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 **200**dpi.
    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 **600**dpi.
    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).