MCAD

SERVICE BUREAU

+

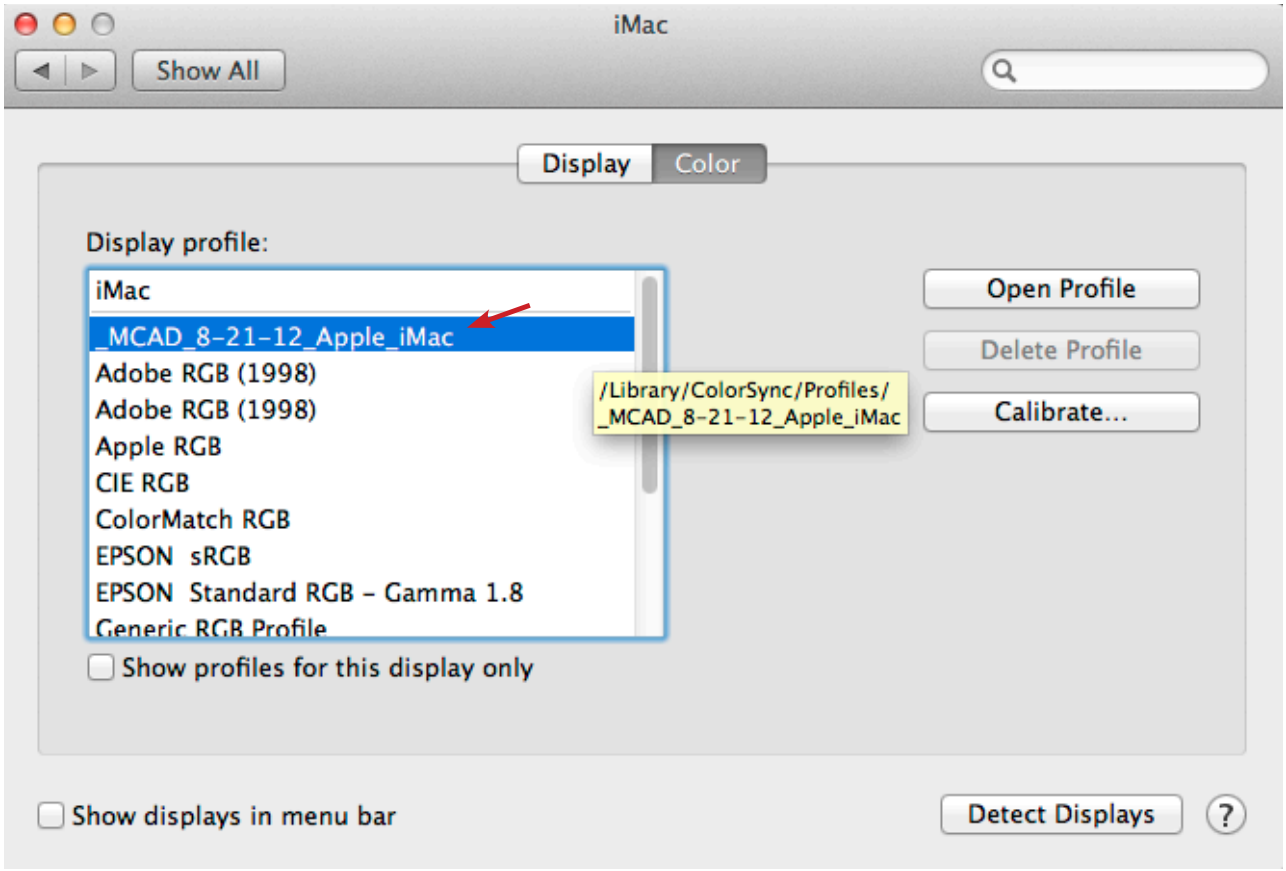
DIGITAL PRINT LAB

# Epson Scan 2 instructions

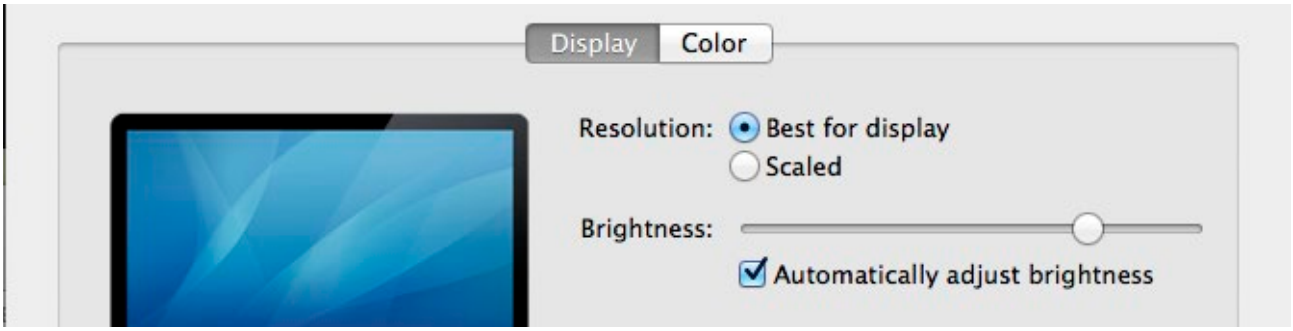
# -Display Color-

These Monitors are calibrated regularly for accurate screen to print matching.
We have created Color Calibrated Display Profiles. Make sure you use it!
Go to System Preferences
Select Displays
Click on Color
Choose the correct Display Profile.

MCAD_mm-dd-yy



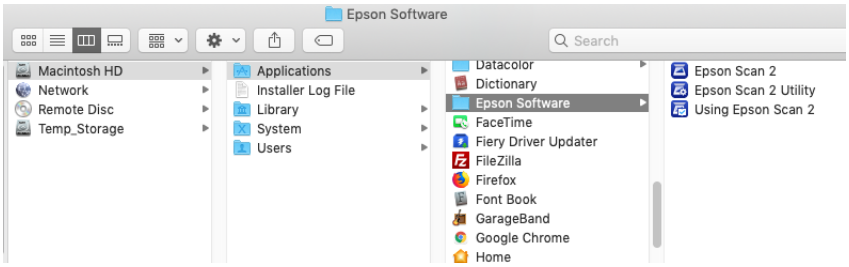

Click back to Display.
Choose the correct Brightness.
(correct level will be taped to front of monitor.)



# -Scanning on the Epson V700 / 10,000XL / 11,000XL-

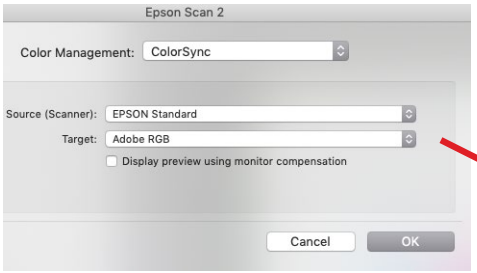
Turn computer on.  Turn scanner on.
(Green light on the front left will be on if the scanner is on.
If not, turn it on with the lower left button on the front.)

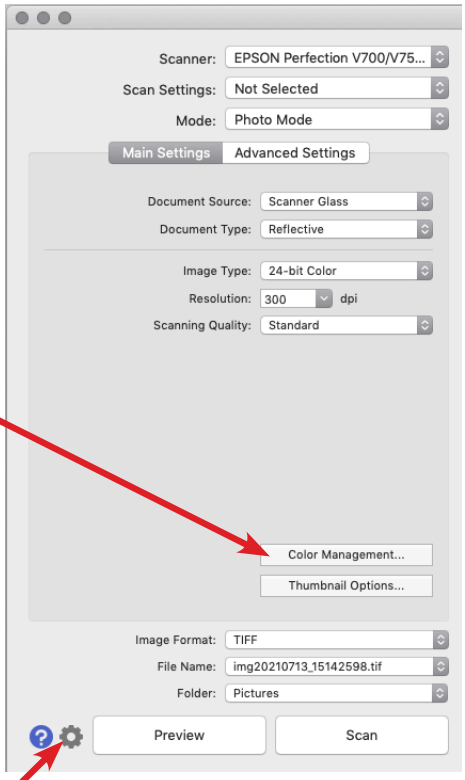
Open Epson Scan.  (Boot -> Applications -> Epson Software -> Epson Scan2)



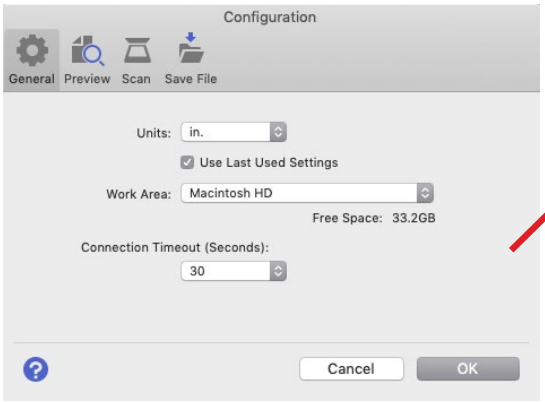

## Recommended starter settings:
## You may want to adjust some preferences before each scanning session

### Color:
Color Mangement: ColorSync
Source: EPSON Standard
Target: Adobe RGB




### Configuration:
General: Units -> in. for inches
Work Area: Temp Storage
Other Settings: change as desired

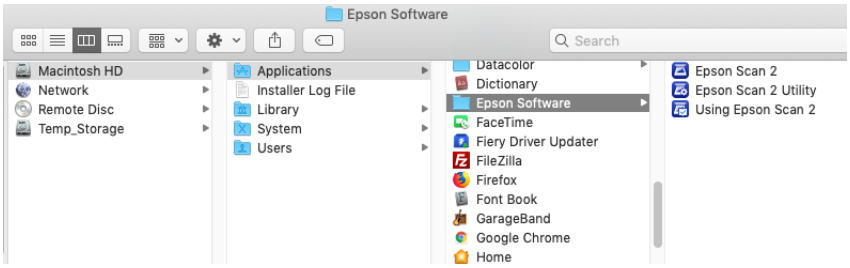


# -Scanning on the Epson V700 / 11,000XL-

## Directions for scanning photographs, print media, or other artwork.

Turn computer on.  Turn scanner on.
(Green light on the front left will be on if the scanner is on.
If not, turn it on with the lower left button on the front.)

Open Epson Scan. (Boot -> Applications -> Epson Software -> Epson Scan2)

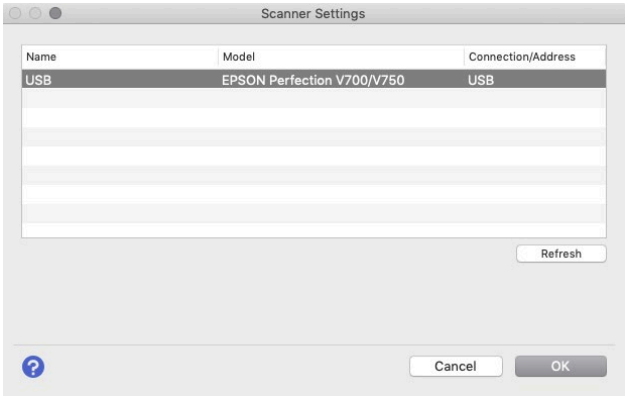



If you are scanning a photograph or other print material, you should make sure that the opaque white piece is inserted in the underside of the cover.

You may be prompted to choose a scanner model. The model number is shown on the front of the scanners:

-small scanner = v700/v750

-big scanners = 10,000xl or 11,000xl




Mode should be Photo Mode.

Document Source should be Scanner Glass.

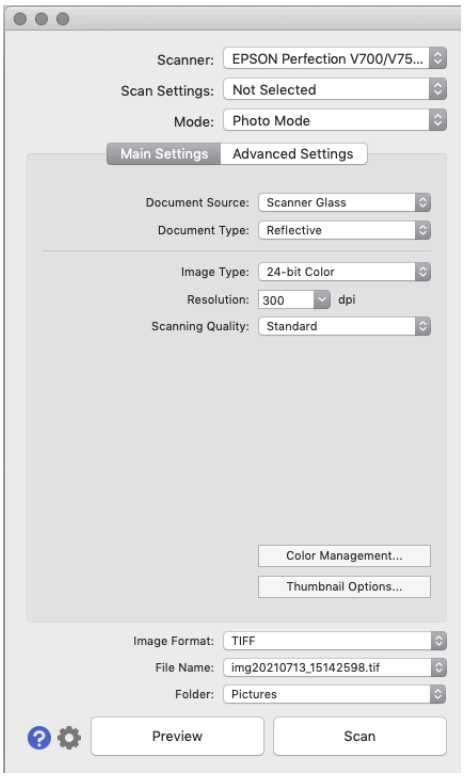
Document Type should be Reflective.

Image Type:  Your choice.  24-bit Color or 8-bit Gray-scale are the most commonly used

Resolution:  Your choice. We recommend at least 300dpi for color material that will be printed. 600dpi is good for greyscale or BW art.

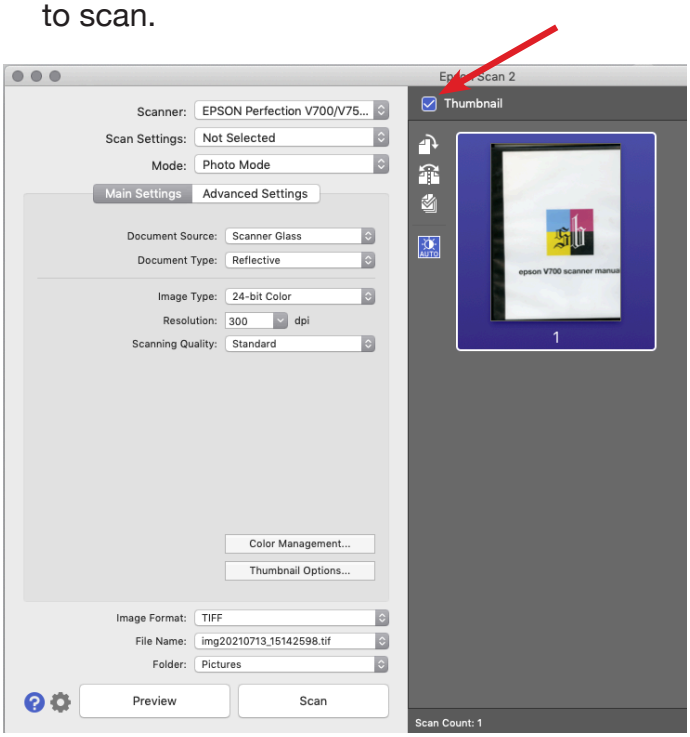
Scanning Quality: Standard is fine for most uses. Go with “high quality” if that makes you feel better :)

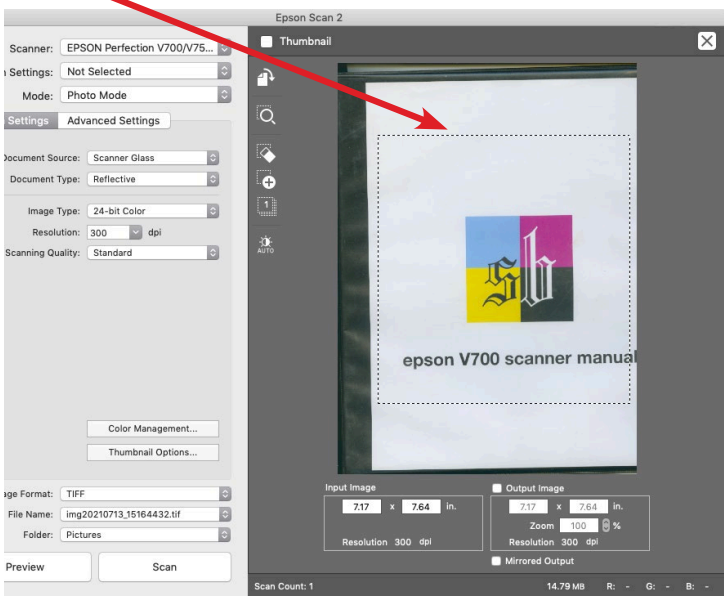
You can fuss with the Advanced Settings but we recommend making those types of adjustments after scanning.



Make sure your material to scan is loaded face down on the scanner, and click the Preview button.  It will give you a preview on the right. By default Epson Scan 2 opens in Thumbnail mode. You can turn that off by un-checking the Thumbnail box and it will run a new preview.

Once your preview is complete, you can select the section of the preview that you would like to scan.




At the bottom of the Preview window it will tell you how big your selection is.
You can specify an output size or adjust the scale as needed. It's always a good idea to try and scan things as close to their eventual output size as possible.

After determining how large you would like your final scan, make sure you set your scan destination by clicking on the "Folder" pulldown and choosing Temp Storage, and choosing your "Image Format." Then you can click on Scan.

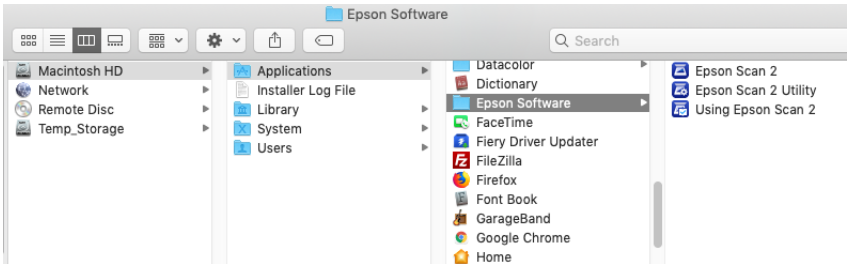
# -Scanning on the Epson V700-

## Directions for scanning film.

Turn computer on.  Turn scanner on.

(Green light on the front left will be on if the scanner is on.
If not, turn it on with the lower left button on the front.)

Open Epson Scan. (Boot -> Applications -> Epson Software -> Epson Scan2)




For scanning film you should make sure that the opaque white piece is inserted in the underside of the cover is removed.

Mode should be Photo Mode.

Document Source should be Transparency Unit.

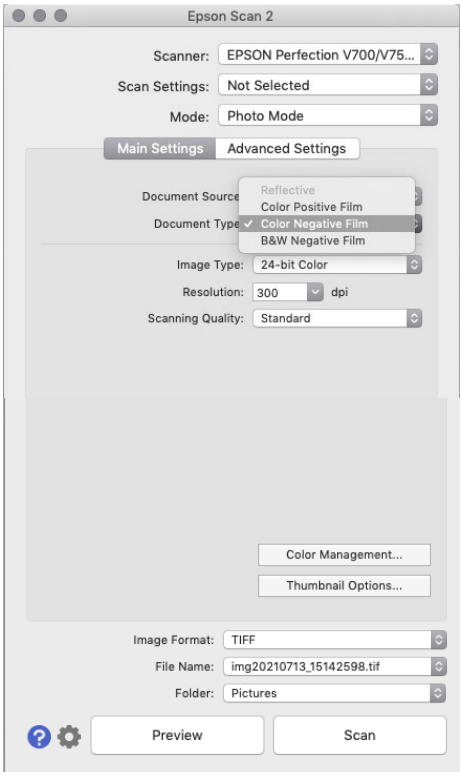
Document Type should be Color Positive Film / Color Negative Film / B&W Negative Film based on your film type.

Image Type:  Your choice.  24-bit Color or 8-bit Grayscale are the most commonly used

Resolution:  Your choice. We recommend at least 300dpi for color material that will be printed. 600dpi is good for greyscale or BW art.

Scanning Quality: Standard is fine for most uses. Go with “high quality” if that makes you feel better :)

You can fuss with the Advanced Settings but we recommend making those types of adjustments after scanning.

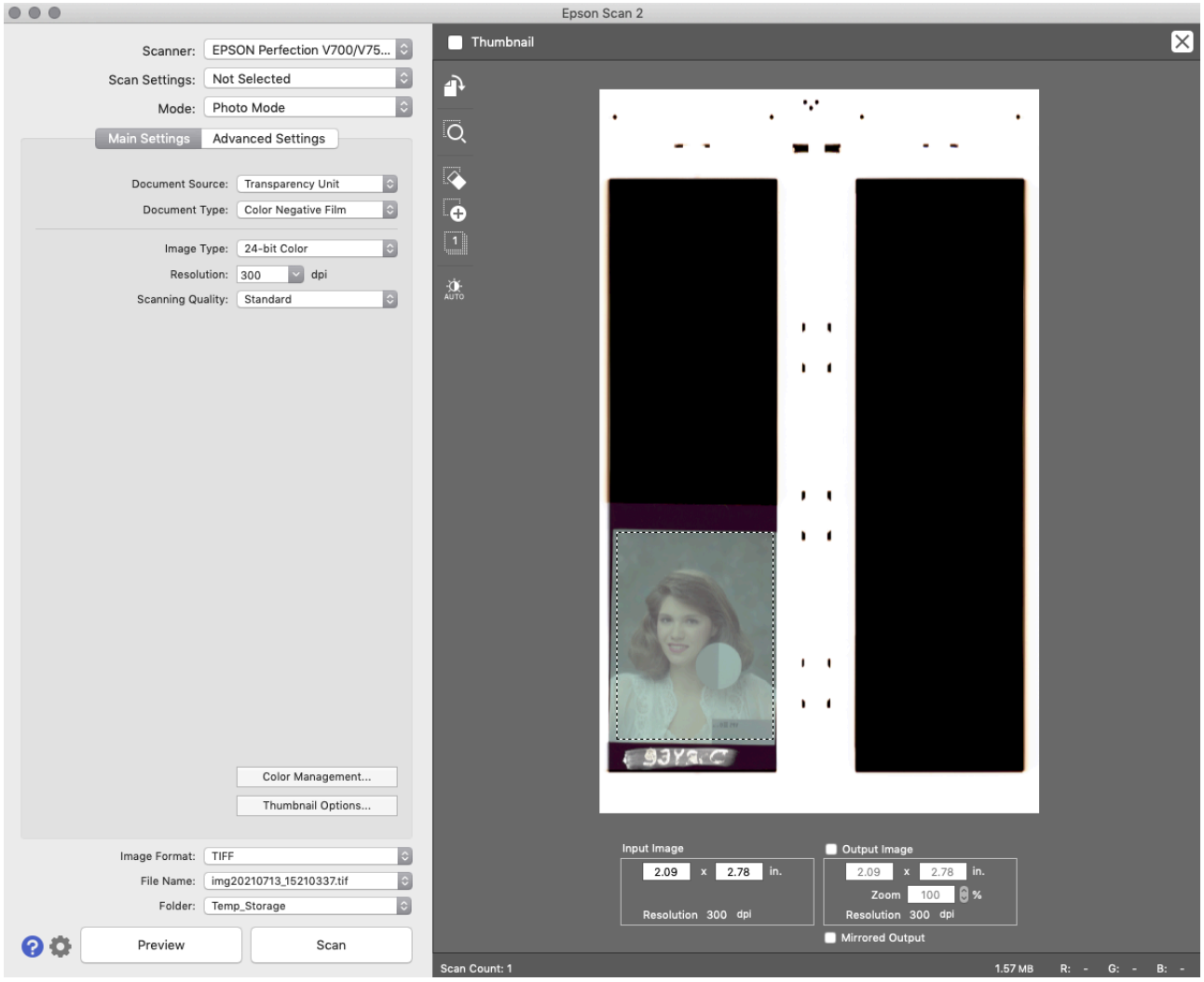


Scan your film Emulsion Up.

Once everything is loaded and ready to go, click the Preview button. It will give you a preview on the right. (here we are scanning b&w 120 film)

Once your preview is complete, you need to select the image that you would like to scan.
This is what it looks like with an image selected:

OR, you can get your images to pop up as little thumbnails. There are 2 triangles next to the preview button, and if you click on them, you can select “normal” or “thumbnail.”
We recommend using normal, because it’s faster and you will have more control over scanning the image.




Once the part of the image is selected that you wish to scan, the selection size (“Input size”) and Output Size will be displayed at the bottom of the Preview window. Here, you can decide if you’d like it bigger or smaller, and you can make those adjustments. (This is all just like scanning photos or other print media.)

After determining how large you would like your final scan, specifying your scan destination and image format, you can click on Scan.