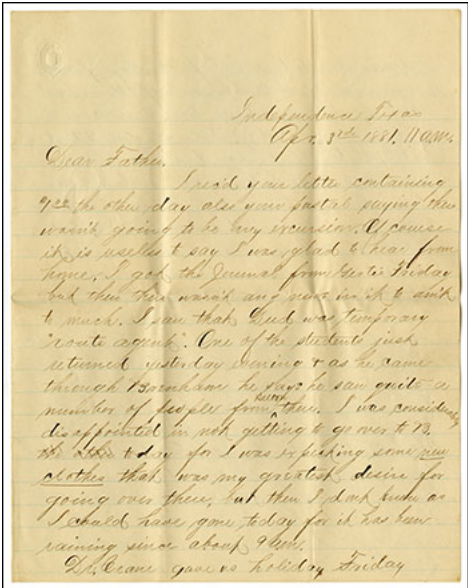


Example

Page_01

Page_02

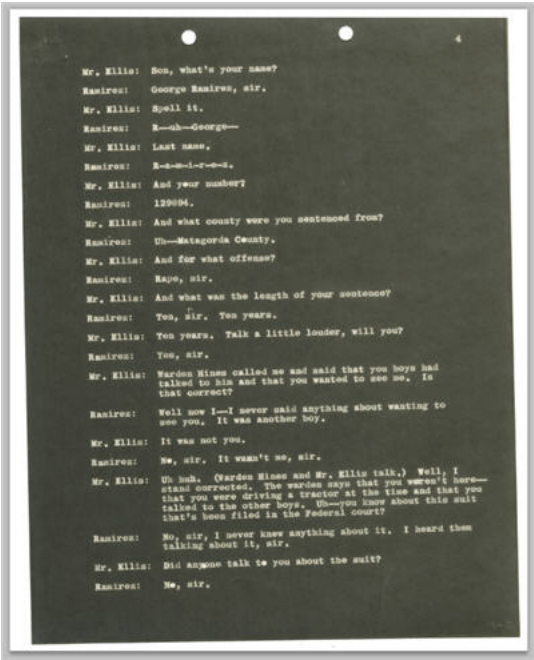
Page_03



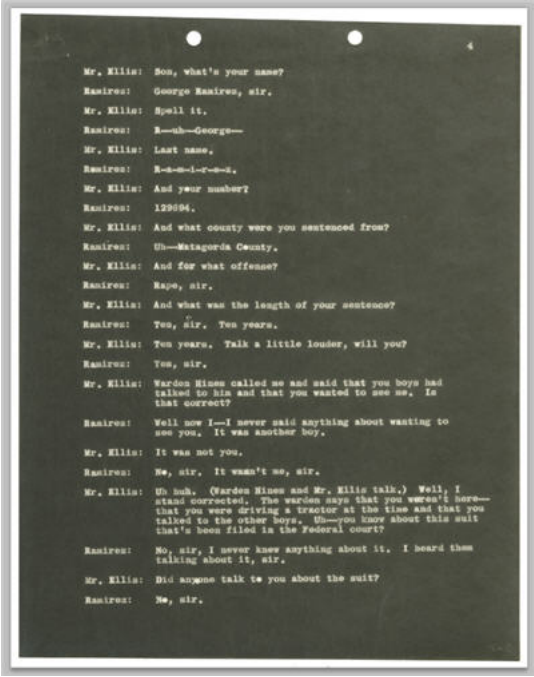
Common Mistakes to Avoid

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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