**v.3**

**Digitizing Workflow: Scanning**

**A Note from the Editor**

Welcome! This section of the workflow or handbook was created to help you navigate the New Mexico Digital Heritage (NMDH) Digitizing Workflow: Scanning. It was created from a Mac computer, but you should be able to easily translate the directions for a PC. It was also created using the Epson Perfection V600 Scanner that has been offered by Manitos to various institutions. Therefore, this workflow is limited to digitizing documents or still images through the scanning process with this particular scanner. The larger project, however, is not limited to this specific digitizing process.

Together, we will go through the steps on how to install the software for the scanner, decide where to save the item, and how to scan the item.

Overall, this workflow is meant to help you digitize your items so you can keep a consistent process. If you are working with an organization such as a library, please be sure to create a concrete protocol that all staff, volunteers, and donors may follow.

Manitos is about digital resolana—a space for you to gather knowledge and stories and share them with the comfort of others. I too hope you find some relief after acquainting yourself with the digitizing aspects of the New Mexico Digital Heritage through this workflow.

Warmly,

Adrienne Rosenberg

Epson Perfection V600 Scanner

**Install**

You must install software onto the computer BEFORE connecting and turning on the scanner.

You can install Epson scanner software online at

<https://epson.com/Support/Scanners/Perfection-Series/Epson-Perfection-V600-Photo/s/SPT_B11B198011?review-filter=Windows+10+32-bit>

* + On Epson website use the dropdown menu to select the computer’s “Operating system.” If you do not know your operating system, the dropdown menu will have “(detected)” next to the option it believes you are working from.
	+ Select the appropriate operating system. Click “Download.”
	+ Select an appropriate folder to save the Epson software in such as the “Applications” or “Desktop.” Click “Save.”
	+ Find and double click on the “EPSON Scan.pkg” icon.
	+ Follow the instructions to download the software.
	+ Once installed, proceed to the **Connect** directions below. Opening the software will be described.
	+ FAQs, manuals, etc. are also found on the website for the scanner.

Or you can install scanner software from the CD provided. However, the software on the CD is for PC’s only. Follow the directions as prompted by the CD.

**Connect**

Plug in power cord to scanner and into the power outlet. Slide gray lock aside on scanner to reveal input for USB cord. Plug in cable from scanner to computer. Be careful not to break this slide lock. Turn on scanner at power button located on right hand side of scanner if you are facing the opening of the scanner mouth. The light next to the circle with a zig zag symbol should turn green to indicate it is on.

**Scan an Item**

Open the mouth of the scanner. Place item at the righthand upper corner where there is an arrow face down. Make sure the item is not off the glass where it cannot be scanned. Then close mouth of scanner.

Open the computer created “Epson Software” folder. (Your computer may have automatically located this folder in another place than where you placed the “EPSON Scan.pkg” file.) Double click on the EPSON Scan icon. The scanner should light up blue and become active.

**Select Settings**

An “Epson Scan” box should come up. Make sure that the “Mode” dropdown menu says “Professional Mode.” Then, the only option you need to determine is the dpi. Protocol suggests selecting as high a dpi as you can. 1200 dpi is recommended. (If the selection is over the capability of the computer, a box will appear after clicking “Scan” as stated below.) If for some reason you are unable to scan a photo at this dpi, lower the dpi setting. Again, go as high as you can for archival purposes.

Note: Office Depot is another option for scanning since they can scan at higher resolutions.

**File Savings Settings**

(This can be done at this step or after the step when clicking “Scan.”)

Click the folder icon button at the lower right corner. A “File Savings Settings” box will appear. Under the “Location” section, determine where you want to save your scans. This is how you will determine where you want your scans to be stored. Be sure to be clear within your **Organizing Workflow** that you determine where you are placing your scans.

The options are “Documents,” “Pictures,” and “Other.” If you determine “Other,” make sure the folder you desire to file your scans into appears next to the colon. If it is not the correct folder, click “Choose.” From here you can either choose an existing folder on your computer or create a new folder in the location you wish to place your scans. Next under the “File Name” section, determine what your “Prefix” will be as well as your start number. You can keep it at the “img.”

Note: This naming is part of your **Organizing** **Workflow**. However, you will be changing the file name later as described in the **Organizing Workflow**.

Under “Image Format,” select “TIFF.” This is the highest quality that is recommended for archival documents. If it is a document with multiple pages, you can select pdf and then create one pdf document. This workflow will not cover how to specifically do this. Leave the other options as they are below. And click “OK.”

You can write the name of the scan on the **Item Intake Form** associated with the scan (See **Organizing Workflow**) in order to find the file if you need to come back to your scanning.

Note: It is recommended that you keep a list of scans so you can organize yourself as you go and delete extraneous scanned files.

Note: An external hardware that serves either as an intermediate space for your scans or a permanent space is suggested.

**Quality Checking**

Be sure that:

* Your image is in focus.
* There are no scanner artifacts – for example, lines from dust on the scanner glass.
* All pages of a document are present and in the correct order.

IrfanView is a free image editor that can help you fix incorrect scans. It is simple to learn but fairly powerful.

**Preview**

Click the “Preview” button. Your scanner will become active and a new box will pop up called “Preview.” In it you will see the item you are scanning. Then,click the marquee tool—the box that has a green square in it. This will bring up a dotted line around your item. Expand the dotted line to encompass a bit beyond the item in order to keep the item’s full integrity.

**Scan**

Do not close the “Preview” box. Go back to the “Epson Scan” box and click “Scan.”The “File Save Settings” box will appear again. If all the information looks correct, click “OK” to begin the scanning process. The scanner will blink blue and activate the scanning process.

A box may appear either warning you of a long scan time or that the resolution is too high to scan the item. Remember: Even if the computer allows you to scan at the given dpi, the higher the resolution the more time it will require to scan. However, sometimes the software will estimate a much longer time for the scanning process than what it actually takes to scan the item. Test out different dpis and timing and determine your time scale. Again a 1200 dpi is suggested and takes about 3-5 minutes.

After your item is scanned, you can find the digital file in the given folder and rename it as you go along or after you do a batch. If the scan is improperly captured, you can dispose of it, so less space is taken up as well as less confusion.

Lift the glass and remove this item and place the next item on the scanner. Begin the **Scanning Workflow** over again.

Note: You can use [WeTransfer](https://wetransfer.com/) to transfer your files via the web. Sending files through email may be difficult since they are large files.