Scanning Photos with the Epson V850

Epson V850 at the Port Phillip Heritage Centre
User Guide
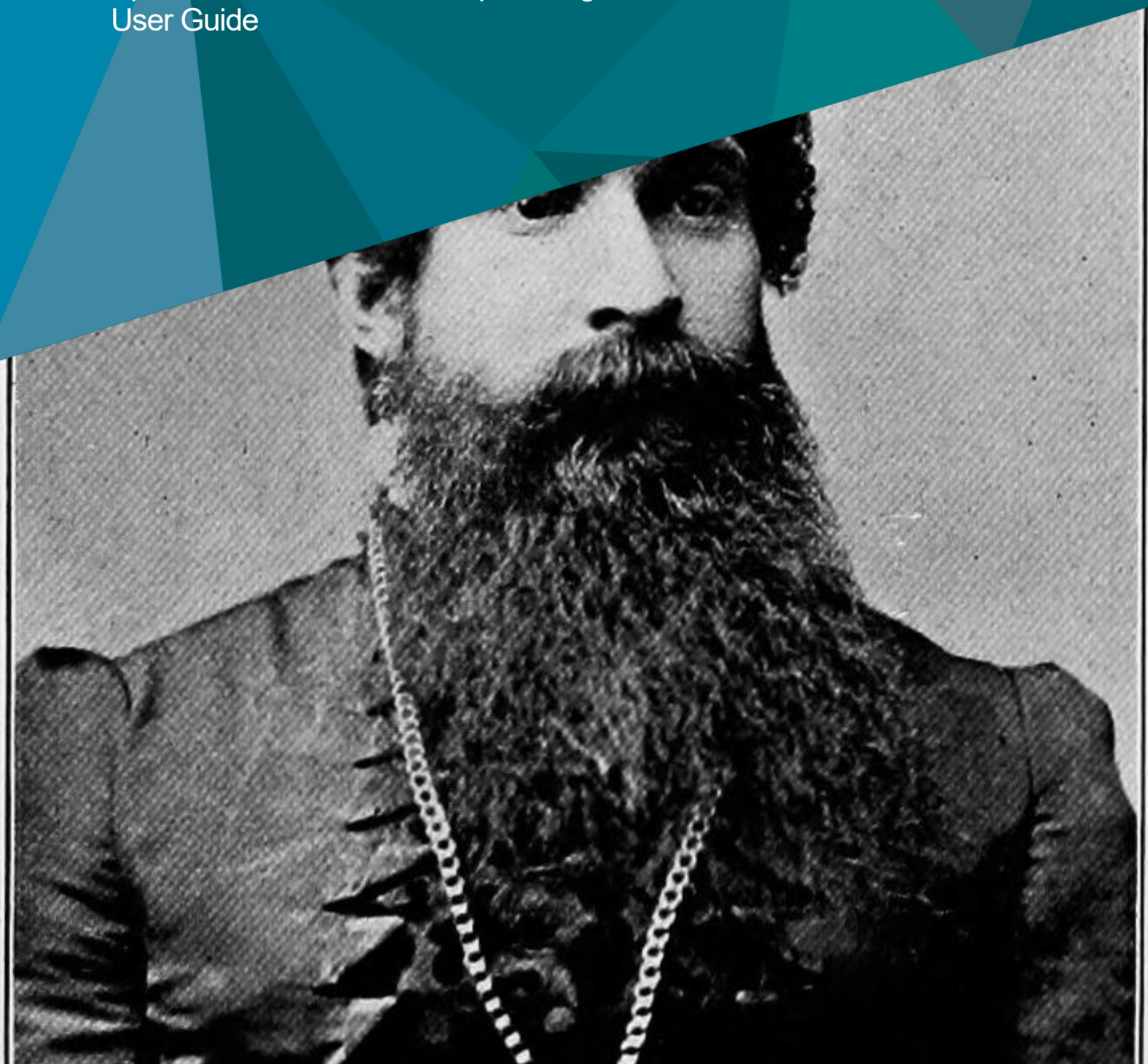

Image: George M. Gould and Walter L. Pyle, Wikimedia Commons

Before you start

There are a few things to think about before you start.

Storage

When using the scanner with our Heritage Centre computers, you will need to bring your own file storage, for example, a USB stick or external hard drive with plenty of storage space. Or a Google Drive or Dropbox account you can log into that also has plenty of space.

Depending on the resolution you scan your materials in, the files can be quite large.

Handling archival materials

If you are scanning older negatives, slides or photos, you may want to think about how you handle them.

Make sure your hands are freshly washed and dry. You can use nitrate gloves and a microfibre cloth available at the Heritage Centre so as not to leave fingerprints and clean any dust on the scanner glass.

Think about a system, like a production line, of how you will scan your materials to minimise handling.

The scanner glass is *very* delicate and cannot be replaced if scratched. Please take off any jewellery e.g. bracelet, rings or a lanyard that may scratch the glass.

File Organisation

After you scan your photos or film, you will need to save them somewhere and decide how to organise them! It's good to think about this early as you can name each file when you scan it.

Common ways of organising photo archives:

1. By date and month e.g. 2025 > 2025 November or use the format YYYYMMDD
2. By date and location e.g. 2025 > 2025 Sydney
3. By year and name of person in the photo e.g. 2025 > Dad

📁 2025 Footscray
📁 2025 Palm Cove
📁 2025 Sydney
📁 2025 Cuba

Digital Security

If you are saving your files on a USB or External Hard Drive it's also good to have a backup. You don't want to spend time scanning all your photos and lose them!

A good rule is to have at least one other copy and save it in a different location e.g. on another hard drive stored at a different address or saved to the cloud.

Steps

1. **Log in**
Log into the computer with your library card and password. Please speak to a library staff member to join the library or reset your password.

2. **Turn on the scanner**
Press the power button ⏻ on the bottom left of the scanner. A green light will appear when the scanner is on.

3. **Prepare the scanning software**
On the desktop screen, double-click on EPSON Scan 2 icon to open the software. It looks like this If the software won't open double check the scanner is turned on.

4. **Prepare your photos**
Carefully lift up the lid on the scanner. Place your photos face down. If you have multiple photos place them at least 2cm apart so they can be detected. Then close the lid.
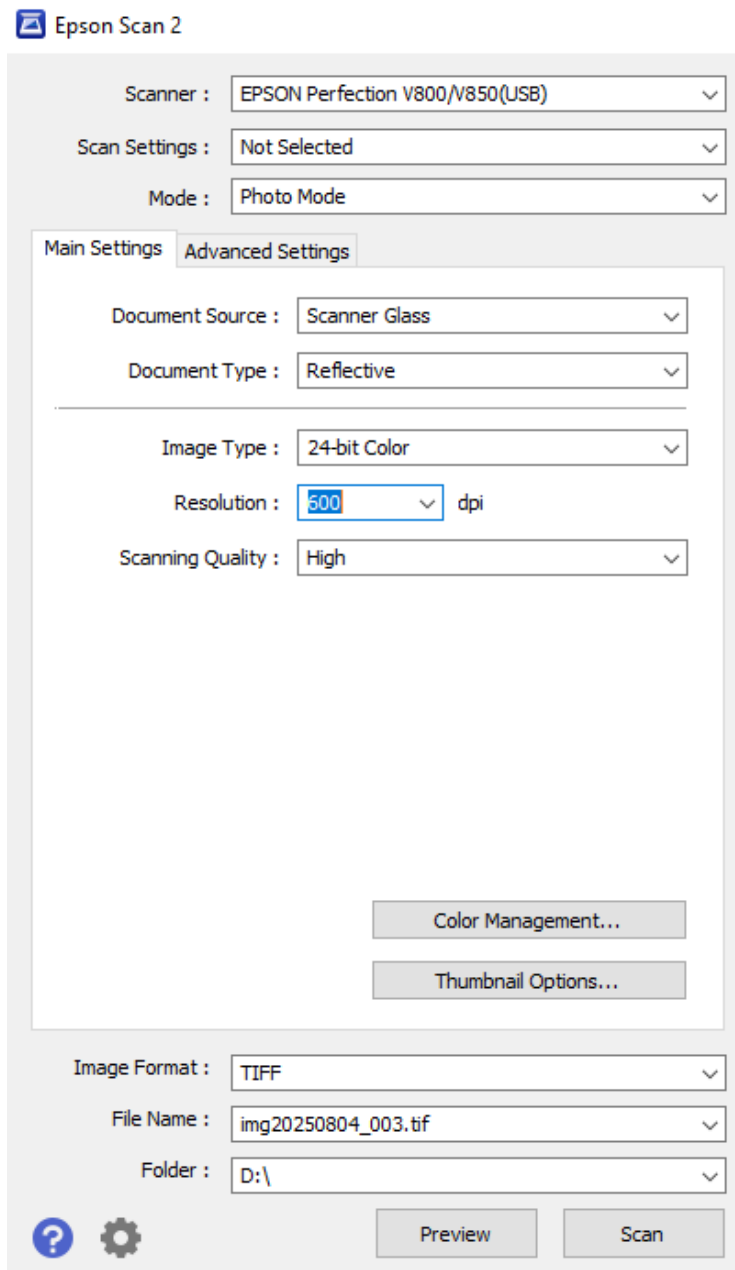
5. **Choose your settings**
Archival standards recommend scanning at 600dpi and as a TIFF format. This is what is known as an 'archival' copy. If you want to use your image for a website, social media or email make an 'access' copy in file format Jpeg.

You can test these different options in the **Resolution** field and check the results from scans to see the difference. In scanning DPI refers to how many dots (or pixels) the scanner captures in every inch of the image.

In simple terms: Higher DPI = more detail, but also larger file sizes

For photos we suggest copying the settings from the image on the next page.
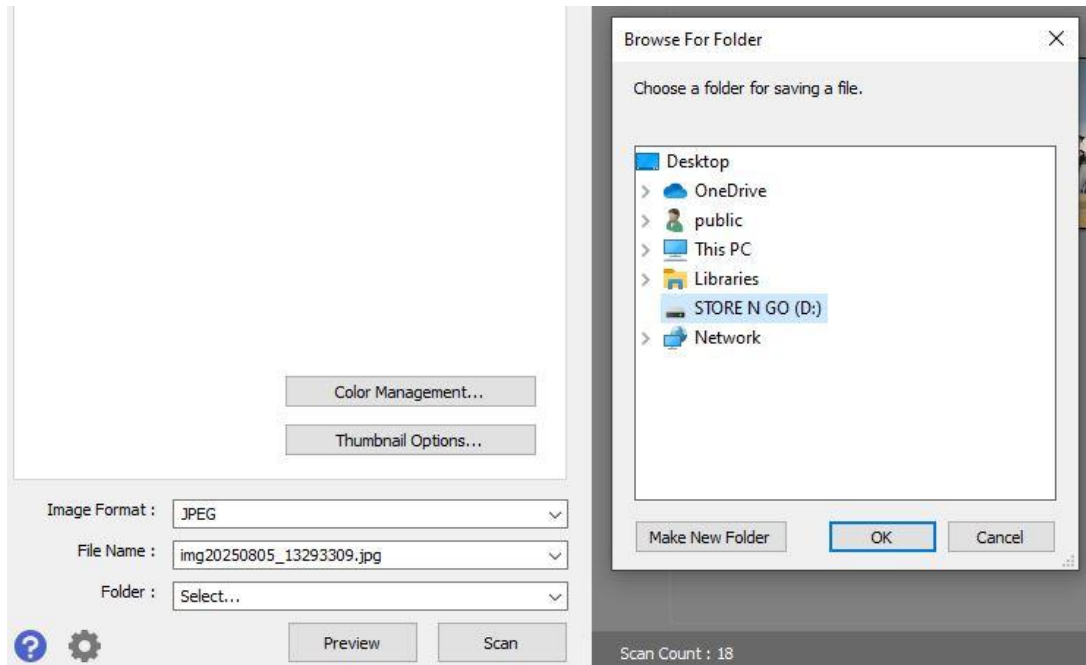
proudly **port phillip**

6. **Decide on a file naming system**
   Under **File Name**, select **Settings** and change the name to the filing system you are using
   (e.g. StKildaPicnic). Check the **Use File Counter** box if you are scanning multiple items
   and want to include sequential numbers to your filing system (eg: StKildaPicnic01,
   StKildaPicnic01, etc.). The default naming system is the date using the format YYYYMMDD
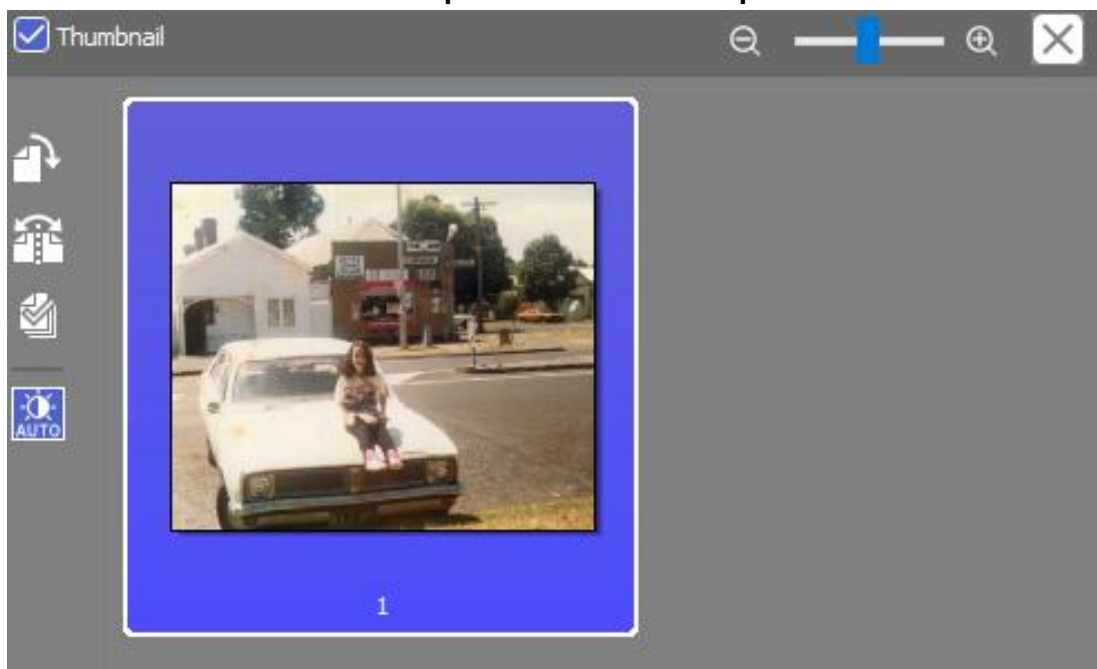   i.e. 20250804 4 August 2025

7. **Prepare your USB**
   Insert your USB or hard drive and select this from the drop-down **Folder** field.

8. Insert your USB or hard drive and select this from the drop-down **Folder** field. Then select your USB from the **Browse For Folder** pop up.

9. **Tick the thumbnail check box option on the Preview pane**

10. **Create a Preview**
    Select the **Preview** button. This will produce a low-quality thumbnail to give you can indication of what the final scan would look like. Use the Zoom slide in the top right-hand corner to increase the size of your thumbnail.

Note: *don't worry*, the final scan will not be blurry like this **Preview** image. This is just to give you an overall indication of what a completed scan will look like.
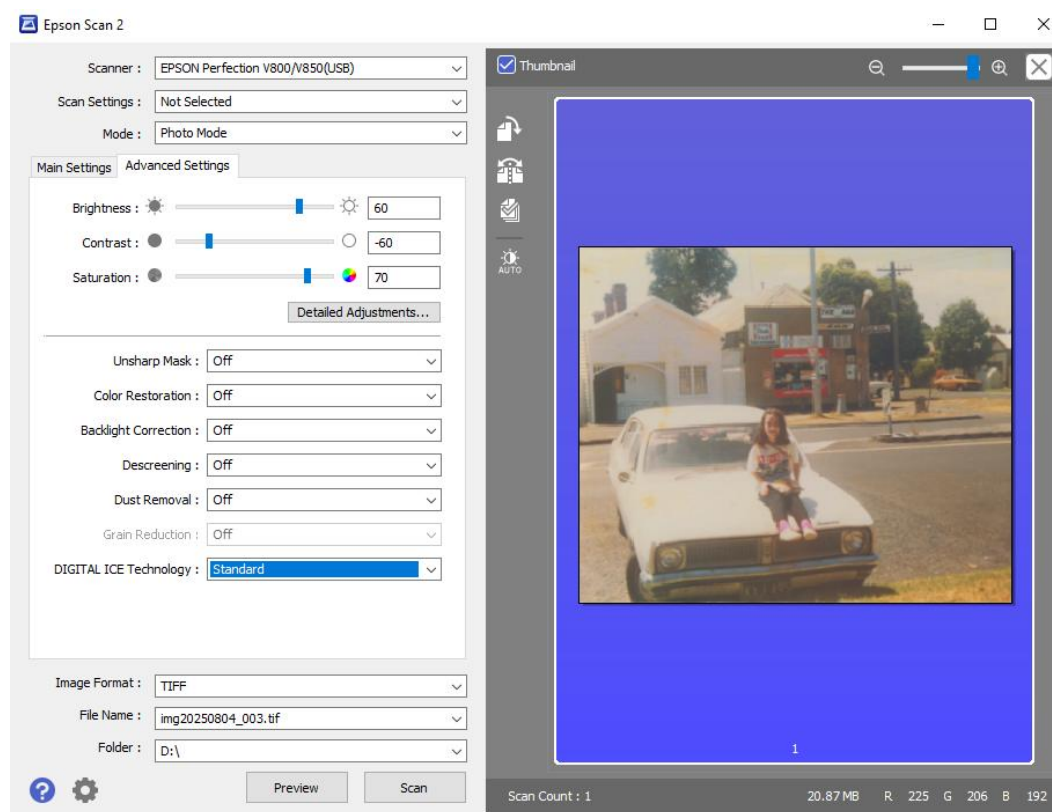
11. Edit the photo (optional)

Click on the Advanced Settings tab. You can adjust the **Brightness**, **Contrast** and **Saturation** by moving the sliders. The Preview of the photo will adjust in real time.

The option **DIGITAL ICE Technology** (ICE = Image Correction and Engagement) will automatically remove dust, scratches and other defects.
Note: This will increase the length of time it takes the scan the photo.

You can view even more options to play with by clicking on the **Detailed Adjustments** button.

12. Scan
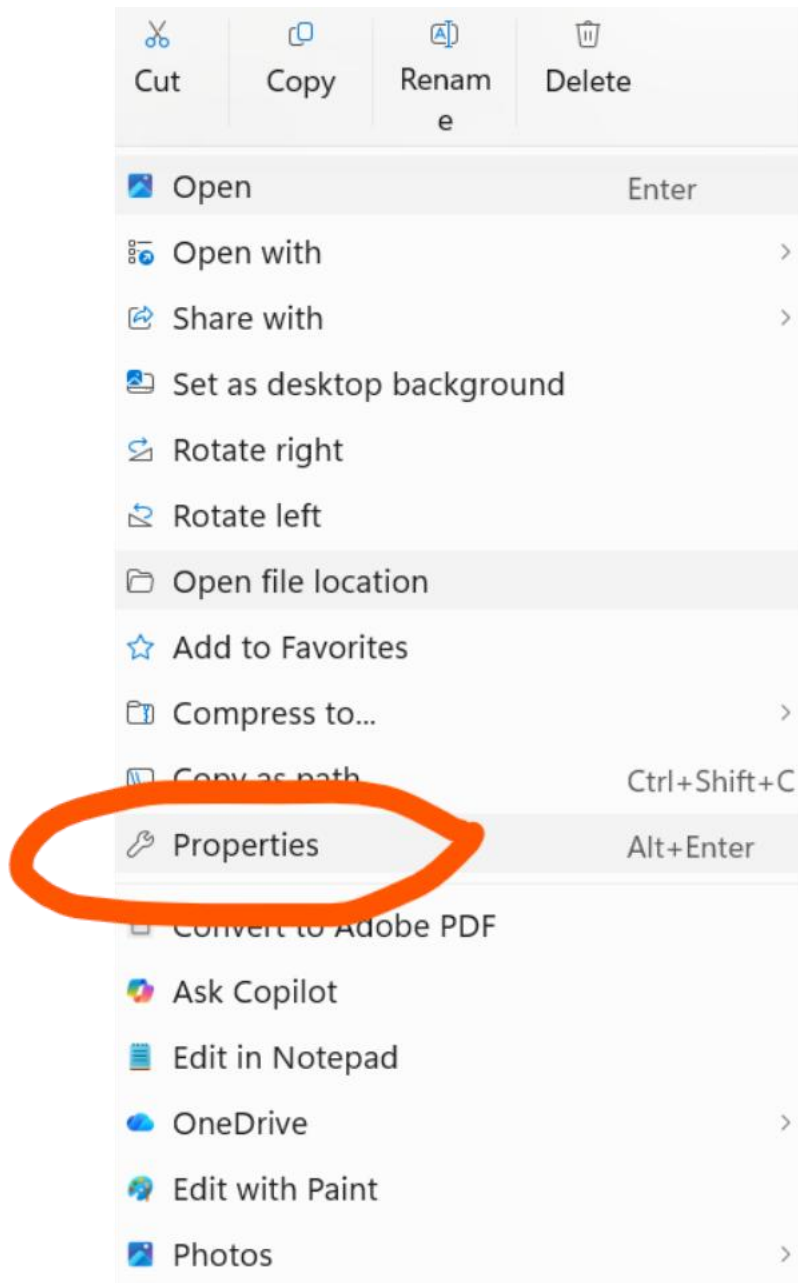
When your happy with how the Preview scan looks select the **Scan** button and each item will be scanned separately. Depending on the settings, each scan may take one minute to complete. The images will be saved to the location selected earlier in the Folder field.
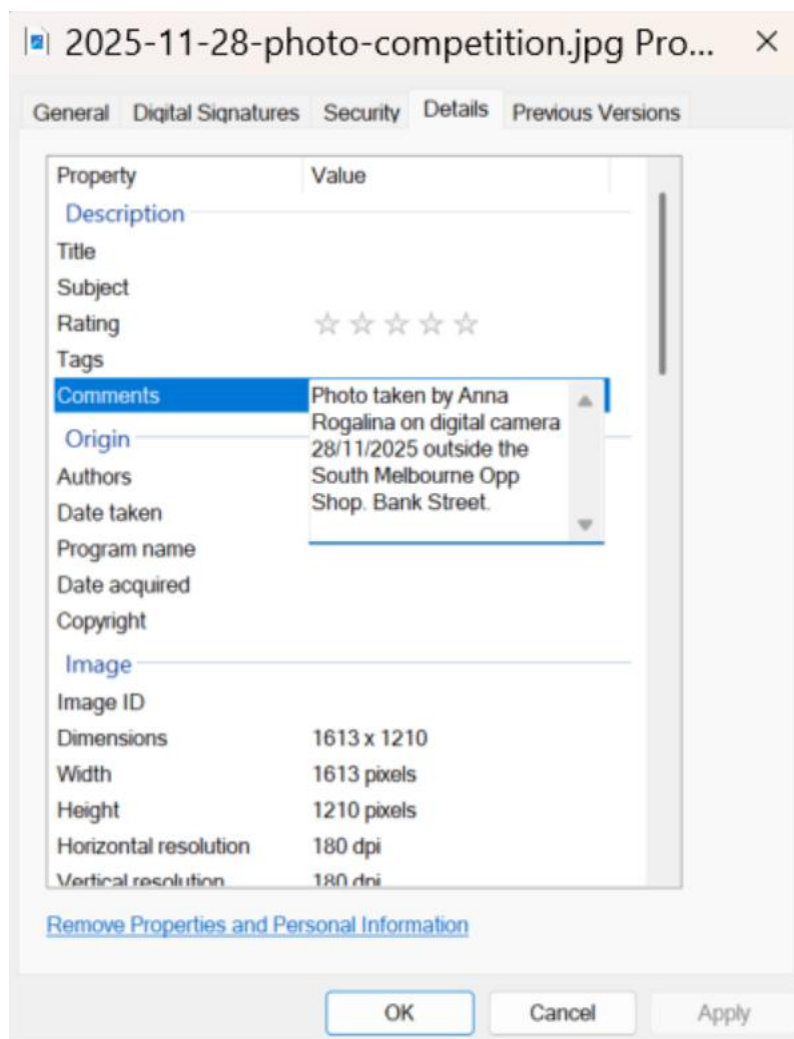
13. Check your saved files.

On the computer desktop, double-click on **This PC**. On the pop-up window, select your USB. Your scanned images should be saved there. Open the files and check you are happy with the result. Close the file when you have finished.

124. Describe your files with metadata

Right-click on one of your finished files and select **Get Info (Apple)** or in Window as shown below.

In the **Comments** (Apple) or **Details** tab (Windows) section, add the "Who, What, Where, and When" of your file - who took the picture, who is in the picture, when it was taken, where it was taken, etc.

14. Eject your USB
In the bottom right corner of the screen, click on the Eject icon.

If you have finished using the computer you can now log out by selecting the Finish button.
Don't forget to take your photos and USB with you!
Any files saved to the desktop are deleted when you log off for your privacy and security.

15. Share a copy with others (optional)
If your images relate to a local building, place, event or story e.g. festival or streetscape we'd love to help preserve and share them through our online Community Collection via our submission form. Chat with Heritage Centre staff about licencing to do this.

PORT PHILLIP HERITAGE CENTRE

The Port Phillip Heritage Centre is here to help you be the best memory keeper you can be. We provide training and materials for anyone wanting to create oral history interviews, photographs, or other records of their neighbourhoods, families, and communities. Come to meet us at one of our free programs or workshops including our monthly Scan and Save Workshops to learn more about Port Phillip's rich history and how you can be part of preserving it.

PLEASE BE IN TOUCH!
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Make an enquiry or appointment