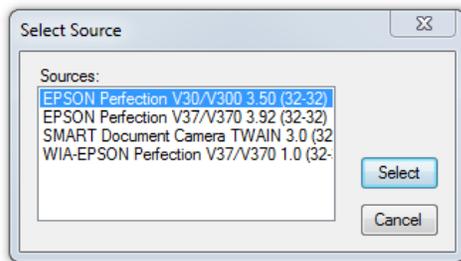# How to use the *Epson* Scanners

Name: _____

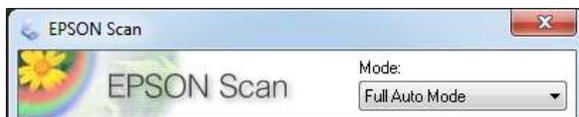Block: _____   Date: _____

Here's how to use the Epson scanners:

1. **Log on** to the computer attached to the scanner.

2. **Place your photo** or picture face down on the scanner, at the top of the platen (glass) and against an edge so that it is level. **Note the model number of the scanner** (V300, V370 or V600).

3. Click on the **Start** button and type **Fireworks,** and then press **<Enter>.**

4. Choose **'File>Scan>Twain Acquire** from the Fireworks menu.

5. Choose the correct **Epson Perfection…** model from the dialogue that appears, and then click **Select**:

6. **If the full auto mode dialogue appears**, click on **Full Auto Mode** and choose **Professional Mode:**

   change to

   The professional scanning mode window will appear and you will be able to adjust your scan settings as necessary.
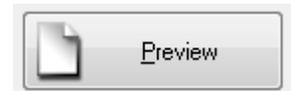
7. Choose the **image type** you are scanning. Use 24-bit Color, 8-bit Grayscale, or Black & White.

8. Choose the **resolution** you desire (72 dpi, 144 dpi, etc.) (dpi=dots per inch).

   NOTE:
   a. For using pictures on screen only, all you need is 96 dpi. For printing, 300-600 dpi is more desirable.

   b. If you wish to enlarge the image *while* scanning, set the Scale>Target Size to >100%.

   c. If you wish to enlarge the image *after* it is scanned, choose 150+ dpi depending on how much you wish to enlarge it.

d. **BEWARE**: The file size goes up geometrically with increase in resolution, i.e. double dpi = quadruple file size, and so on. The selected area's file size is displayed at the middle left of the dialogue.

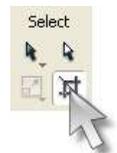9. Click the '**Preview**' button if necessary. This will give you a rough look at your scanned image.

10. Drag a rectangle around the area you wish to scan, or press the green button to locate the image automatically. You should see a marquee ("marching ants") around your image.

11. **Click on 'Scan'**. The scan will take a few seconds to a minute or so, depending on the settings chosen.

12. When the scan is complete, a new Fireworks window with your image will appear behind the scanning window.

    a. If you are finished scanning, close the scanning window.

    b. If you wish to scan another picture, place the next picture on the scanner, repeat the previous steps, and then close the scanner window.

13. Choose '**File>Save**' from the Fireworks menu, name your image files descriptively, and save them in your H: drive. The default file type is 'Fireworks' (.png).

    a. **Name your images like this**: lastname_subject e.g. "smith_bookmark", so that anyone can tell at a glance to whom the file belongs and the content of the image.

14. **To save in a different file format**, choose 'File>Save As' from the menu, then beside "Save as type' choose the format you desire.

Basic processing of images in Fireworks

1. To make your image fit the window, choose *View > Fit All*.

2. To **rotate** an image in Fireworks, choose *Modify > Canvas > Rotate*… and choose the direction and amount you need to rotate.

3. To make a *negative* **image** into a *positive* **image**, do this:

    a. Choose *Modify > Transform > Flip Horizontal*.

    b. Choose *Filters > Adjust Color > Invert*.

4. To crop an image to removed unwanted edges, choose the Crop Tool, drag around the part you wish to keep, and then press <Enter>.

Have fun!

Mr. Woodward

Find the Epson Perfection scanner manuals here:
http://www.epson.ca/cgi-bin/ceStore/support/SupportIndex.jsp?UseCookie=yes&oid=-10244&infoType=Overview

When all else fails, read the instructions... Anonymous