Scanning with Epson Scan Utility

1. Prepare your object

The most common (and easiest) thing to scan is a photo or other printed material, though this doesn't mean you can't scan other objects. If the lid won't close because your object is too big, put a dark piece of cloth around the scanner so ambient light doesn't leak in and interfere with the exposure during scanning (a jacket or dark sweater will work.)

2. Preview scan

Make sure the scanner is connected to the computer via the USB port and that it is turned on (the on/off switch is on the side of the scanner), then open the EPSON Scan application. Make sure the scanner is connected to the computer via the USB port and that it is turned on (the on/off switch is on the side of the scanner).

The scanner may automatically create a preview of whatever is placed on the scan bed (or a preview of the last item scanned). To create a preview, click the **Preview** button. The scanner will digitally capture the entire scan bed area. The preview of the object you are scanning many only take up a small part of the entire scan bed. If what you are scanning is smaller than the scan bed, select just the area that you want to scan by selecting the **Marquee** tool and dragging over the image area. At this point, your selection marks the location of the object on the scan bed. If you lift the lid and move the object, you will have to re-preview in order to tell the scanner where to locate the selection.

3. Scan

Choose "Professional Mode". Choose your resolution (anywhere from 72 to 300 is standard, see **Appendix A: Resolution** for more). For other settings, use these settings unless you have a reason not to (such as you're scanning a grayscale image instead of color):

Document Type: Reflective

Document Source: Document Table

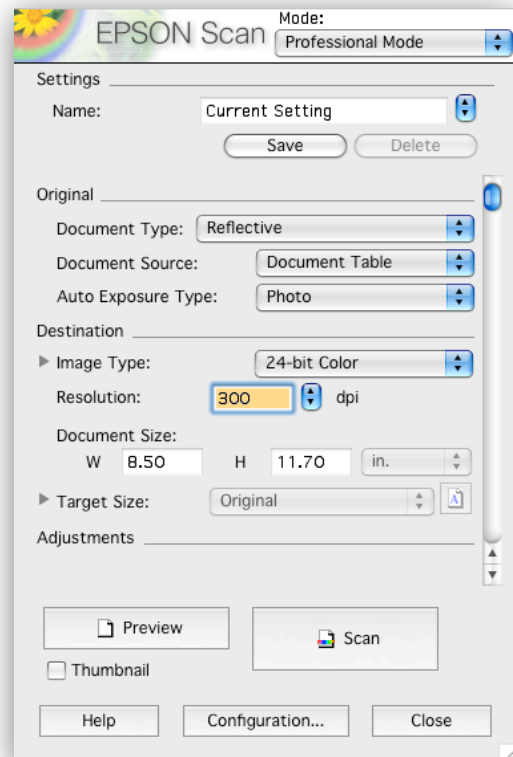**Auto Exposure Type:** Photo

Image Type: 24-bit Color

Resolution: 300dpi

Click **Scan**.

About Halftone Patterns

When scanning newspapers and magazines, you may see a halftone pattern that looks like the image below:

In the **Adjustments** section of the window, you can select **Descreening of Halftone Patterns**, and choose select newspaper, magazine, or fine printing mode. The same scan with descreening selected (magazine mode) would look like the image below.

It's a lot softer, but the halftone pattern is gone. Of course, if you then reduce it to a smaller size, it will look better, like the image to the right.

Alternatively, you can apply a blur filter in Photoshop, which allows you more control.

For More Information

Check out the "Scanning Tips" document available on the Visual Language I Handouts Page on the SF Web Site.