Step-By-Step Instructions:  
Epson Perfection GT-20000  
Scanning an Image/Document

How to scan an image/document with Photoshop

You can scan photos with Photoshop using the large format flatbed scanners located at stations 13, 14, and 16.

Scanning a photo for PowerPoint or Web with Photoshop
Step 1: From the Start menu, open Adobe Photoshop.
Step 2: Go to Import » Epson» GT 20000.
Step 3: The EPSON Scan window will open up. Enter the appropriate settings for your original photo.
   a. From the Mode drop-down menu, choose Professional Mode.
   b. From the Document Type drop-down menu, choose Reflective.
   c. From the Image Type drop-down menu,
      - Choose 8-bit Grayscale if your original photo is black & white.
      - Choose 24-bit Color if your original photo is color.
   d. Set the Resolution to 200dpi.
   e. From the Target Size drop-down menu, choose Original.
   f. Make sure the Scale is set to 100%.
   g. Make sure the box marked “Thumbnail” is unchecked.

Step 4: Hit Preview to see your image before scanning. If you wish to scan only part of the photo, drag your cursor to create a selection box around that area. Hit Scan.
Step 5: Once you have your image, close the Scan window.
Step 6: Go to File » Save As. Save your image into the SAVEWORKHERE folder as a JPEG (*.jpg).

Scanning a photo for archival purposes or book publications with Photoshop
Step 1: From the Start menu, open Adobe Photoshop.
Step 2: Go to File » Import » Epson GT 20000.
Step 3: The scan window will open up. Enter the appropriate settings for your original photo.
   a. From the Mode drop-down menu, choose Professional Mode.
   b. From the Document Type drop-down menu, choose Reflective.
   c. From the Image Type drop-down menu,
      - Choose 8-bit Grayscale if your original photo is black & white.
      - Choose 24-bit Color if your original photo is color.
   d. Set the Resolution to 600dpi.
   e. From the Target Size drop-down menu, choose Original.
   f. Make sure the Scale is set to 100%.
   g. Make sure the box marked “Thumbnail” is unchecked.

Step 4: Hit Preview to see your image before scanning. If you wish to scan only part of the photo, drag your cursor to create a selection box around that area. Hit Scan.
Step 5: Once you have your image, close the Scan window.
Step 6: Go to File » Save As. Save your image into the SAVEWORKHERE folder as a TIFF (*.tif).