Avrupa Birliği tarafından finanse edilmektedir

Erasmus+

TÜRKİYE ULUSAL AJANSI
TURKISH NATIONAL AGENCY

2022

er Manual

DIAN

TRAINING ACTIVITIES

Avrupa Birliği tarafından
finanse edilmektedir
Erasmus+
TÜRKİYE ULUSAL AJANSI
TURKISH NATIONAL AGENCY

DIAN TRAINING ACTIVITIES

October 2022

About the program:

Training, Entrepreneurship, Employment and Social Inclusion for Ex-Prisoners (TEESEP)

KA210-ADU-27B48F6D

(Erasmus+ Small-scale partnerships in adult education)

Introductory note.

Granted, scanners' operating programs are tied to specific models for compatibility reasons. For this reason the scanning program and the scanner should be considered as a single unit.

The Manual in your hands uses the **EPSON Perfection V800 Photo/V850 Pro** user manual as a basis for a detailed presentation of the digitization process using a flatbed scanner .

Of course, the scanner manufacturing companies, more or less, use a uniform configuration of their programs in all the scanners they manufacture, and there is a great deal of compatibility between the scanners of the same company and the scanning programs that come with them.

Likewise, since the requested functions are specific, a very good knowledge of the functions of one company's platform helps to quickly learn and exploit the functions of the corresponding platform of another company.

In any case, the **experience of using** and the **basic knowledge of the principles of** digitizing analog media, is an integral element of their **successful digitization .**

Table of Contents

Scanner User Manual 4

1. Getting to know the scanner.....5

1.1. Placing originals on the scanner glass. ..... 6 1.1.1. Start scanning from the Start button.....7 1.1.2 . Scanning large volume objects.....8

1.1.3. Loading film or transparencies in the scanner..... 9

1.1.3.1. Removing the document cover.....9 1.1.3.2. Loading 35mm film into the scanner..... 10

2. The Scan (scanning).....12

2.1. Settings. 12

2.1.1. Scan Functions 12

2.1.2. Selecting the scan mode..... 12 2.1.3. Scanning in fully automatic mode (Full Auto Mode). 13

2.1.3.1. Available picture settings in Full Auto Mode: 14

2.1.4. Scan in Home Mode.....15

2.1.4.1. Selecting a Scan Area - Home Mode. 17

2.1.4.2. Available picture settings – Home mode. 19

2.1.5. Scanning in Professional Mode 20

2.1.5.1. Available image types - Professional Mode. ..... 21 2.1.5.2. Available picture settings - Professional Mode.....22

2.1.5.3. Select Scan Size - Professional Mode. 24

2.1.6. Image Preview Instructions 26

2.1.7. Instructions for choosing the scanning analysis. 26

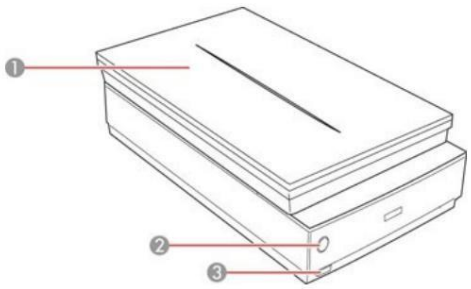
2.1.8. Selecting storage settings for scan files. ...27

2.1.8.1. Scanned file types available and optional settings. 28

Scanner User Manual

CASE STUDY: Digitizing with the EPSON Perfection V800 Photo/V850 Pro scanner.

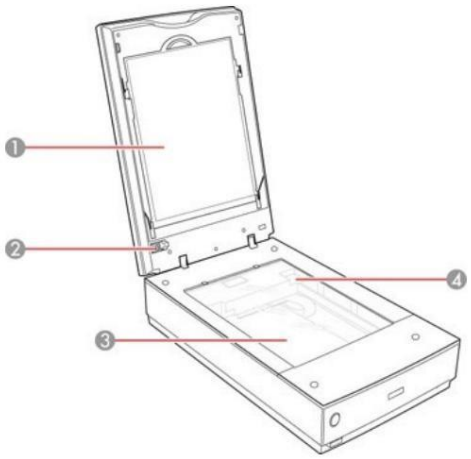
1. Familiarity with the scanner



1 Scanner cover

2 start button (on-off)

3 power button



1 Document cover

2 Locking the transparency unit for movement - transport

3 Scanner glass

4 Moving unit (under glass eg questioner)

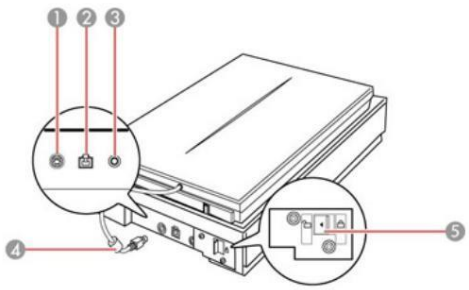
1 Connected unit selection port

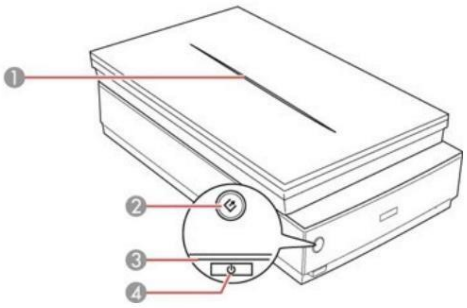
2 USB port

3 DC input

4 Scanner cover cable

5 Scanner transport lock





1 The scanner cover light

2 start scan button

3 The scanner light

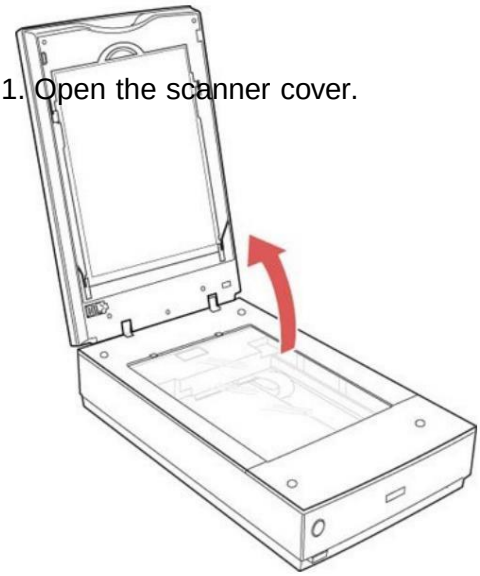
4 on-off button

1.1. Place originals on the scanner glass

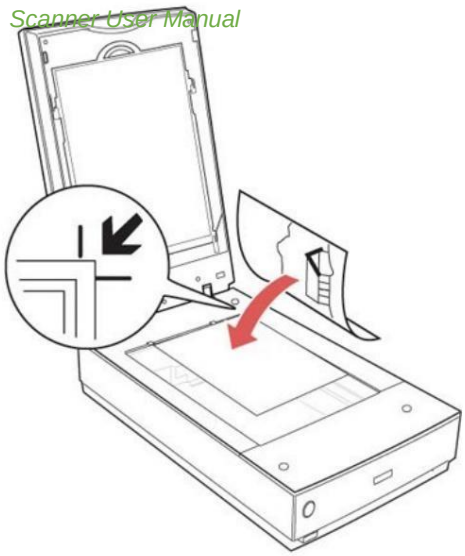
You can place originals directly on the scanner glass. **Caution:** Do not place heavy objects on the scanner glass or press the glass with excessive force,

otherwise the scanner may be damaged. Do not leave photos on the scanner glass for a long time, or they may stick to the glass.

1. Open the scanner cover.



2. Make sure the document cover is placed inside the scanner lid.

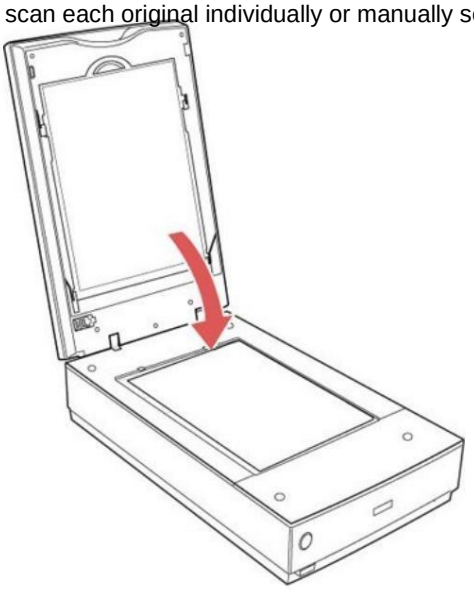


3. Place the original face down on the scanner glass with the top edge facing as shown. Drag the original to the edges of the indicated corner

Note: You can place multiple originals on the scanner glass. Make sure they are at least 20mm apart.

Note: If the originals have white borders, the built-in automatic detection feature may not detect the edges correctly when scanning multiple objects. If this is the case,

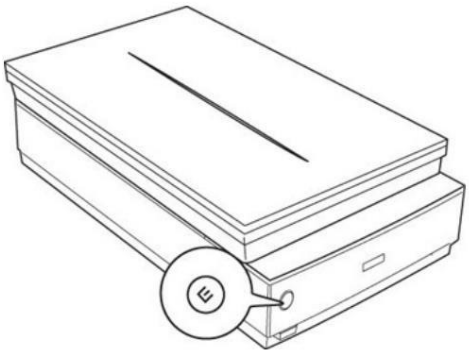
scan each original individually or manually select the scan area.



4. Gently close the scanner cover to hold the original in place
of.

1.1.1. Start scanning from the Start button

You can scan using the start button on your scanner. This automatically starts the scan program using the default scan settings, but you can view or change them according to your needs (detailed in the user instructions).

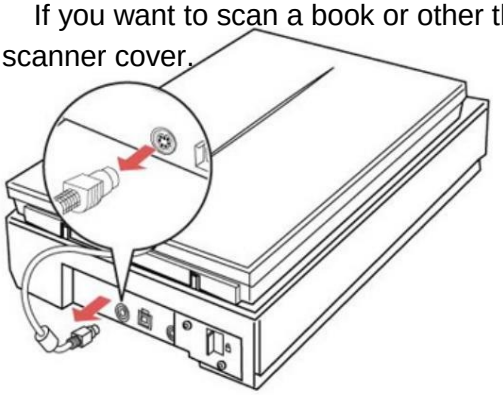


1. Make sure you have installed the scanner software and connected the scanner to your computer or network.
2. Place the original on the scanner glass (see previous).
3. Press the start button on your scanner.

The specified scan program (Epson Scan) starts.

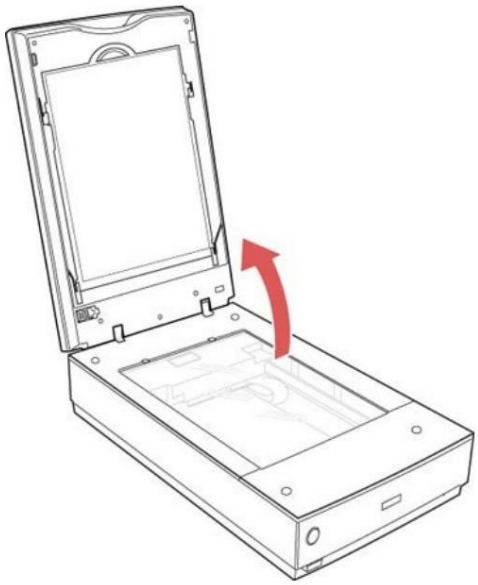
1.1.2. Scan high volume items.

If you want to scan a book or other thick document, you can remove the scanner cover.

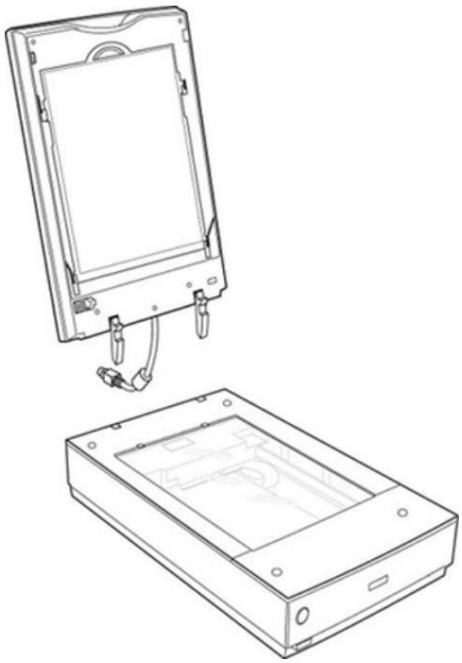


1. Press the on-off button to disable the scanner.

2 Disconnect the cover cable.



3. Open the scanner cover.



4. Pull the scanner cover straight out up and away from the scanner.

5. Press the on-off button to turn on the scanner.

6. Place your document face down on the scanner glass.
Note: Press down on your document to level it and hold it down as you scan.

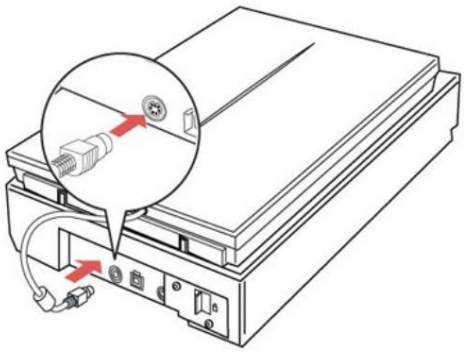
7. When you are done scanning, replace the scanner cover with the reverse order you removed it.

Note: Always turn off the scanner before connecting or disconnecting the shield cable.

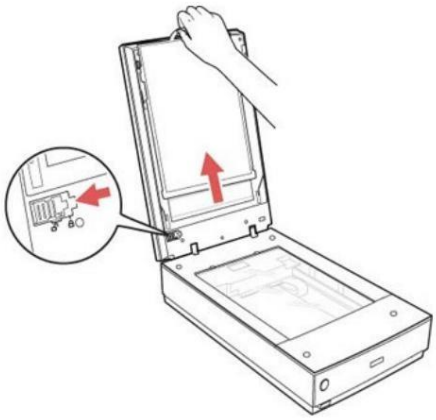
1.1.3. Loading film or transparencies in the scanner

1.1.3.1. Removing the document cover

You must remove the document cover from the scanner to scan film or transparencies. This reveals the slide unit window under that cover.



1. Make sure the cable from the cap of the scanner is connected to the connected unit option port.
Note: Always turn off the scanner before connecting or disconnecting the shield cable.



2. Open the scanner lid.

Slide the document cover from the inside of the scanner lid.
Note: Make sure the transparency unit transport lock is not locked.

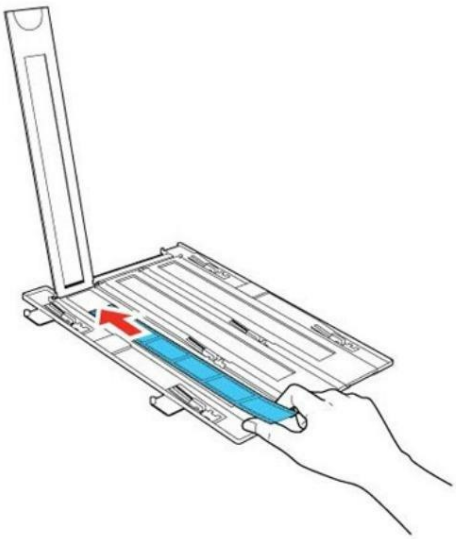
Clean the transparency unit window and scanner glass before loading your film or transparencies.

1.1.3.2. Loading 35mm film into the scanner

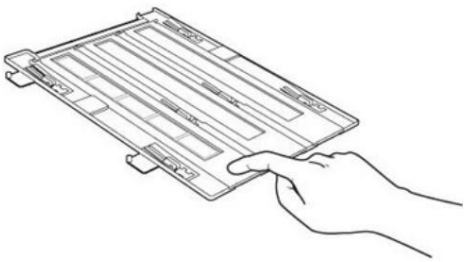
You can put 35mm film strips in the scanner I use being the corresponding accessory for mounting 35 mm films.
Caution: Hold only the edges of the film strips or use gloves or you may damage the film.

Note: Make sure the white areas on the back of the 35mm film attachment are not scratched, dirty or covered in any way or the scanner may not detect this attachment properly
during the scan.

1. Open the 35mm film attachment covers.

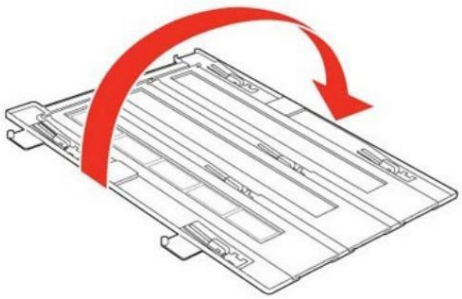


2. Slide up to three strips of film onto the support with the shiny side up so that the images and the readable side
on the film strips not to be backwards.
Note: Do not cover any of the small holes in the 35mm film mount. They are used as guides to the thumbnail feature.

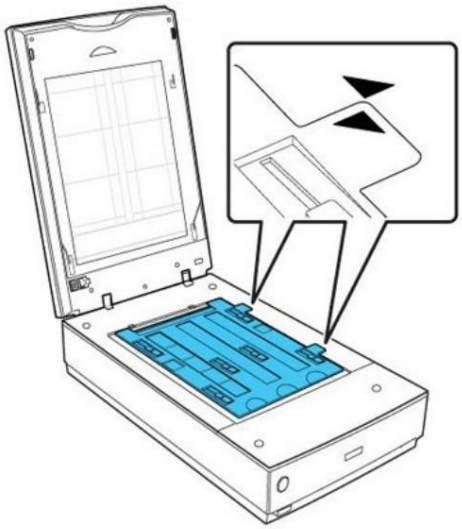


3. Close the open covers of the 35mm film unit and push them down until they click into place. Also, press down all edges of the covers

to secure them. Make sure the tape strips are not pinched or bent.



4. Turn the film attachment.



5. Open the scanner lid.

6. Remove the document cover from the scanner lid, if necessary.

7. Install the 35mm film attachment on the scanner glass as shown. Align the arrows on the accessory with the arrows on the scanner.

8. Close the scanner cover gently to hold the accessory for 35mm film in place.

Note: The rest of the accessories that accompany the scanner are used in a similar way and usually concern:

1. Medium size transparency,
2. 4 x 5 inch film,
3. Slides 35 mm,
4. Large format film (up to 8 x 10 inches for this particular scanner).

2. Scanning

Make sure you have installed the scanner software and have plus bind the scanner to your computer or network.
Place the original on the scanner glass.

You can start scanning in three ways. Specifically:

- From the button (button) operating the scanner,
- Using the relevant icon created during installation location of the scanner software on the desktop and in the computer programs menu.
- Through a standard compliant image editor TWAIN (eg Photoshop). This launches the scanner software so you can scan and then open the scanned image in this program.

In any case you will be prompted to select the scan settings before the scan is applied.

2.1. Settings

2.1.1. Scanning functions

From the scan settings you can choose between different options scan result control fields:

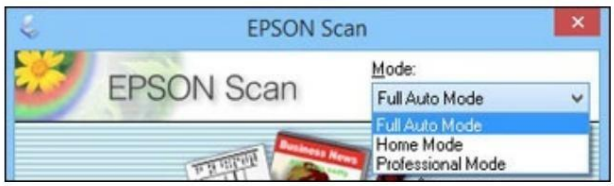
- Fully automatic operation.
This feature automatically detects the type of content you are scanning, selects settings for it, and saves your scanned image. You can also select various picture adjustment options.

- Home mode.
You can select setting groups based on the type of content you are scanning. You can also select various image setting options and preview and size your scanned image.

- Professional mode.
You can manually adjust all available settings and preview and size of your scanned image.

2.1.2. Select the scan mode

Select the mode you want to use from the Mode box in the upper right corner of the Epson Scan window:

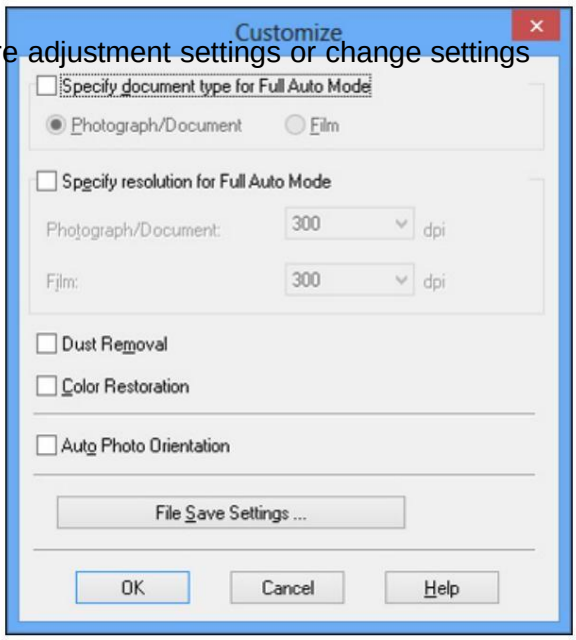


2.1.3. Scan in full auto mode (Full Auto Mode)

When you scan in fully automatic mode, the program automatically saves your scanned file in JPEG format to your operating system's Pictures or My Pictures folder or opens it in the scanning program. You can change the settings of the scanned file and select various image adjustment options before scanning, if necessary.

1. Start the program and select Full Auto Mode as the Mode setting. See say this window:.

2. To select picture adjustment settings or change settings



of the scanned file, click Customize, select the settings you want:

To select any of the available image adjustment options, select the corresponding check box.

2.1.3.1. Available picture settings in Full Auto Mode:

You can choose these image customization settings (Customize) in Full Auto Mode.

Select the document type that matches your original, such as photo writing / text or film.

Set resolution if desired other than default (300dpi)

Dust Removal: Automatically removes dust marks from your originals.

Color Restoration: Automatically restores colors to faded photos.

Auto Photo Orientation: Checks the preview image for faces, sky, and other features, then correctly rotates the photo when scanned, if necessary. (If your photo is not oriented correctly using this option, deselect it and scan again.)

To change the save settings of the scanned file, click File Save Settings.

… and click OK

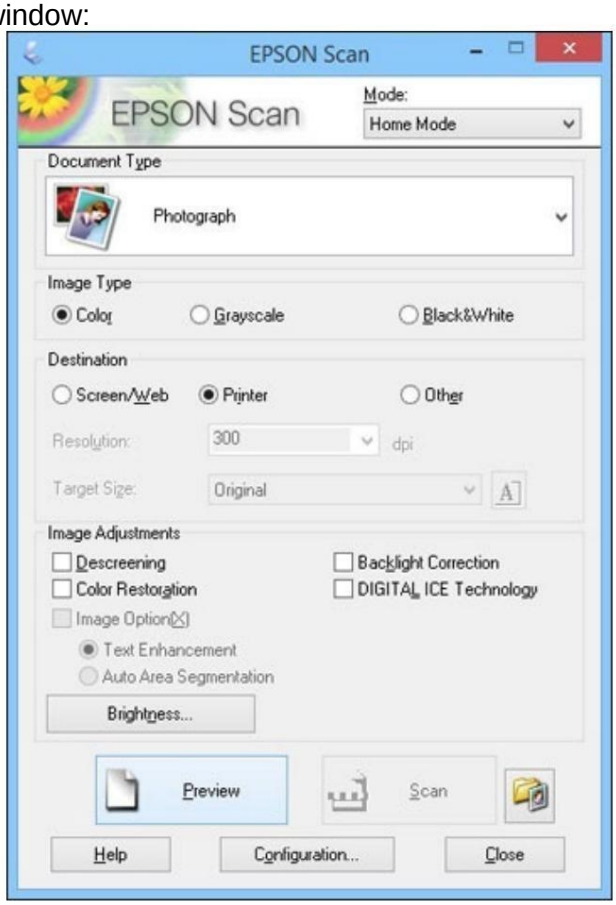
The program returns to the previous window. Click Scan.

The program scans the original and saves the file in the selected folder or opens it in the scanning program. If the file was saved directly to your computer, you'll see the file in Windows Explorer where you can view and print the image if you want.

2.1.4. Scan in Home Mode

When you scan Home mode, the scanner automatically saves your scanned file in JPEG format to your operating system pictures or My Pictures folder, or opens it in the scanner. You can select settings, preview and change the settings of the scanned file as needed.

1. Start scanning and select Home mode as the mode setting bro. You see this window:



2. Select the document type setting that matches your original, such as photo or text/line.

3. Select the picture type setting that matches the original.

4. Select how you plan to use your scanned image as a destination setting. (The resolution setting is automatically selected based on the destination setting you select.)

Screen/Web: Select this option for images to email, pre
put on a computer screen or publish on the web.

Printer: Select this option for images to print or documents which you will convert to editable text using OCR (Optical Character Recognition) software.

Other: Select this option if you want to choose a custom resolution for your image.

5. If you selected **Other** in the last step, select the resolution setting that you want to use for your scan.

6. Click the Preview button. The program previews your prototype and displays the result in a separate preview window.

7. If you want you can select an area from the preview image that you want to scan (scan area).

8. Select any of the image adjustment settings you want to use. Before making adjustments, click the image area or scan area you have defined in the preview window.

9. If you want to reduce or enlarge your image as you scan, select the Target Size setting you want to use.

10. Click Scan. You see the file storage settings window.

11. Change the file save settings according to your choice and click OK.

The program scans the original and saves the file to the selected folder or open it in the scanning program. If the file was saved directly to your computer, you see the file in Windows Explorer, where you can view and print the image if you want.

2.1.4.1. Selecting a scan area - Home Mode

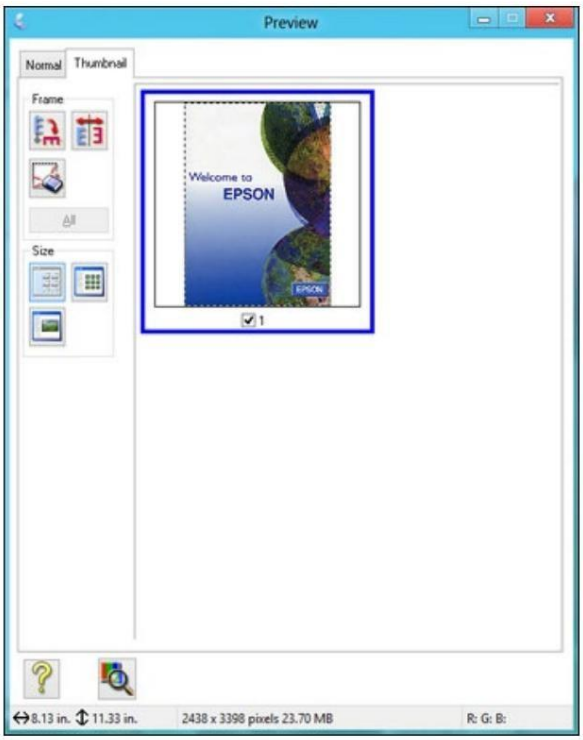
You can select a specific area in the preview image to include in your scanned image. You can select the entire image area or a part of it. You can even select multiple scan areas to create multiple scanned images of different areas (normal preview mode only).

You can also use the scan area to select specific image adjustment settings for a scanned image. Just be sure to click inside the scan area before selecting the settings.

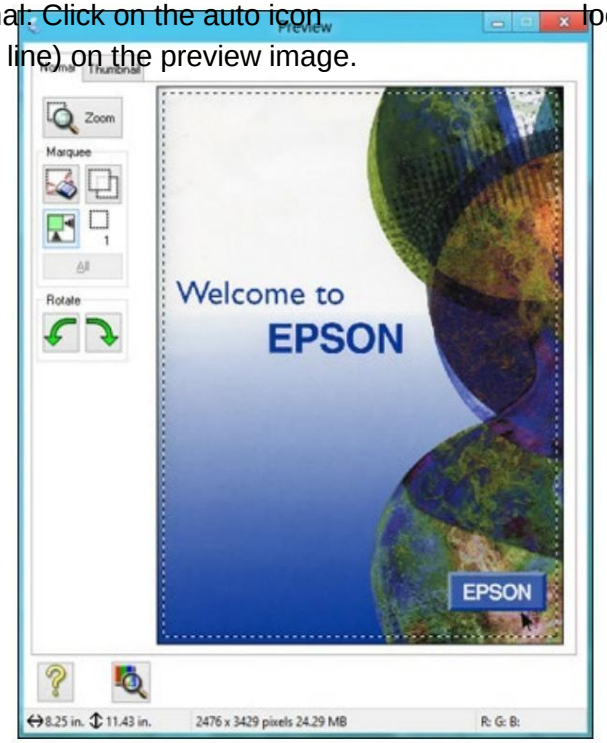
1. Do one of the following to select the scan area in the preview image:

- Thumbnail Preview: Your scan area is automatically selected, but you can to change it.

Place your cursor in one corner of the desired scan area, then click and drag the cursor to the opposite corner to create a marquee (dashed line) on the preview image.



- Preview Normal: Click on the auto icon locator to create a marquee (dashed line) on the preview image.



2. Do the following as necessary to configure the app called scan area:

- If the marquee is correct, continue with the next step.

- To move the marquee, click inside the scan area and drag the marquee where you want.

- To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edges where you want them. (Hold down the Shift key as you resize the marquee while keeping the same aspect ratio.)

- Normal preview: To create additional marquees (up to 50), click the copy marquee icon to copy the existing marquee and paste it into the preview image.

Note: If you draw multiple eaves, make sure you select the All button in the preview window before scanning. Otherwise, only the area within the currently selected marquee will be scanned.

To delete a marquee, click the marquee, then click the delete marquee icon .

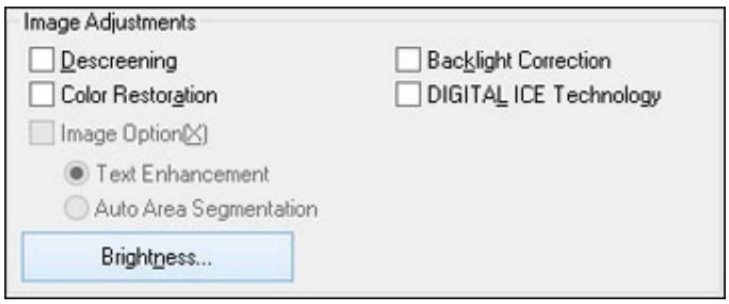
Thumbnail preview: To change the preview style, do click one of the size icons.

Click inside the scan area and make any necessary adjustments

in the scan window.

2.1.4.2. Available picture settings – Home mode

The image settings options in the scanner's Home mode sis:



Note: Not all image adjustment settings are available.
This depends on the selection of document type and image type (See initial window).

Descreening: Removes the ripple pattern that can appear in shaded areas of the image, such as skin tones. This option improves results when scanning from magazines or newspapers. (The results of the opt-out do not appear in the preview image, only in your scanned image.)

Color Restoration: Restores colors to faded photos in volumes.

Backlight Correction: Removes shadows from photos that have too much background light.

DIGITAL ICE Technology: Removes stubborn dust and scratch marks from the photos. The effects of digital ice technology are not shown in the image preview. You must scan the original to see the results.

Text Enhancement: Sharpens the appearance of letters in text documents.

Auto Area Segmentation: Makes Grayscale images clearer and re more accurate text recognition by separating text from graphics.

Click the Brightness button to access additional settings.

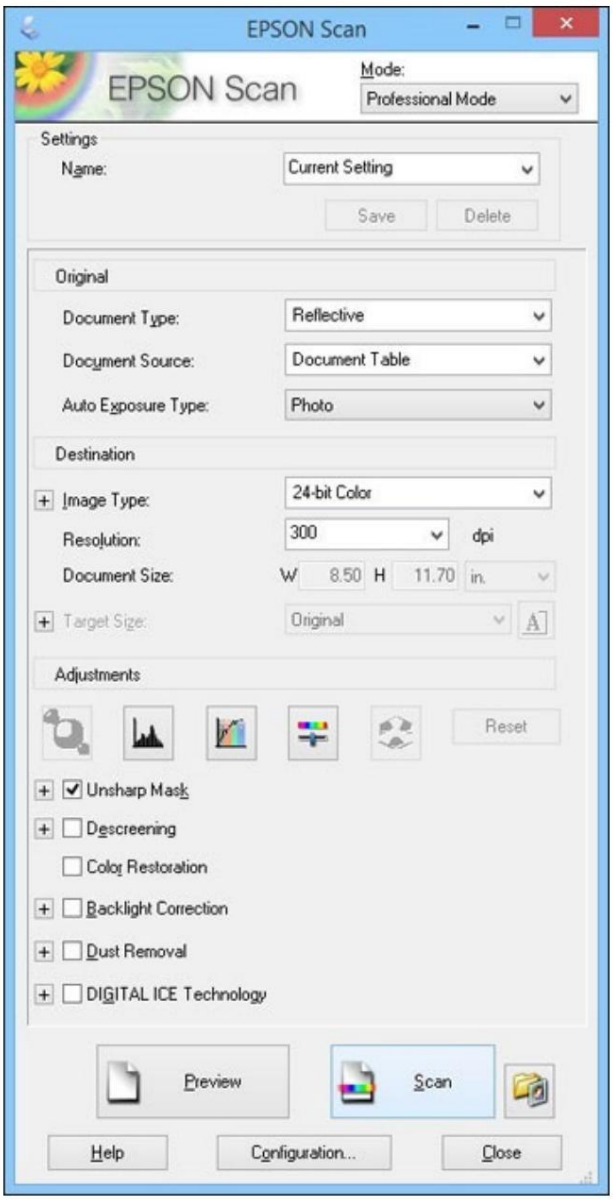
Brightness: Adjusts the brightness of the scanned image.

Contrast: Adjusts the contrast between white and dark areas of the sync single scanned image.

2.1.5. Scan in Professional Mode

When you scan in Professional Mode, the program automatically saves your scanned file in JPEG format to your operating system's Pictures or My Pictures folder or opens it in the scanning program. You can select settings, preview and change the settings of the scanned file.

1. Start the program and select the Professional Mode setting. See this window:



2. Select the Document Type setting that matches your original, such as Reflective for documents, photos, or Film for film, transparencies.

3. Select the Document Source setting that indicates where you placed it your prototype.

4. Select the specific type of original you are scanning in the Auto setting Exposure Type: Document or Photo.

5. Select the details of your original and how you want it to be scanned in the Image Type setting.

6. Select the Resolution setting for the resolution you want to use settings for scanning.

7. Click the Preview button. The program opens in a separate window preview your prototype and display the result.

8. You can select the area you want to scan in the preview image (scanning area).

9. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.

10. If you want to reduce or enlarge your image as you scan, select the Target Size setting.

11. Click Scan. You see the File Storage Settings window.

12. Change any of the necessary file storage settings and click OK.

The program scans the original and saves the file to the selected folder or open it in the scanning program. If the file was saved directly to your computer, you'll see the file in Windows Explorer, where you can view and print the image if you want.

2.1.5.1. Available image types - Professional Mode

You can select the following image types (Image Type) in Professional Mode.

48-bit Color: Select this setting for color photos that will sub processed in a 48-bit image editor.

24-bit Color: Select this setting for color photos.

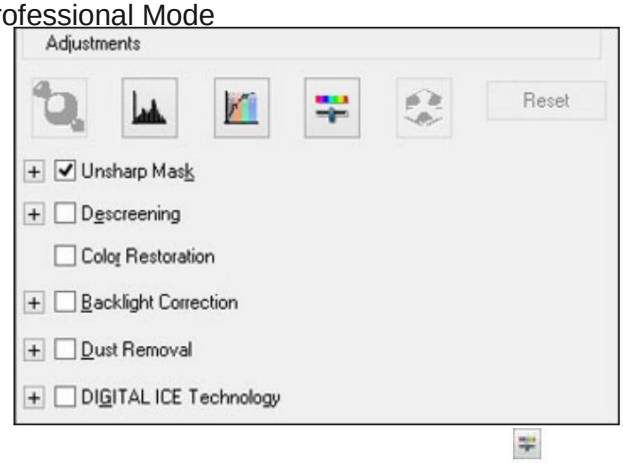
Color Smoothing: Select this setting for color graphics, such as charts or graphs.

16-bit Grayscale: Choose this setting for black and white photos with many shades of gray.

8-bit Grayscale: Select this setting for black and white photos with rare shades of gray.

Black & White: Select this setting for black text or line drawing documents.

2.1.5.2. Available picture settings - Professional Mode



Click the picture adjustment icon access for additional settings. Click the + icon next to a setting to change the adjustment level.

You can choose these customization settings in the program's Professional Mode. Not all customization settings may be available as it depends on the other settings you have selected.

Unsharp Mask: Makes the edges of certain image areas cleaner. Turn this option off to leave softer edges.

Descreening: Removes the pattern ripple that can appear in slightly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (The effects of screen removal are not shown in the preview image, only in your scanned image.)

Color Restoration: Automatically restores colors to faded photos.

Backlight Correction: Removes shadows from photos that have a lot of background light.

Dust Removal: Automatically removes dust marks from your originals.

DIGITAL ICE Technology: Removes stubborn dust and scratch marks from photos. DIGITAL ICE effects are not displayed in the Image Preview. You must scan the original to see the results.

Dropout: The scan will not pick up the color you selected. This setting is available only if you select Grayscale or Black and White Image Type.

Color Enhance: Enhances red, green, or blue hues in the scanned image.

Auto Exposure: Automatically adjusts image exposure settings when you click the Auto Exposure icon. To automatically adjust image exposure, click the Configure button, click the Color tab, and select Continuous Auto Exposure. You can adjust the level of auto exposure using a slider.

Histogram Adjustment: Provides a graphical interface for individually adjusting highlight, shadow and gamma levels. (Advanced users only.) Click the histogram settings icon. to access the

Tone Correction: Provides a graphical interface for individual adjustment of tone levels. (For advanced users only.) Click the pitch correction icon to access the settings.

Brightness: Adjusts the overall brightness and darkness of the scan image.

Contrast: Adjusts the difference between the light and dark areas of the overall scanned image.

Saturation: Adjusts the density of colors in the overall image.

Color Balance: Adjusts the color balance of the overall image.

Color Palette: Provides a graphical interface for adjusting layers midtone, such as skin tones, without affecting the highlight and shadow areas of the image. (Advanced users only.) Click the Color Palette icon to access the settings.

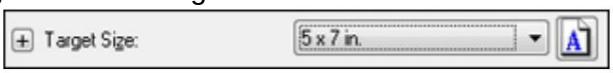
Threshold: Adjusts the level at which black areas are delimited in text and line art, improving text recognition in OCR (Optical Character Recognition) programs.

2.1.5.3. Select scan size - Professional Mode

You can reduce or enlarge the size of your image as you scan. You can also select a specific scan size, such as a common photo size such as 4 × 6 inches (102 × 152 mm).

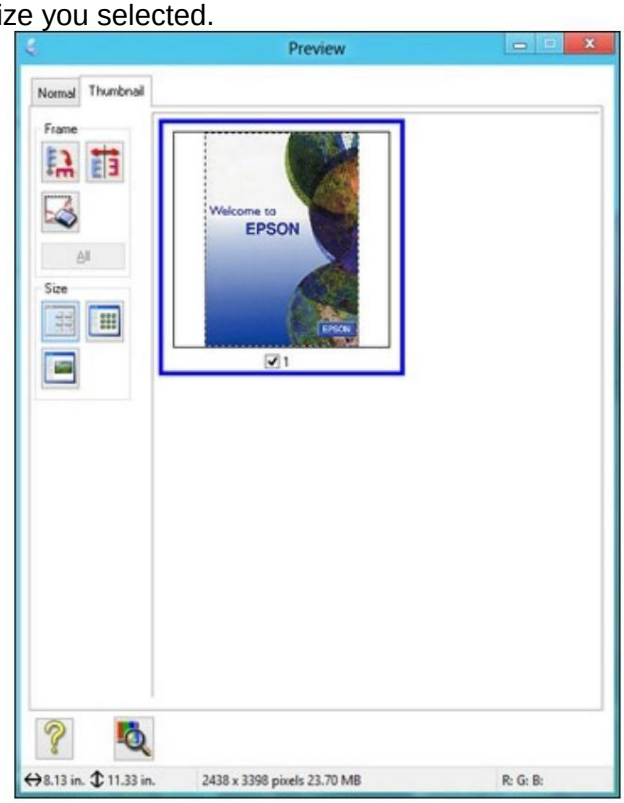
This places a scan area of that size on the preview image so you can use it to crop the image to the correct proportions.

1. Click the Preview button to preview your image. 2. In the program window, select the size you want the
your scanned image from the Target Size list.



Note: If you need to rotate the orientation of the size to hou for your image, click the orientation icon .

A dot (dashed line) appears in the preview image a according to the size you selected.



3. Do the following, if necessary, to work with the selected region watering:

ÿ To move the frame, click inside the sweep area and drag the box where you want it.

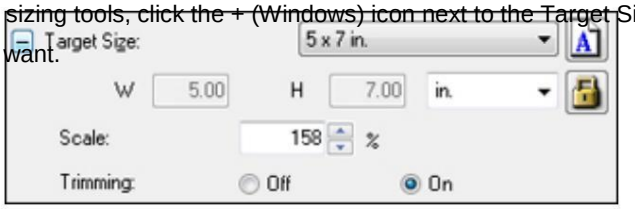
ÿ To resize the scan area, place the cursor over the edge or corner of the frame, then click and drag the edge where you want it. **Note:** Adjusting the frame manually will not change the size

of the destination file to be created by the scan. The box only indicates the area of the image to be scanned.

4. To create a scanned image size that is not available in the Target Size list, click Customize. You see this window:

5. Name the custom size, type the size, click
in the Save option and click OK. Then format the box in the preview image. The frame automatically updates to the adjusted scan size.

6. To use additional sizing tools, click the + (Windows) icon next to the Target Size setting and select the settings you want.



ÿ Scale: Reduces or enlarges your image by the percentage you enter. ÿ Crop: Enables or disables automatic image cropping.

ÿ Unlock Icon: Unlocks the aspect ratio of the scanned image so you can adjust it without restrictions.

2.1.6. Image preview instructions

You can preview the scanned image so you can adjust the scan settings using the preview as a guide. There are two types of previews available, depending on the scan mode and settings selected: ÿ Thumbnail Preview Thumbnail Preview displays your images as thumbnails with

automatically selected the area of the scanned image and the exposure.

ÿ Normal preview Normal preview displays the scan area as a single image so you can select the area of the image to be scanned and other settings manually.

2.1.7. Guidelines for selecting the scan resolution

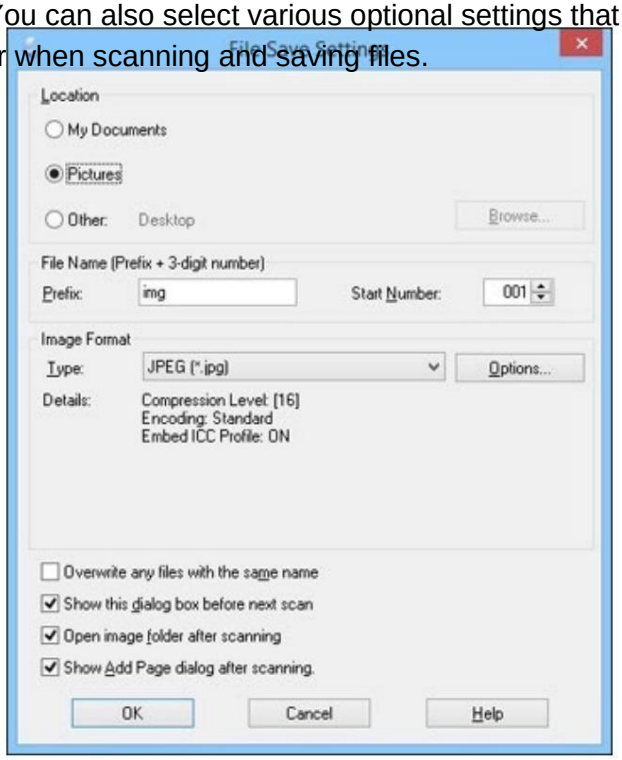
If you plan to enlarge a scanned image so that you can print it at a larger size, you may need to increase the resolution from the default resolution set by the program. Follow the instructions below to determine the resolution you need:

ÿ If you enlarge the image using the program's Target Size setting, you do not need to increase the Resolution setting. ÿ If you scan the image at its original size, but plan to enlarge it later in an image editing program, increase the program's Res olution setting before scanning. Increase the resolution by the same amount as you would increase the image size to maintain high image quality. For example, if the resolution is 300 dpi (dots per inch) and you will double the size of the image later, change the Resolution setting to 600 dpi. ÿ You will scan the image at 100% or smaller size. Choose the program's Resolution setting based on how you plan to use the scanned image:

- Email / display on a computer screen / post on the web: 96 to 150 dpi - Print / convert to editable text (OCR): 300 dpi - Fax: 200 dpi.

2.1.8. Selecting storage settings for scan files.

You can choose the location, name and format of the scan file in the File Save Settings window. You can also select various optional settings that control the program's behavior when scanning and saving files.



The File Save Settings window may
to appear after clicking the Scan button.

You can also access this window by clicking on the (Scanner Home Window) icon. 1. Do one of the following to select the folder you want to

save your scanned image: ÿ click the
My Documents button to select the corresponding folder ÿ click the
Pictures button to select the corresponding folder. ÿ Click the Other
button, then click the Browse button and select
a different folder.

2. Type a file name in the Prefix field. This name is used along with numbers to automatically name the scanned files
your.

3. Select a different number to start autonumber as the Start Number setting, if desired.

4. Select the file format you want to use in the Image menu
Format.

5. If your file format provides optional settings, click
Options button to select them.

6. Select any of the optional settings you want to use by selecting their check boxes.

7. Click OK.

2.1.8.1. Available types of scanned files and optional settings.

You can choose from a variety of scanned file types and options
tical settings in the Epson Scan File Storage Settings window.

• File formats

Bitmap (*.bmp)

A standard image file format for most Windows programs.

JPEG (*.jpg)

An image format that allows you to compress image data heavily. However, the higher the compression, the lower the image quality. (TIFF format is recommended when you need to modify or retouch your scanned image.)

Multi-TIFF (*.tif)

A TIFF file format when multiple pages are saved in the same file, allowing you to edit the images using a compatible
letter.

PDF (*.pdf)

A document format readable by Windows and OS X systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in a PDF file.

PICT (*.pct)

A standard image file format for most OS X programs.

PRINT Image Matching II (*.jpg or *.tif)

File formats that include Epson PRINT Image Matching II data for improved quality and a wider color range (does not affect how the image appears on screen).

TIFF (*.tif)

A file format created for exchanging data between many programs, such as graphics software and DTP software.

• Optional settings

Overwrite any files with the same name

Choose to replace pre-existing files with the same names.

Show this dialog box before next scan

Choose to automatically display the File Save Settings window before the scanning (in some Epson Scan modes).

Open image folder after scanning

Choose to automatically open Windows Explorer to the folder where the scanned image is saved after scanning.

Show Add Page dialog after scanning

If you are scanning a multi-page document using the PDF format or Multi-TIFF, choose to display a prompt to scan additional pages after each page is scanned.

DIAN TRAINING ACTIVITIES

October 2022