

DIGITAL CONVERTING: PHOTO BATCH SCANNER

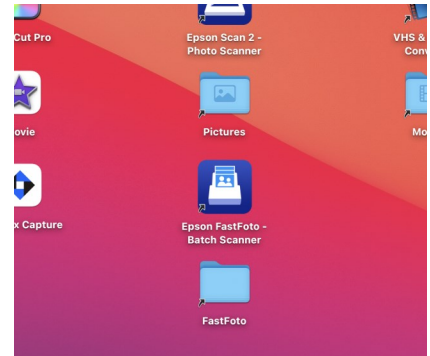


Epson FastFoto FF-680W

The Epson FastFoto FF-680W is a scanner with a “document feeder.” This lets you scan up to 35 pages or photos at once. Depending on the DPI setting, photos can scan as fast as 1 photo per second. The Epson FastFoto can scan photos as small as 2”x2” and as large as 8”x10”.

Opening Epson FastFoto—Batch Scanner

1. Make sure the **Epson FastFoto FF-680W** is turned on and plugged in via USB.
2. Find the icon for **Epson FastFoto—Batch Scanner** on the Desktop.
3. Double-click the icon to open.
4. There are 2 scanners set up in the Sound Studio. Make sure the Epson Perfection V850 is turned off when using the Epson FastFoto FF-680W.



Loading the Photos

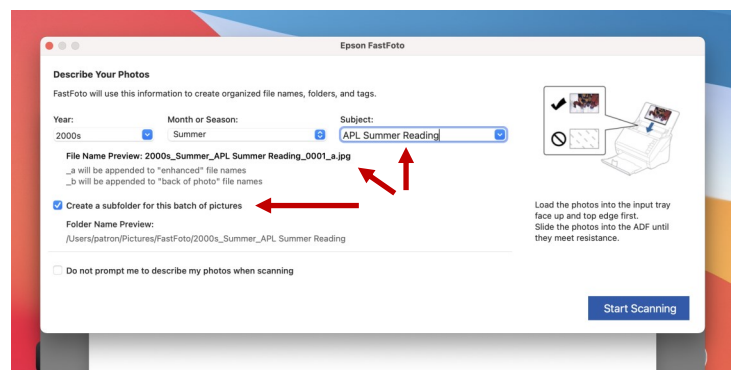
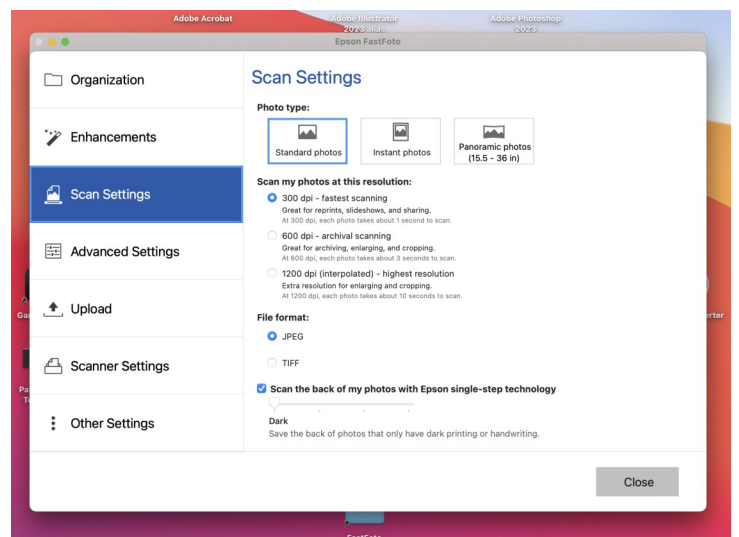
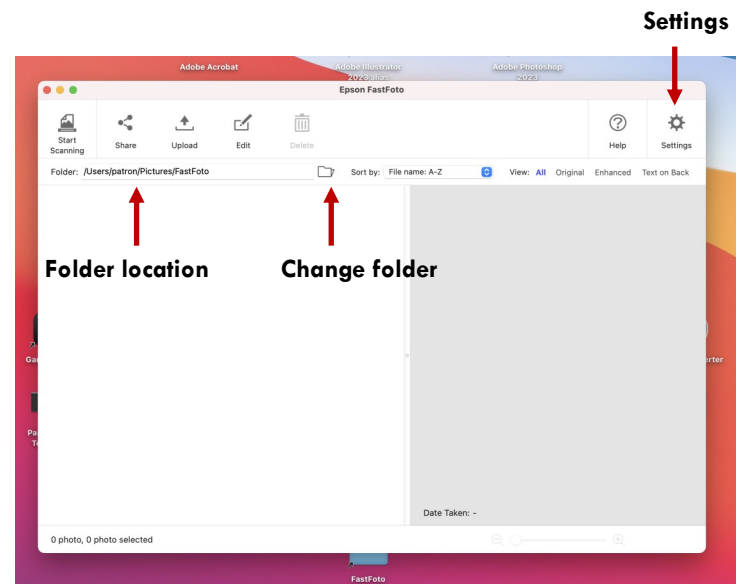
1. Make sure none of your photos are stuck together or ripped. Count to make sure you have less than 35 photos.
2. Pull out the “catch tray.”
3. Place the photos in the “document feeder” at the top. The photos should be facing you. It’s preferred to place the photos upside down. The software will try to auto-rotate, but photos can be rotated after scanned.



Epson FastFoto

This is what Epson FastFoto looks like when opened.

1. Check the folder location where it says “Folder:.” By default, the photos should save to the folder “FastFoto.” There is a Desktop shortcut to that folder.
2. If you want to change the folder location, click the folder icon to the right.
3. To confirm the DPI (dots per inch) of the scan, click **Settings** in the upper right corner.
4. In the **Scan Settings** menu, adjust your settings as needed:
 - Most prints will be **Standard Photos** unless you have **Instant Photos** from Polaroid-type cameras.
 - **Resolution** or **DPI** determines the quality of the scan. If you plan to print larger copies of your photos, 600 DPI is recommended. The higher the DPI, the longer it takes to scan.
 - Choose between **JPEG** or **TIFF**. JPEG is the standard recommended file type.
5. After adjusting scan settings, click **Start Scanning** in the upper left corner.
6. A pop-up menu will appear asking you to describe your photos. Enter in the **Year**, **Month or Season**, and **Subject** as best as you can. This will create a unique file name to help organize your photos.
7. If you want to create subfolders based on the description, make sure the box is checked.
8. Click **Start Scanning**.



9. The photos will begin feeding into the scanner. The speed is determined by the DPI setting. A pop-up window should appear to track the project of the scanning and let you know when it's finished.

- **Scan Next Batch** if you want to continue scanning with the same details (Year, Month, Subject).
- **Done Scanning** if you're done or need to change Year, Month, Subject.

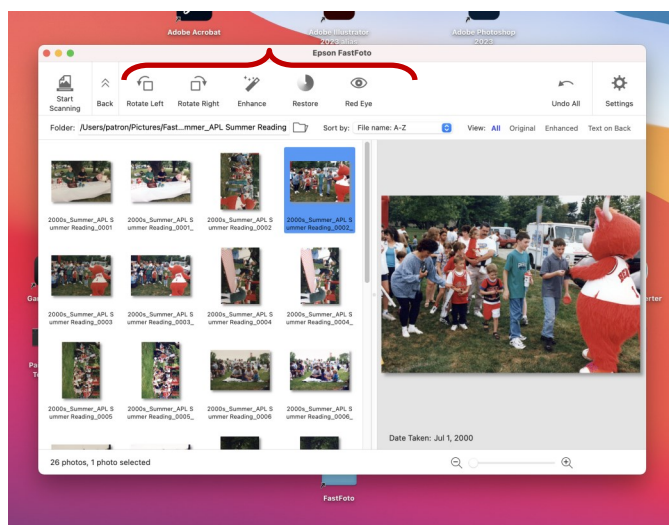
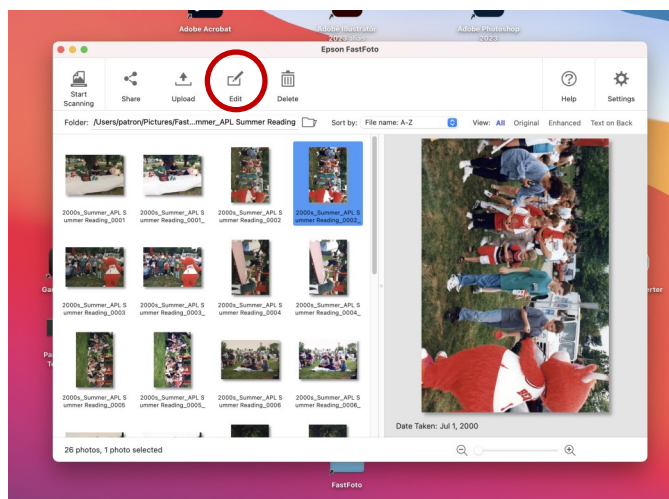
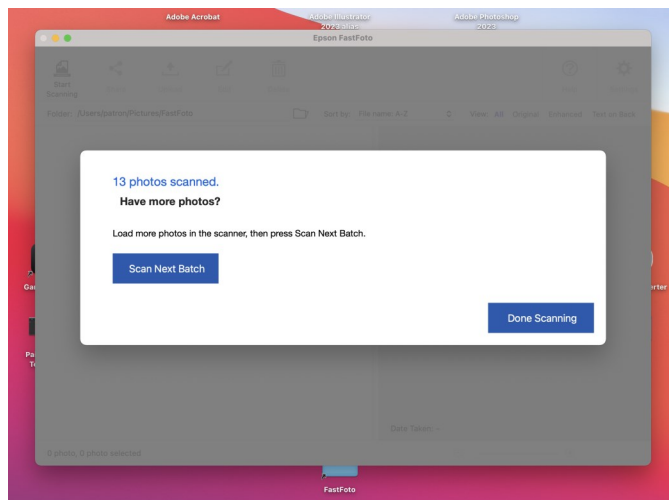
10. On the left side of Epson FastFoto will be thumbnails of all the photos that were scanned. You can scroll through all the scanned photos. If you click on the photo, it will preview it on the right side.

Editing in FastFoto

FastFoto includes basic photo editing features. (Photos can also be opened and edited in other programs, like Photoshop.)

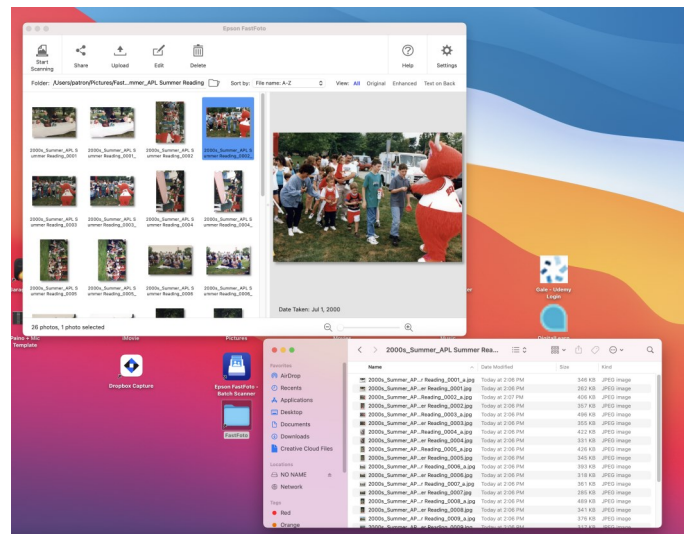
1. Click on the photo you want to edit.
2. Then, click the **Edit** icon at the top.
3. A small editing menu will appear. The options are:

- **Rotate Left**
- **Rotate Right**
- **Enhance** for minor color correction like brightness and contrast
- **Restore** for auto-mated colorizing
- **Red Eye** to auto-correct issues from flash photography



Saving your Photos to a USB

1. Your scanned photos will automatically save to the folder listed in the folder location.
2. The default saved location is the FastFoto folder on the Desktop. Double-click to open. You should find your photos and/or the sub-folder you created.
3. Select all photos and **Copy and Paste** to your USB.



Troubleshooting

Epson FastFoto says there is no scanner connected / Epson FastFoto isn't working when I click "Start Scanning"

- There are 2 scanners set up in the Sound Studio: the Epson Perfection V850 and the Epson FastFoto FF-680W. Sometimes, the Epson FastFoto software gets confused which one you are using.
- Make sure the Epson FastFoto FF-680W is **ON** and that the Epson Perfection V850 is **OFF**
- Make sure the Epson FastFoto FF-680W is plugged into the iMac's USB port or USB-hub

The scanned photos are crooked

- The "document feeder" has a width adjustment. Make sure it is adjusted to the width of your photo. This helps feed the photos into the scanner straight.

I can't find my scanned images

- By default, the images save to the **FastFoto** folder found on the **Desktop**