

Basic Scanning Directions for the Epson Scanner - 2007

1) Place your item on the scanner - be careful with the book's spine if scanning from a monograph.

2) From the "Start" Menu, select "Epson Scan." Select your preferences.

3) Before clicking on "Preview" or "Scan", be sure to specify where your images should be saved.

To do this, click on the small down-pointed arrow to the left of the "Scan" button,

- a) Select your jump drive ("E Drive) if you have inserted one; create a folder for your images.
- b) If you are not using a jump drive, create a folder on the hard drive (please note that these images will not be saved on the hard drive for a long period of time). Note where your folder is. The default location is *C:\Documents and Settings\g_library_patron11\My Documents\your folder's name here.*

Make any other changes to your "File Save Settings" INCLUDING selecting the "Open Image Folder after Scanning" box. Click OK and then "Scan."

4) Your scanned image will appear. At this point you can either save it as is or edit it in Photoshop. To edit it in Photoshop, double click on the image. Photoshop will launch automatically. Once you have made edits to your scan, you will have to save the edited image again; be sure you save your image to your created folder.

5) Saving your images to your Pantheon space.

- a) From the Start Menu, select "SSH File Transfer" - the "folder/blue bubble" icon is easier to use if you are not that familiar with SSH File Transfer.
- b) Click on "Quick Connect" and in the hostname field, ensure "eli.yale.edu" is entered. Enter your Net ID into the username field and your netid password into the password field.
- c) Locate your image or folder on the left - the "Local Name" side. Highlight it and simply drag it across to the right side, the "Remote Name" side.

- Architecture students may save directly to OpenSpace; from the Start menu, you may launch OpenSpace.

6) Saving your Images to a CD.

- a) From Start Menu, launch "Nero StartSmart." Select the type of CD you wish to burn - data / photo and video / etc.
- b) In the new window automatically launched, begin adding your saved files to your burn list by clicking on the upper right-hand "Add" button. Note that most data CDs hold ~700 MB.
- c) Once all your files are listed, click "Next." Following the prompts, you will then see the "Burn" button. Insert your disc, locate it (usually the D drive) and burn your disc.
- d) Your disc will automatically eject when the process is completed.