

# SCANNING BASICS

## BookScan Station



- Easy-to-use touch screen; 11 x 17 scan bed
- Scan pictures, documents, books to:
- USB, FAX, Email, Smart Phone/Tablet or GoogleDrive (all but FAX are free\*).
- Save scans as:
- PDF, Searchable PDF, Word doc, TIFF, JPEG
- Color, Grayscale, Black and White
- Standard or High Quality Resolution
- 5 MB limit on email

\*FAX your scan for a flat rate: \$1 Domestic/\$5 International

## Flat-Bed Scanner

- Available in public computer area and Creative Studios
- Control settings with provided graphics software.
- Scan documents, books, pictures, negatives and slides.
- Save as PDF, JPEG, TIFF and other formats.
- Online Help – <https://files.support.epson.com/htmldocs/prv3ph/prv3phug/index.htm>



## Copiers



- Available on Second Floor and Kid's Library
- Scans photos and documents to USB
- Saves as PDF, Tiff, or Jpeg
- Great for multi-page documents

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## Jumbl

- Check out the Jumbl with your Elmhurst library card (for use in the Creative Studio).
- The Jumbl 126KPK super 8 slides and negatives scanner can convert 35mm, 110, 126KPK, super 8 slides and negatives to digital.

## How to Use the jumbl™ 126KPK Super 8 Scanner

### What You Can Convert:

35mm, 110, 126KPK and Super 8 Slides and Negatives to digital images

### What You Will Need:

Slides/negatives to transfer and an SD card (optional)

### How It Works:

The jumbl™ scanner is a small, stand-alone device that gives you a preview on screen and scans in one single image at a time. These images can be saved directly to an SD card or they can be saved to a computer when connected via USB cable. The scanner comes with four adapters to fit Slides, Negatives, Super 8 and 110 Inserts.

1. Power the Jumbl by connecting the power adapter to a wall outlet. Press Power to turn on/off.
2. Use the Left/Mirror and Right/Flip buttons to scroll between menu items. Use Ok/Enter for selection.
3. Insert SD card into back.
4. Place film negatives or slides on the tray. Insert the tray on the right side of the Jumbl, marked by an arrow.
5. Select "Film Type" from the Home Menu. Select "color negative," "slide positive," or "B&W negative" from "Film Type" Menu.
6. Go back to Home Menu. Select "Capture." Frame up the slide in the display. Press "Convert/Mode." Select "Save."

When using your own SD card, be aware that this device may need to reformat your SD card before writing to it. Reformatting will erase all data currently saved to your card and you will be unable to restore the information.

For detailed instructions, refer to the manual included in the jumbl™ box.

### Source:

<http://elmhurstpubliclibrary.org/about-us/building-information/creative-studio/creative-studio-slides/>



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## How to Use the Epson Flat-Bed Scanner and Software:

1. Open the “Epson Scan” application on the desktop and choose your settings:
  - ◆ **Mode:** The default is “Home” which is good for most scanning. (Other modes are “Office” and “Professional,” if needed.)
  - ◆ **Document Type:** Photograph, Positive Film, Negative Color Film, Negative Black and White Film, Illustration, Magazine, Newspaper, Text/Line Art
  - ◆ **Image Type:** Color, Grayscale, Black-and-White
  - ◆ **Destination:** Screen/Web, Printer, Other
  - ◆ **Resolution:** Set it at a minimum of 300 dpi for printing. You can set it higher, but keep in mind that the higher dpi, the larger the file size. If you are scanning for screen or web, use 72 or 96 dpi.
  - ◆ **Target Size:** Defaults to “Original” but you can choose other sizes or create custom sizes.
  - ◆ **Image Adjustments:** Descreening (removes moiré pattern); Blacklight Correction (removes dark shadows); Color Restoration (may improve color and sharpness); Dust Removal (cleans up dust marks and light scratches); Text Enhancement (sharpens text)
  - ◆ **Brightness/Contrast:** Adjust if needed (you may need to check the preview first).
  - ◆ **Thumbnail view:** Check or uncheck box.
2. To scan a photo or document, place it face down on the document glass with the upper left corner of the photo or document at the lower, left corner of the scanner (see arrow).
  - ◆ Click on “Preview” to see the initial scan (in either the “Thumbnail” or “Normal” view).
  - ◆ Select the image with the marquee.
  - ◆ If the preview looks good, click “Scan.”
  - ◆ Choose a location where you want to save the file (may default to “Pictures” folder).
  - ◆ **Type:** Save as **JPEG**, Multi-TIFF, **PDF**, PICT, Print Image Matching II (JPEG and TIFF), **TIFF** (NOTE 1: Photos are usually saved as JPEGs or TIFFs.) (NOTE 2: For a multiple page document, save it as a PDF and it will give you the option to scan additional pages.)
  - ◆ **Options:** Quality (used to adjust compression – high or low quality)
  - ◆ Check or uncheck boxes at bottom (the defaults are as follows):
    - ◇ Overwrite any files with the same name (unchecked)
    - ◇ Show this dialog box before next scan (checked)
    - ◇ Open Image folder after scanning (checked)
    - ◇ Show Add Page dialog after scanning. (checked)
  - ◆ Click OK to scan.

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3. To scan film negatives or slides, begin by removing the white document mat from inside the scanner cover by gently sliding it up. Set it to the side and remove the film/slide holder.
  - ◆ Film:
    - ◇ Open the film strip holder and slide the film strip all the way into the holder; your images and wording should appear backwards on the side that faces up.
    - ◇ Close the cover and press down until it clicks.
    - ◇ Place the film holder on the glass document table so that it aligns with the tabs (the “film” icon on the holder fits in the tab with the same icon on the scanner).
    - ◇ Close the scanner cover and start the scan.
  - ◆ Slides:
    - ◇ Place the film/slide holder so that the “slide” icon fits into the tab with the same icon on the scanner.
    - ◇ Place up to four slides in the film holder; your images should appear backwards on the side that faces up.
    - ◇ Close the scanner cover and start the scan.

*When finished, be sure to carefully place the film/slide holder and white document mat back in the storage area inside the scanner cover.*

For more information, click on “Help” at the bottom of the Epson Scan settings window or see the User Guide at: [https://files.support.epson.com/pdf/prv37\\_/prv37\\_ug.pdf](https://files.support.epson.com/pdf/prv37_/prv37_ug.pdf).