



## Scanning with the Epson FastFoto

**EQUIPMENT** Epson FastFoto, Computer

**SOFTWARE** FastFoto Software



### Make sure the scanner's USB cable is plugged into the computer.

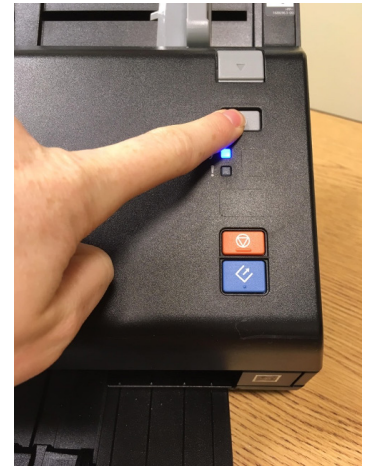
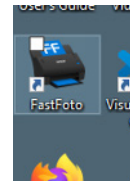
The scanner must be plugged in and turned on before loading the software.

### Turn the FastFoto scanner on.

Hold down the gray power button until the blue "Ready" light turns on. If it isn't turning on, check that it is plugged in.

### Open the FastFoto software.

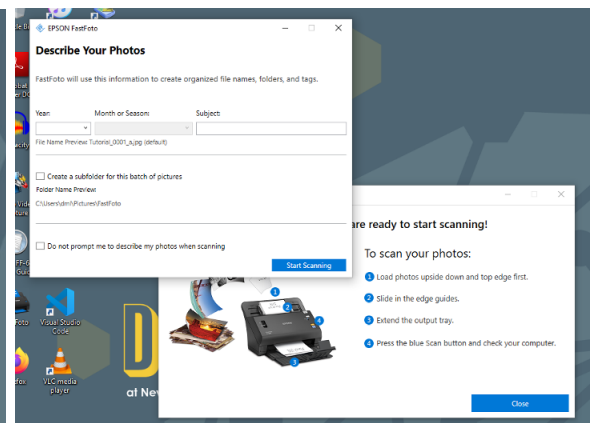
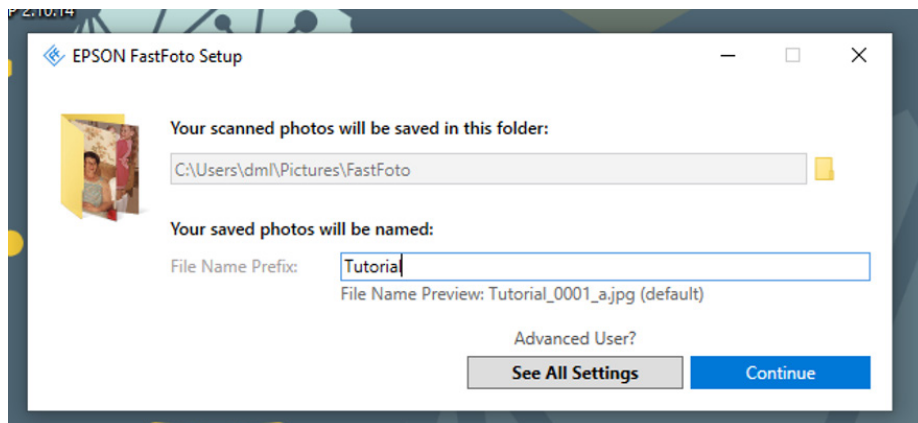
Click the FastFoto icon on the Windows desktop, which looks like the machine. The software may take a few moments to load. (If you move the scanner to a Mac, this icon is in the Converting & Transfers app folder.)



### Choose where to save your photos.

If you want your images to be saved directly onto your USB stick or hard drive, you can click on the small folder icon to the right of the saving destination and select your stick or drive. By default, all scans will be saved in a sub folder titled "FastFoto" in the Pictures folder. Once they are in this folder you are free to move them to your USB stick or hard disk.

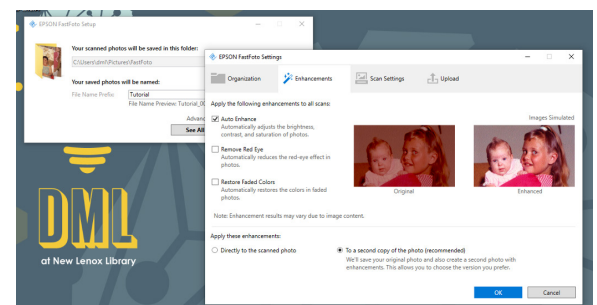
Here you can also choose your File Name Prefix. For this example, we're going to change our prefix to "Tutorial", but you may name yours as you wish:



You will see one of these dialog boxes when you're ready to name your photos.

### Choose your settings.

Now, click **See All Settings**. Select **Enhancements**. Here, you can choose what, if any, enhancements are applied to your images. Checking "Auto Enhance" will automatically adjust the brightness, contrast, and saturation of the photos. "Remove Red Eye" removes the red-eye effect that can often occur in photographs where the flash was used. "Restore Faded Colors" automatically restores the colors in faded photos. As you click on these options, watch the "Enhanced" example photo on the right change, demonstrating the enhancements.



## Scanning Slides & Negatives (Flatbed Scanner)

Next, you may choose to apply the enhancements “Directly to the scanned photo,” which will only save the adjusted copy of the photo. Or, you can choose to save “To a second copy of the photo,” where the software will give you two files for each photo scanned: the original scan without any enhancements, and the scan with all of your chosen enhancements. It is recommended that you apply your enhancements to a second copy of the photo, so you can choose which one you like best. If you have many photos to scan, you may not want to go through hundreds of doubles. It’s up to you!

Under scan settings, you can change the scan DPI. 300DPI is adequate for most purposes. Where you may want to print a photograph larger than the original photograph you are scanning, you will want to select 600DPI.

Here you may also select “Scan the back of my photos with Epson single-step technology”. This is particularly useful if you have photographs with written notes, names, or dates on the back. The back of the photograph will be saved as a separate file.

Press “OK”, then press “Continue”.

The dialogue allowing you change your enhancing options will open.

We have already selected our desired enhancements (and whether or not we wish to scan the back of our photos), so we can press continue.

Now, we are ready to start scanning our photographs!

### Gather your photographs and organize them by shape and size.

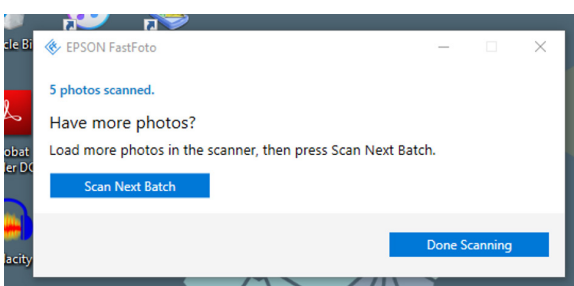
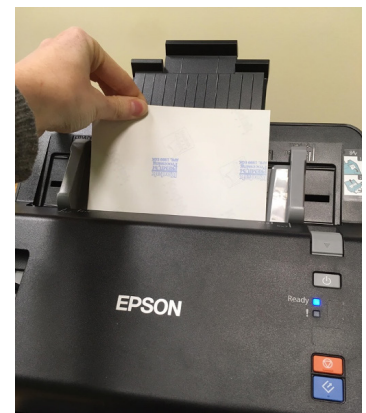
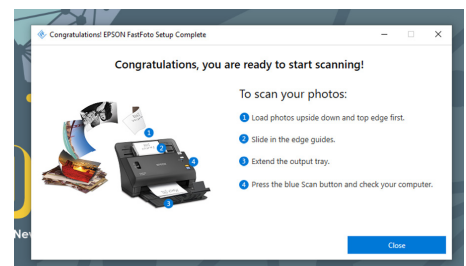
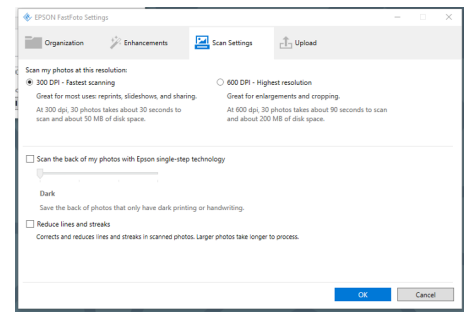
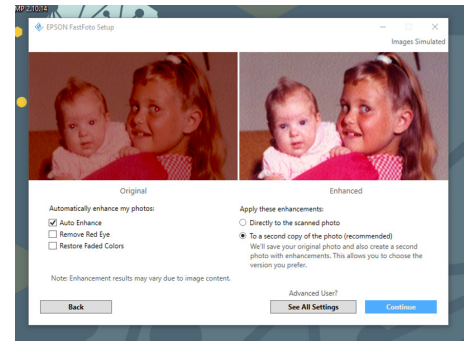
The scanner can scan multiple images of the same size in quick succession. Insert your stack of photographs into the scanner, image side down, and adjust the gray sliders to fit snugly up against the photo edges.

### Press the blue Scan button.

This will open a dialog box, allowing you to further organize your images by year, month or season, and subject. You may also opt to create a subfolder for this batch of photographs. In this example I am choosing not to further organize my images, so I leave the “Year”, “Month or Season”, and “Subject” boxes empty/ blank. I have also unchecked “Create a subfolder for this batch of pictures”, as I wish all my pictures to remain in my FastFoto folder.

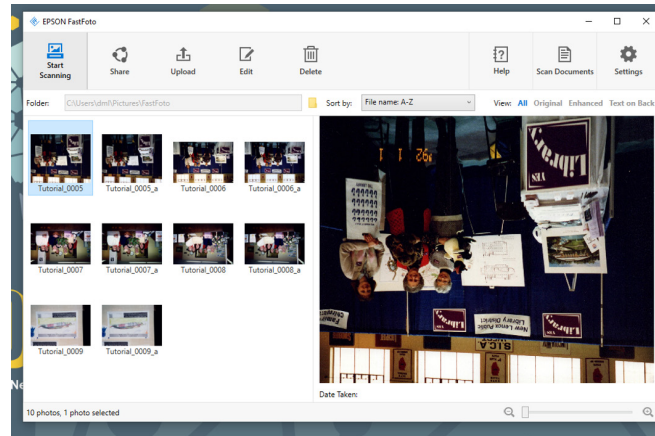
### Press “Start Scanning.”

Watch as the scanner digitizes your photos in seconds! If you have more photographs to scan, you may insert them into the scanner now, adjusting the grey sliders as needed. Then, press “Scan Next Batch”.



## Scanning Slides & Negatives (Flatbed Scanner)

If you are finished scanning, you may select “Done Scanning”. A window will open showing you your scans:

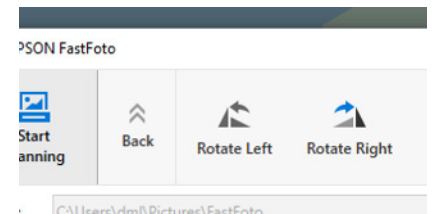


As you can see, there are two copies of each photograph; one is the original image without enhancements, and the second one is with the enhancements applied.

### Are your photos not right-side-up?

Here I notice my photographs are upside down, so I click on edit to open the editing options within the FastFoto software.

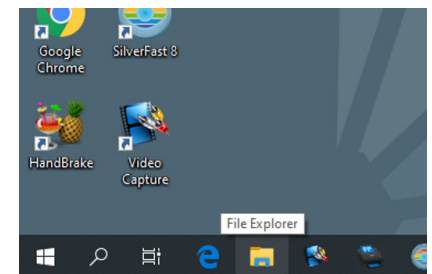
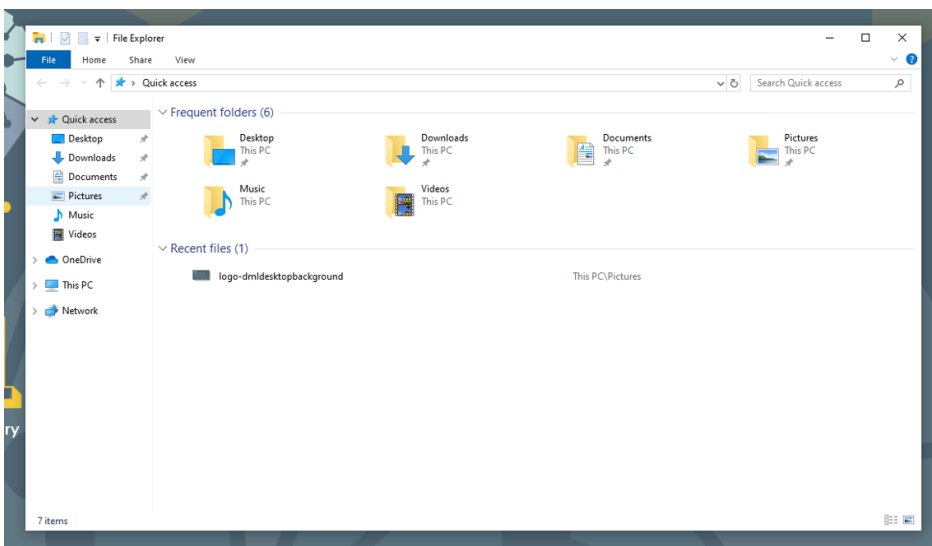
I click “Rotate Right” to rotate the image to the correct orientation. Here you may also apply some basic edits such as cropping, restoring, and removing red eye.



### Finding your photographs

To locate our scanned photographs on the computer, click on file explorer (the manila envelope on the bottom left hand side of the desktop, seen in the photo to the right).

Now, select “Pictures” on the left hand side of the window:



Here you will find your Fastfoto folder containing your images. You can now move the files onto your USB stick or hard disk. Please ensure you move all your images after your scanning session is complete. All files will be deleted from the computers when we close at the end of the day!