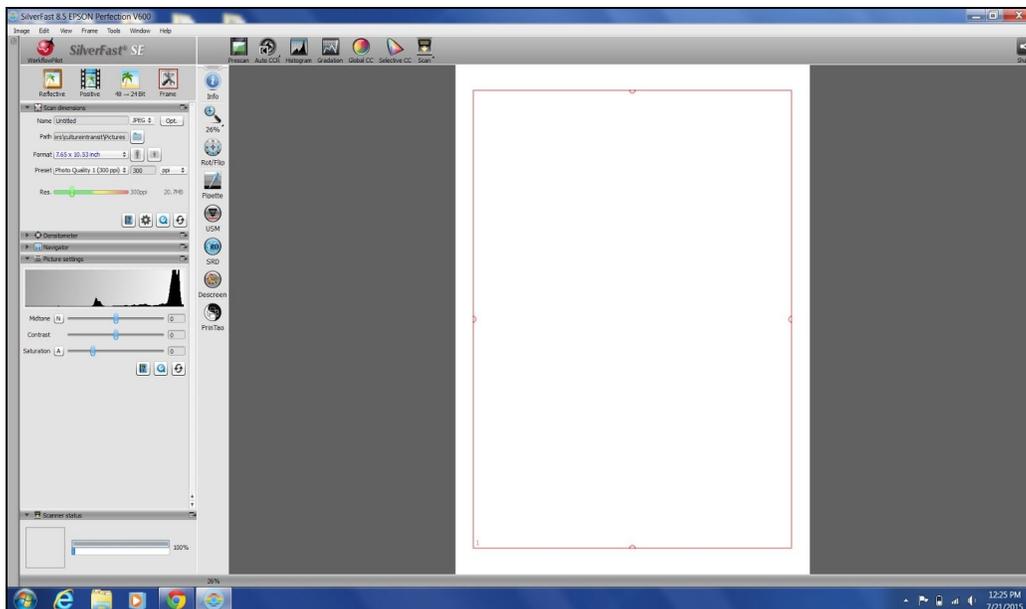
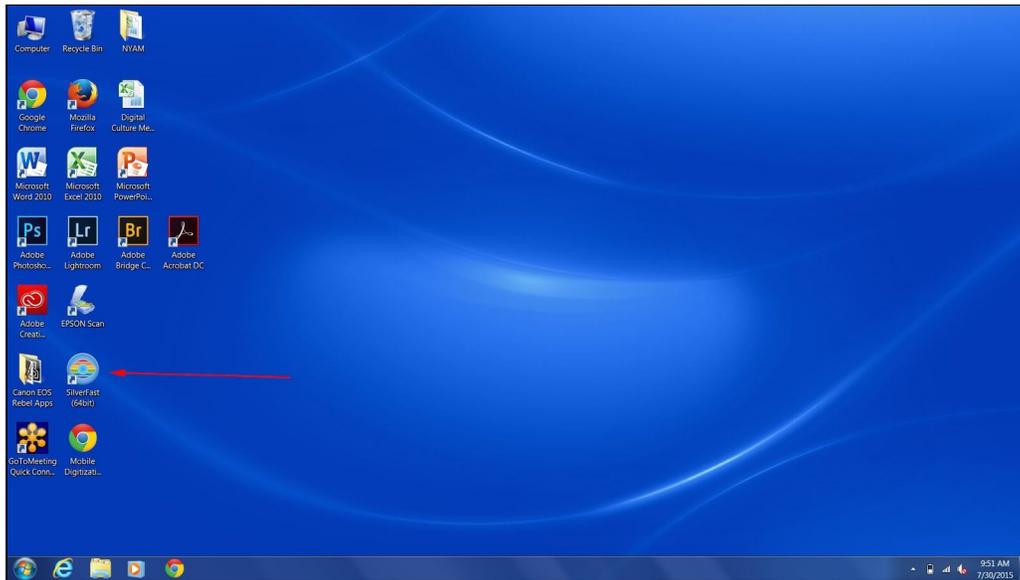


This document serves as guidance on how to scan with the Epson V series scanners (V600 & V800), using Epson Silverfast imaging software and Adobe Photoshop.

Set up and Scanner Settings

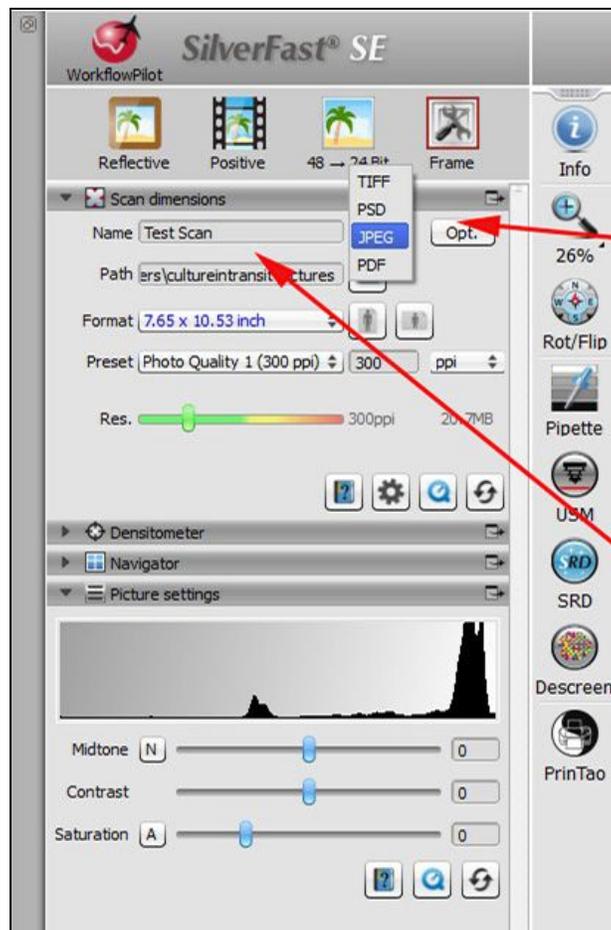
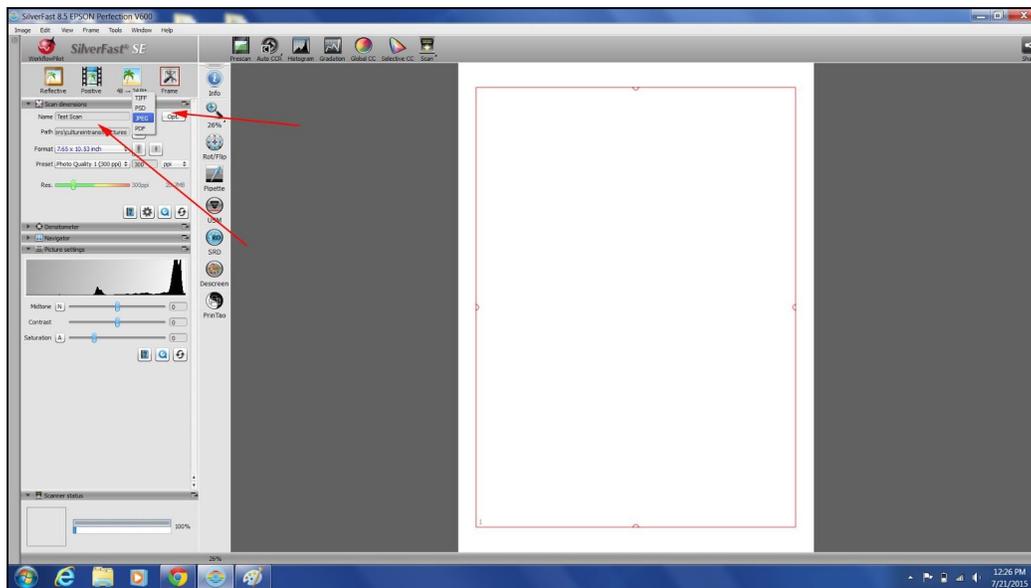
- Make sure that the lock switch on the back of the scanner is in the “unlocked” position
- Plug scanner into power socket, connect to computer and turn on

Launch Silverfast



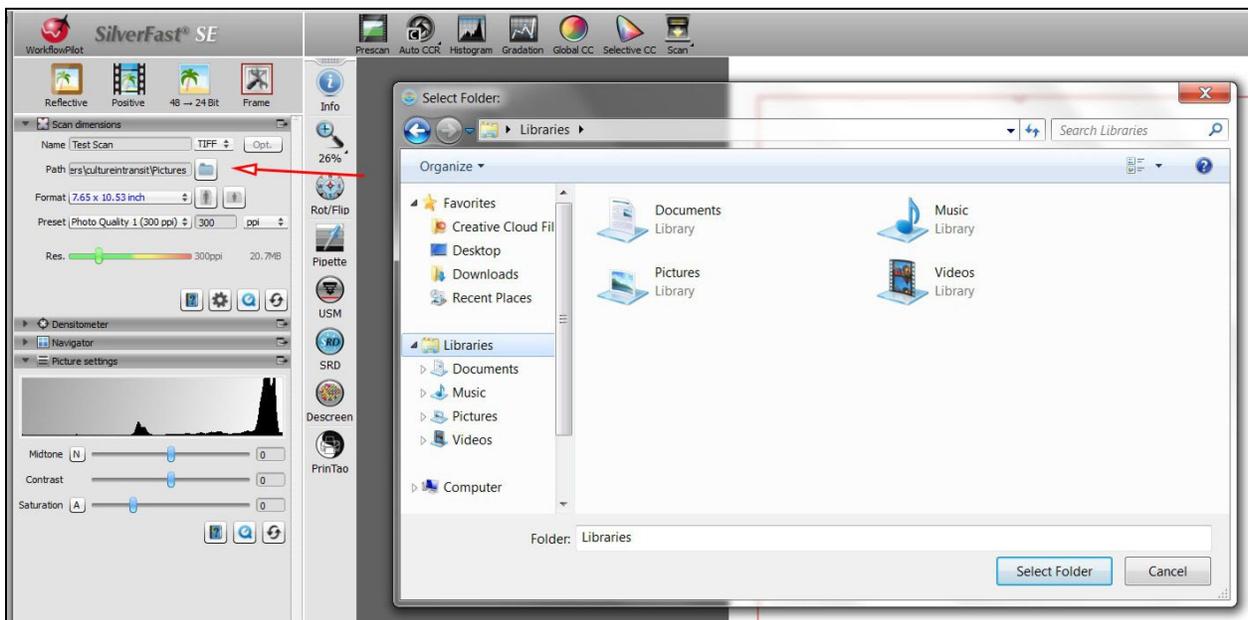
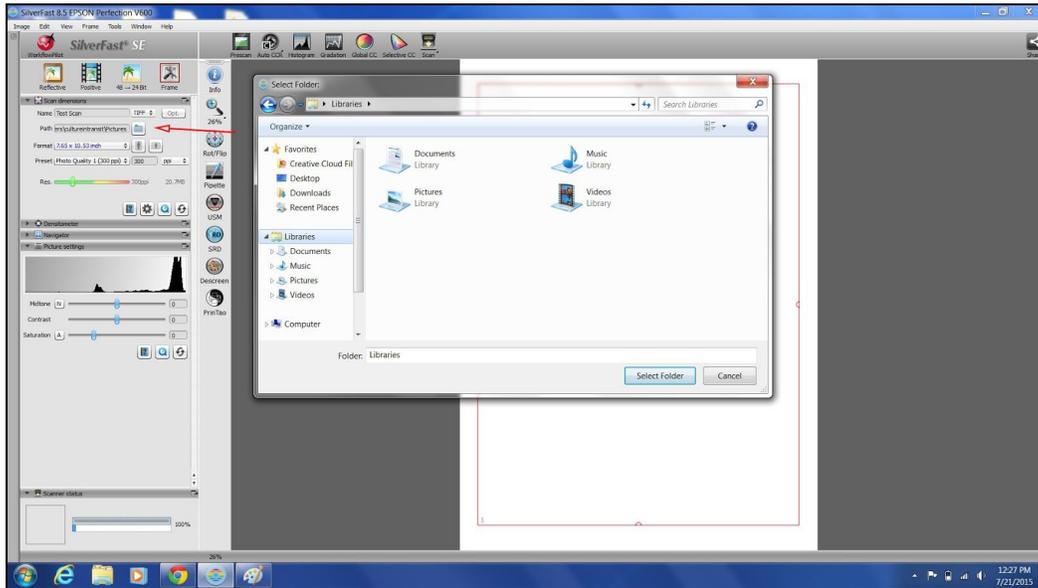
Landing page for Silverfast

Set the naming convention for **filename** and select **file extension** for images (TIFF recommended for preservation master images)



Use the left hand menu to set filename and file extension

Select the **destination folder** where the images will be saved



Select the **image resolution** for scanning (600ppi recommended for preservation master images)

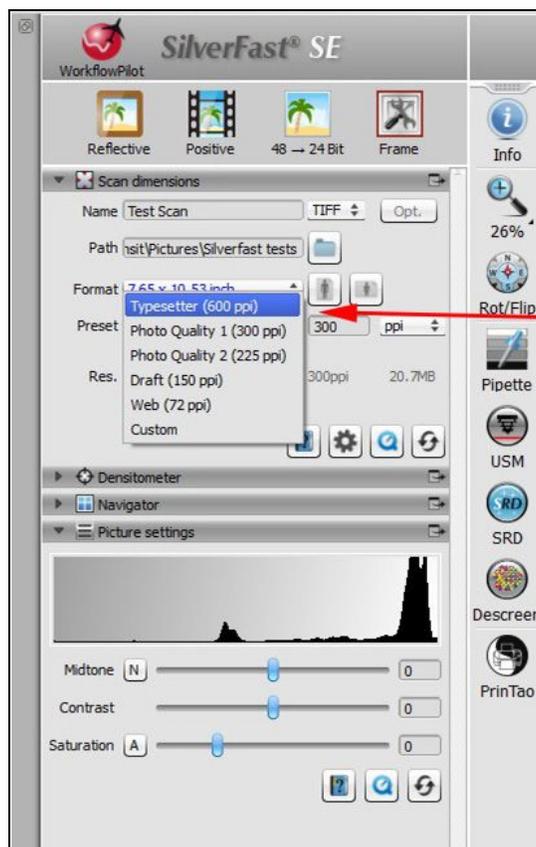
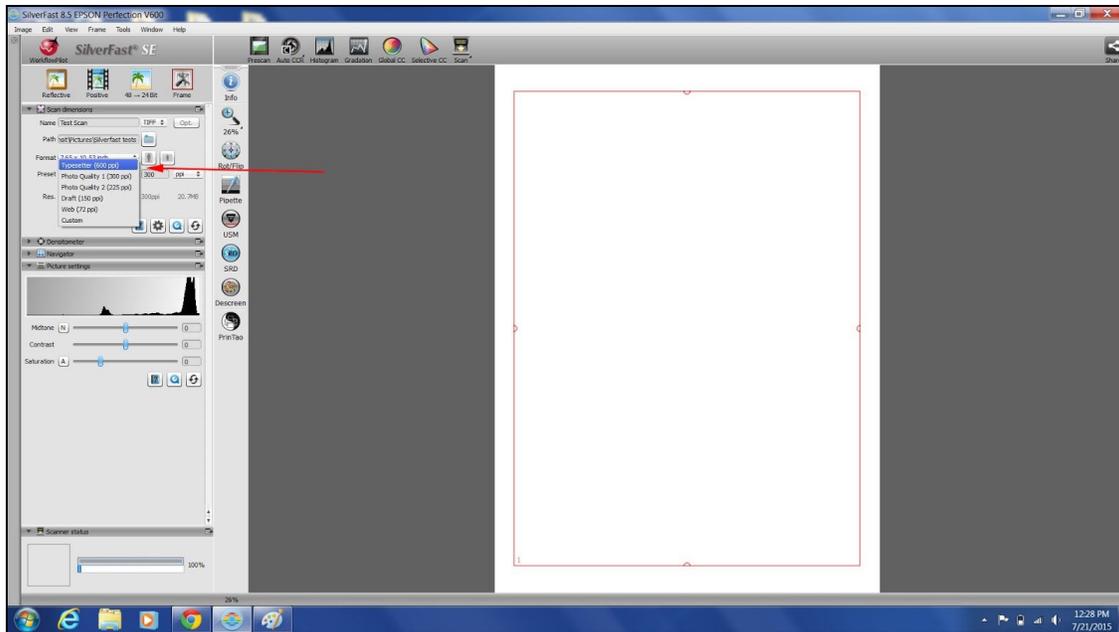
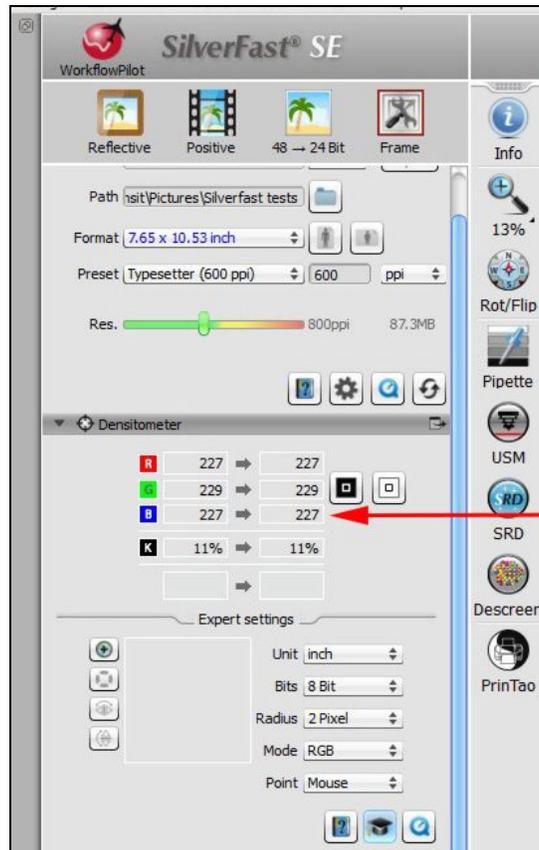
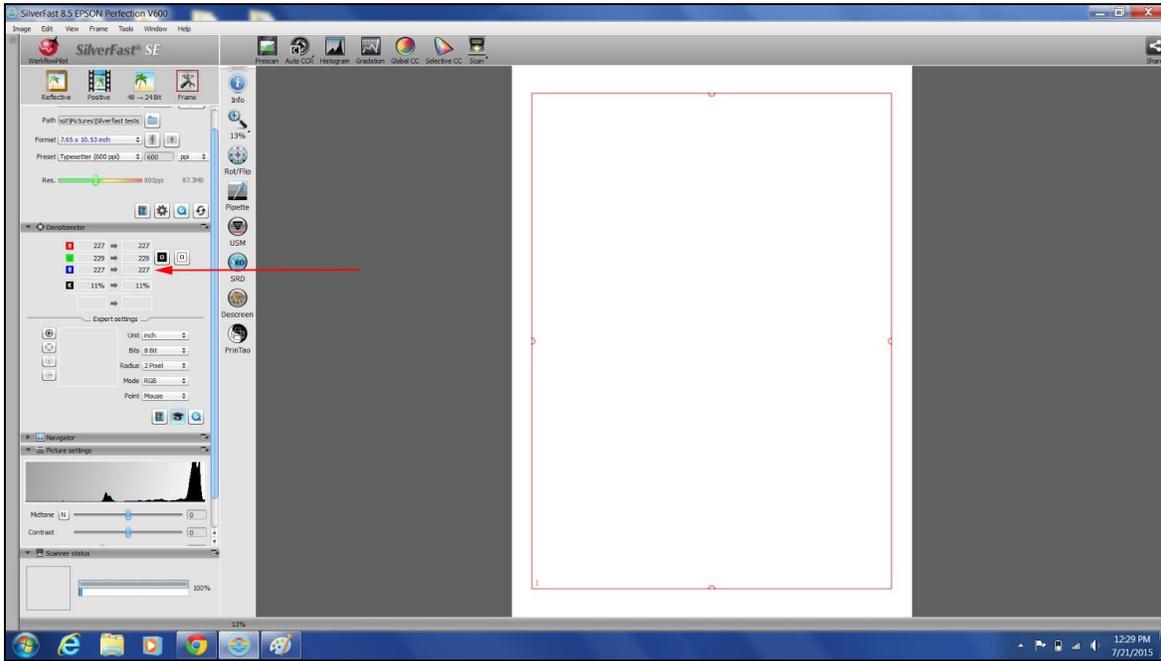
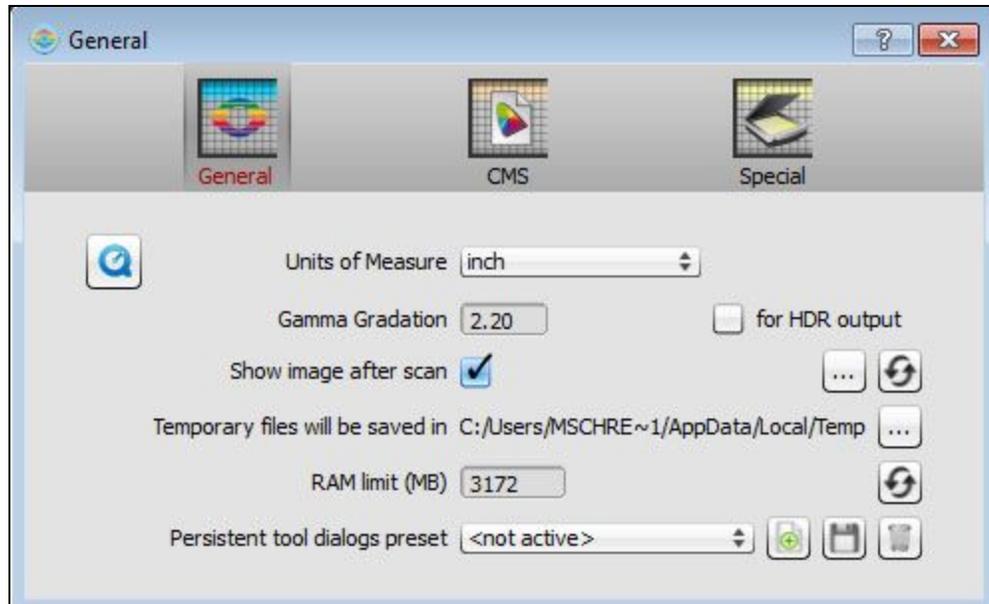


Image resolution options

Check **RGB levels** are correct (24-bit RGB (8 bits per color) recommended for preservation master images)



Go to the 'Edit' menu, select 'Preferences' and check **"Show image after scan"**. This will open the scan in Photoshop for review

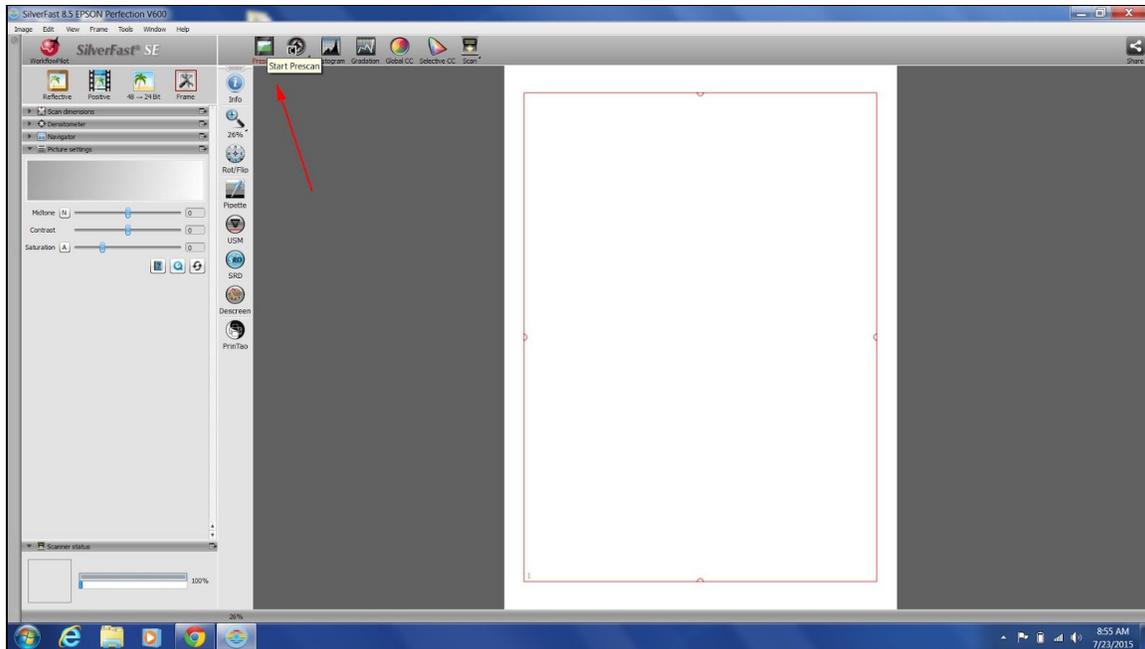


Scanning the item

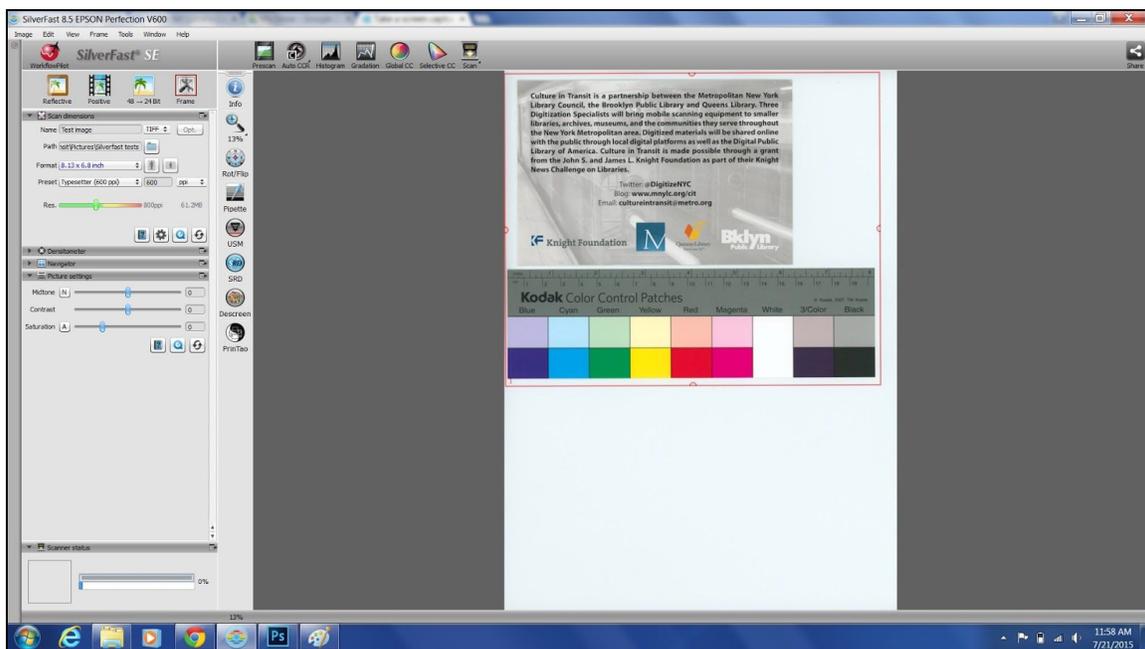
Position the item and color target (if used) on scanner and close lid



Select the '**Pre Scan**' option in Silverfast. This will quickly scan the item and display on the white area

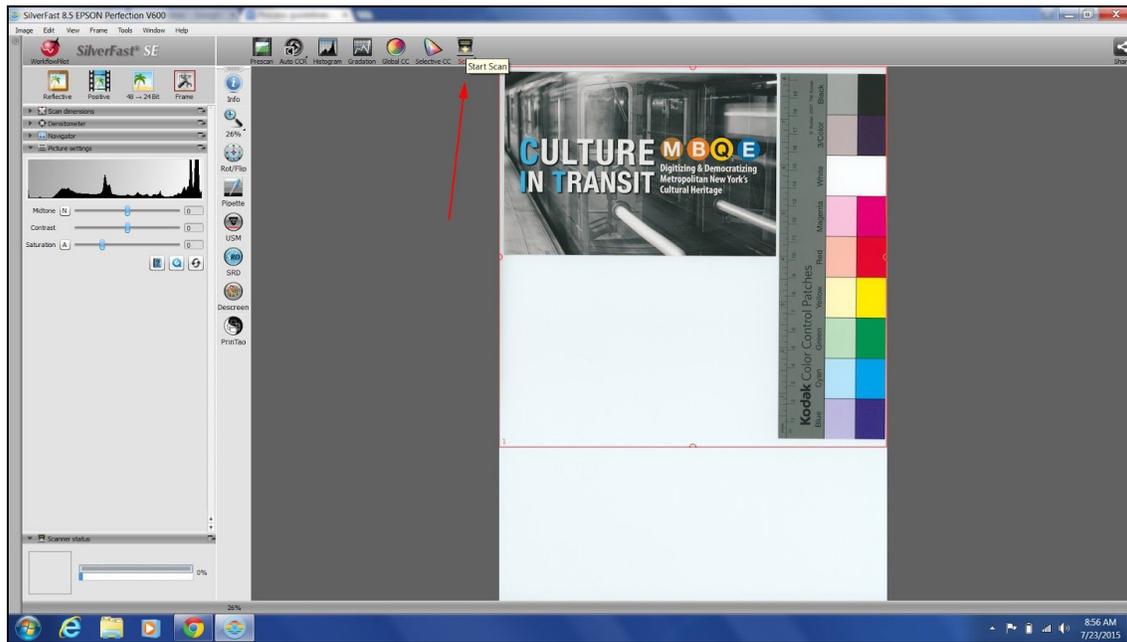


Resize the red parameters **around** the scan of the item - the scanner will only scan the area as defined by the red parameters

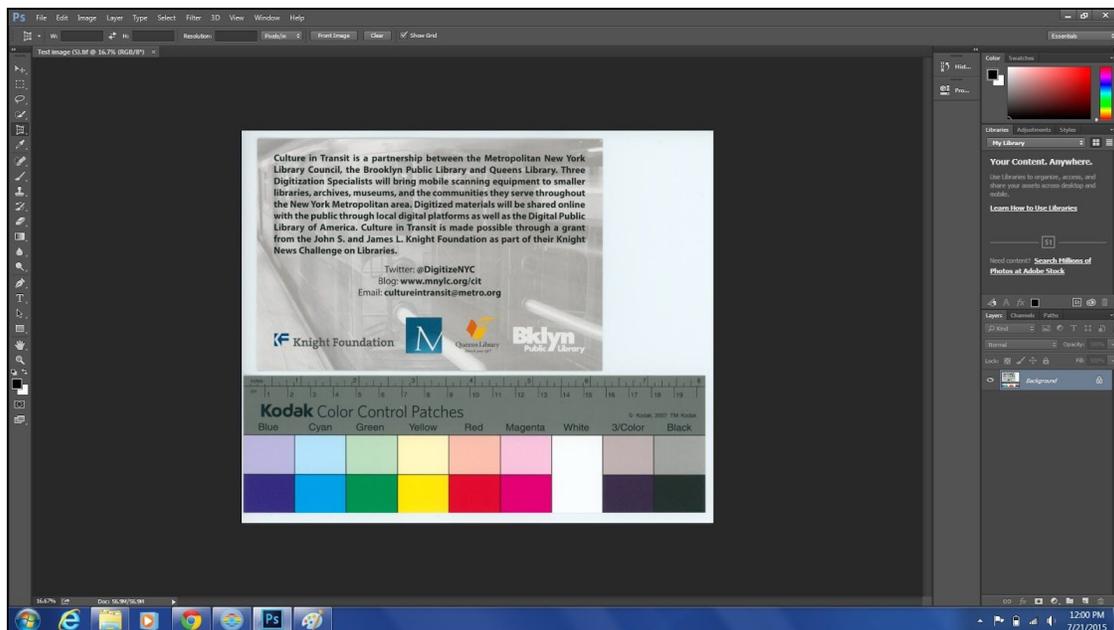


Cropped image in pre-scan

Fully **scan** the item by selecting the 'Scan' icon



Scan will open in Photoshop where quality can be assessed and any changes can be made as necessary



Finished scan in Photoshop