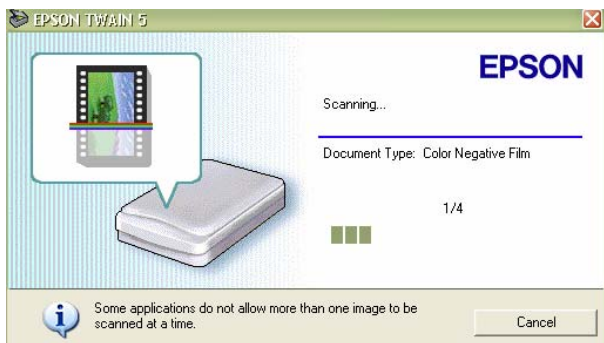


4. You can scan transparencies from several EPSON options, but by clicking “Scan to File” you can save your images to a desired location.



5. The scanner will warm up, go to “Full Auto Mode,” and recognize the document. Once recognized, the scanner will begin scanning your image(s).

The following menu should appear::



Note: The document type will say transparency for slides, and the number of images will vary, according to the number of slides or negatives being scanned.

7. When finished a “Scan to File” menu appears. See step 3 of the OCR section for assistance if necessary.

8. A second “Scan to File” menu appears. Browse for the file you wish to save your images in by clicking “Browse” and click “Save” when you have chosen a file. You can save your file safely in “Temporary Storage” while you work.

## Quick Facts: Things you can do with Mann scanners

- *Scan images, negatives, transparencies and photographs to a disk, the web, or straight to an application.*
- *Scan text and line art with OCR recognition.*
- *Copy and print to our black and white or color printers.*
- *Save your scans in the file format and location of your choosing.*

**Tip:** If the scanner fails to recognize your image type, or for any other questions concerning scanners and for further information, please see the Student Operator.



Mann Library Computing Centers  
Cornell University  
Ithaca, NY 14853

<http://www.mannlib.cornell.edu/computing/stone>  
Celebrating Our 22nd Anniversary!

Created by J. Mensah-Homiah, Grad 06

Revised 08/06

## Advanced Scanning



Mann Library  
Computing

## Scanning Slides, Negatives, and for OCR



EPSON<sup>®</sup> COLOR SCANNER  
PERFECTION<sup>®</sup> 1660 PHOTO

## Introduction

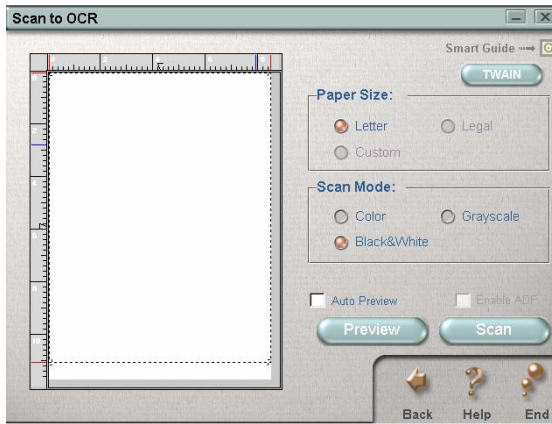
This brochure was created to assist you with more complicated scanner operations. If you are not EPSON scanner-savvy you may wish to pick up the “Basic Scanning Brochure for additional assistance.

## Optical Character Recognition

1. Open the EPSON Smart Panel and click on the “Scan to OCR” icon.

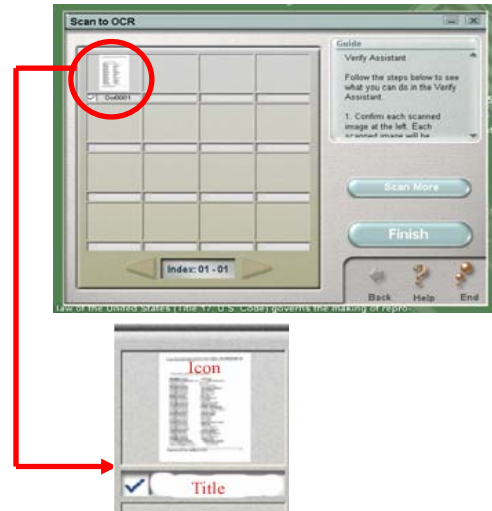


This menu should appear:



2. Select desired options and click “Prescan” to preview your image, “Scan” to go ahead and scan it, or “Twain for more options in “Manual Mode.”

3. EPSON automatically gives your scan a title. Right-click it to edit. A pop-up menu opens, where you can edit. To review your scan, double-click on the icon.



Select “Scan More,” if you would like to scan more images. Click “Finish” when you have scanned all you want to scan. On the next menu, select desired layout options, and click “Recognize.”

This menu should appear:



4. Choose desired application and click “Launch.” Remember to save your work.

## Slides and Negatives

1. Remove the white cover on the underside of the scanner lid, by pulling up on the gray tab at the lid’s front edge. The underside of the lid should appear as it does in the bottom right picture.



2. The EPSON scanner will not recognize slides or negatives without a film holder. One can be borrowed for up to two hours at the “Student Operator’s Desk” with a valid Cornell I.D.



3. Place the film holder on the scanner glass, with the arrows pointing towards the corners and the slotted strip of the film holder underneath the white scanner light on the lid. Insert Slides or negatives into the holder.

