

Using the Epson FastFoto

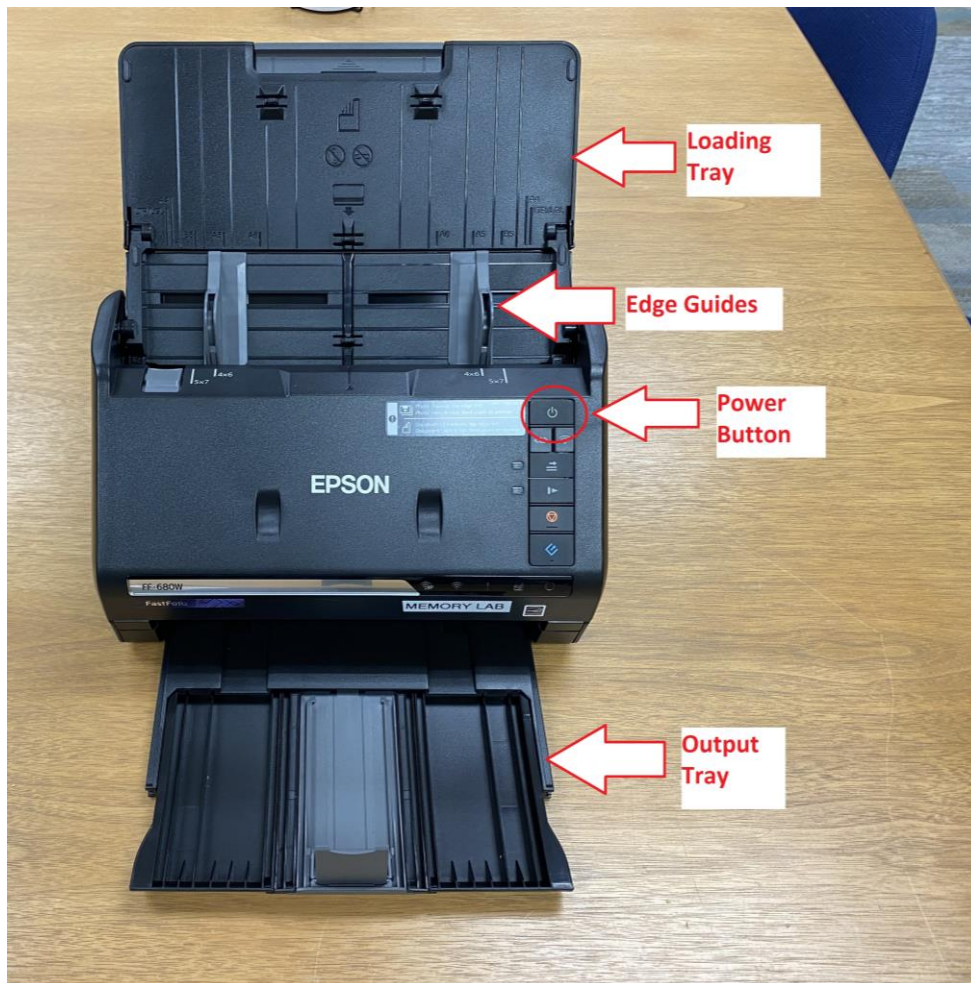
Scanning Photographs

The FastFoto is a great option for sturdy photos. We do not recommend the FastFoto for older, more delicate photos or damaged photos. Please use the Epson 12000XL scanner for those photos.

Please note the FastFoto can only save scans in .JPG or .TIFF formats.

Step 1: Prepare Scanner

- Power on scanner.
- Pull out loading tray and output tray if they are not already pulled out.



Step 2: Prepare Photos

- Organize physical photos by subject, date, event, etc. Once organized to liking, sort by size. Make sure your photos are not stuck together. Remove any dust or adhesive from the photos.
- Load up to 36 photos, upside down, print side facing up, into loading tray. See figure A below. You can scan 4"x6" and 5"x7" photos in the same batch, but they must be grouped by size. All other sized photos should be scanned in batches with photos of the same size.
- If you are scanning Polaroids or Panoramic photos, please scan those one at a time.
- Once photos are loaded, slide the edge guides to fit your pictures. See figure B below.
- If you have more than 36 photos, or photos of different sizes in the same group, you will need to do these in batches.



Step 3: Open Epson FastFoto

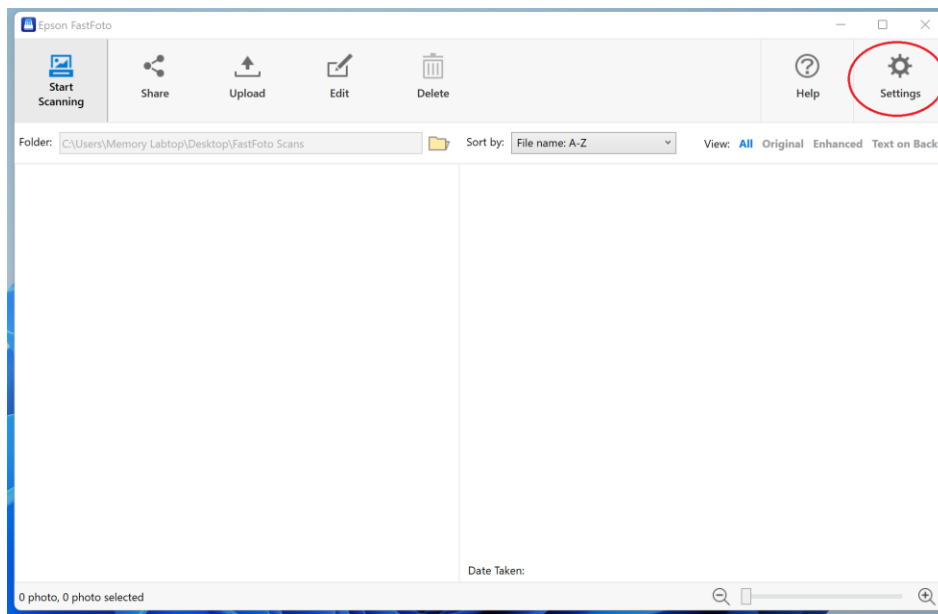
- Open the **Epson FastFoto** Software located on the desktop.



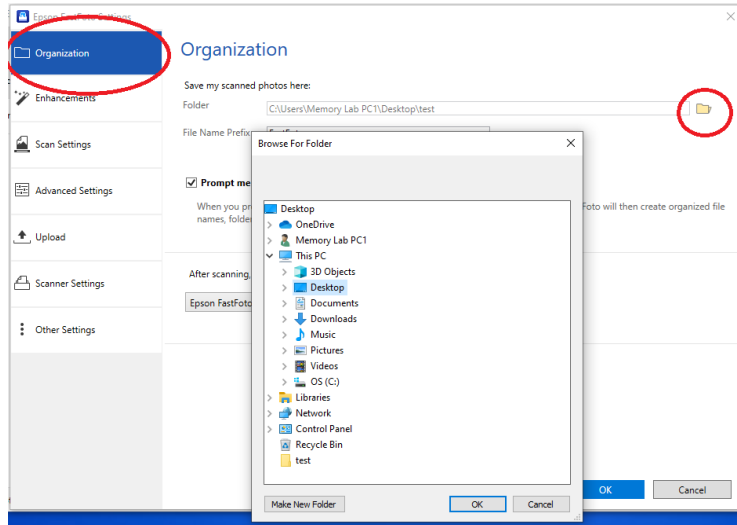
- Connect your **flash drive** or **external hard drive** to the computer by USB or USB-C.

Step 4: Settings

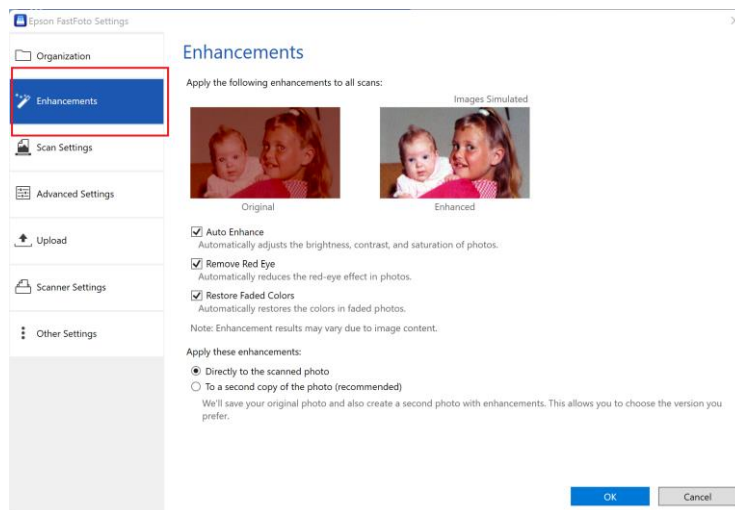
- Once the software is open, click on the **Settings** option on the top right.



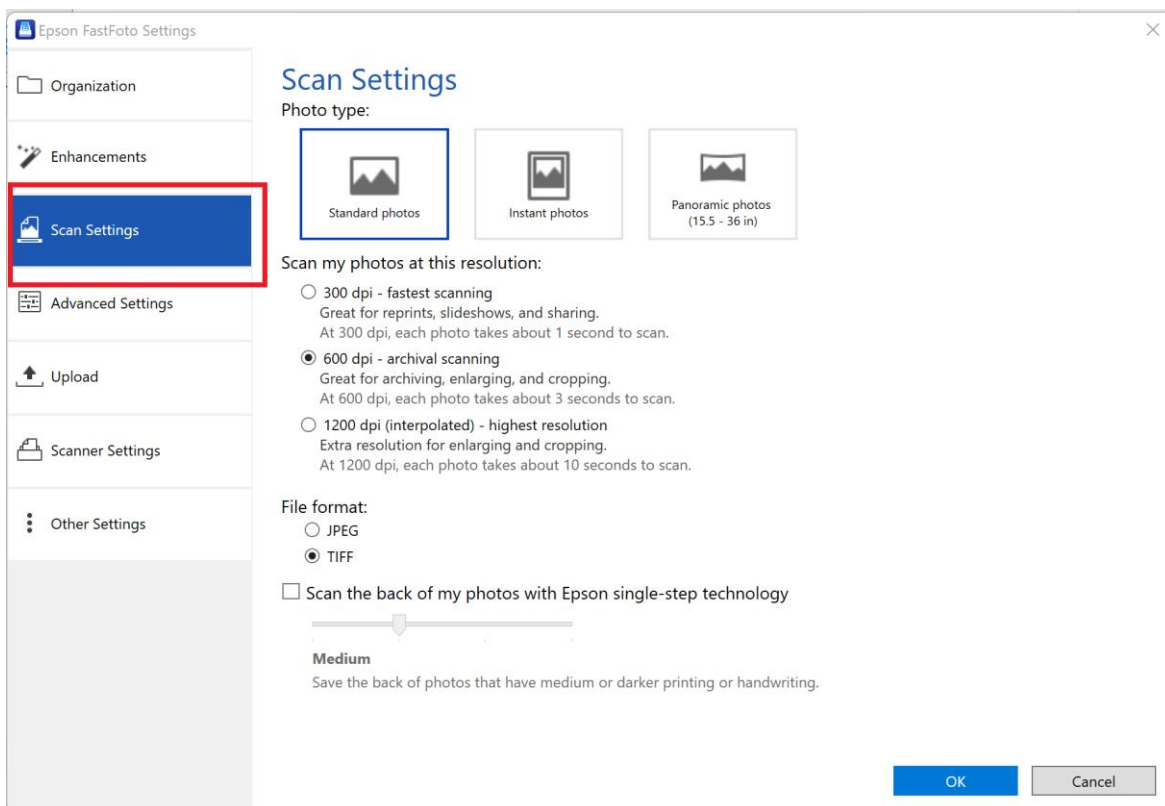
- Click on the **Organization** option on the left panel. Once on the Organization screen, click the folder icon on the right of the screen and select your **USB** or **External Hard drive**. Click “Ok” once you’ve selected the correct place to save your photos. See figure below for help.



- Select the “**Enhancements**” tab on the left panel. Select what enhancements you would like. Enhancements automatically edit your photos.



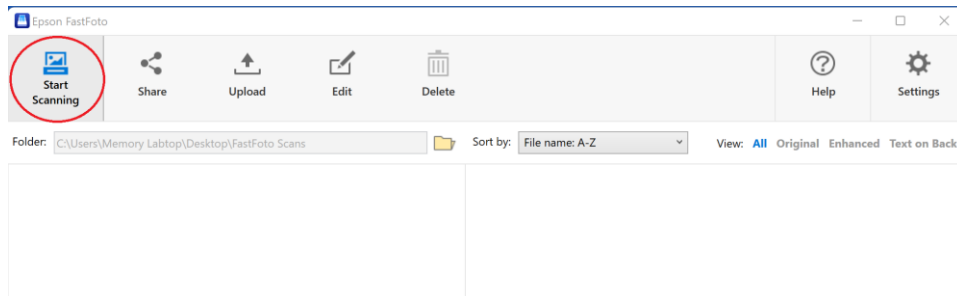
- Select the “**Scan Settings**” in the left panel.
- You can decide other setting as you prefer. If you are not sure, we recommend the following:
 - Photo type: **Select the appropriate type**
 - Resolution: at least **600 DPI** for photos
 - File Format: **TIFF** (for archival quality; better for printing and editing) or **JPEG** (for sharing online)
 - Scan the Back of My Photos: Select this option if you have important notes on the back of your photos. This will scan the back of the photos as a separate file.



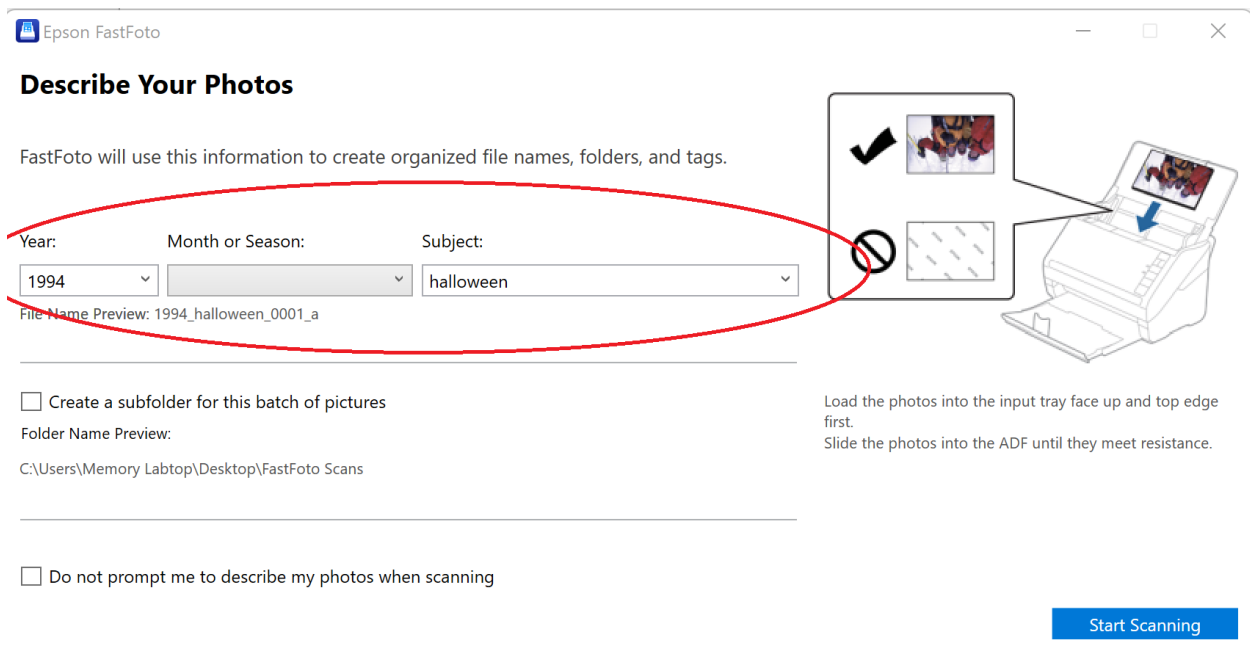
- Click ok to close the settings window.

Step 4: Scanning Photos

- Start scanning by clicking “Start Scanning” on the top left.

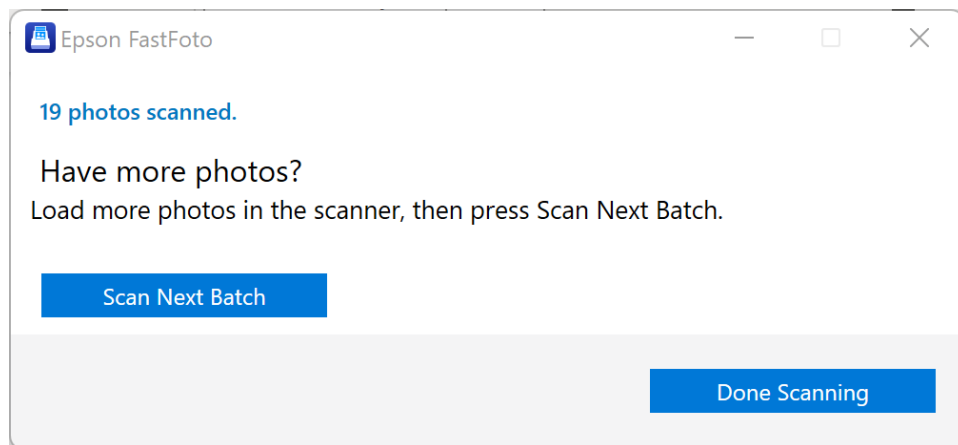


- You will get another window asking you to **describe your photos** for the file name. Please enter as much or as little information as you would like to create your file name for this batch of photos.
- You can select the “**Create a Subfolder**” option if you would like this batch of pictures to have it’s own folder in your USB or External Hard Drive.

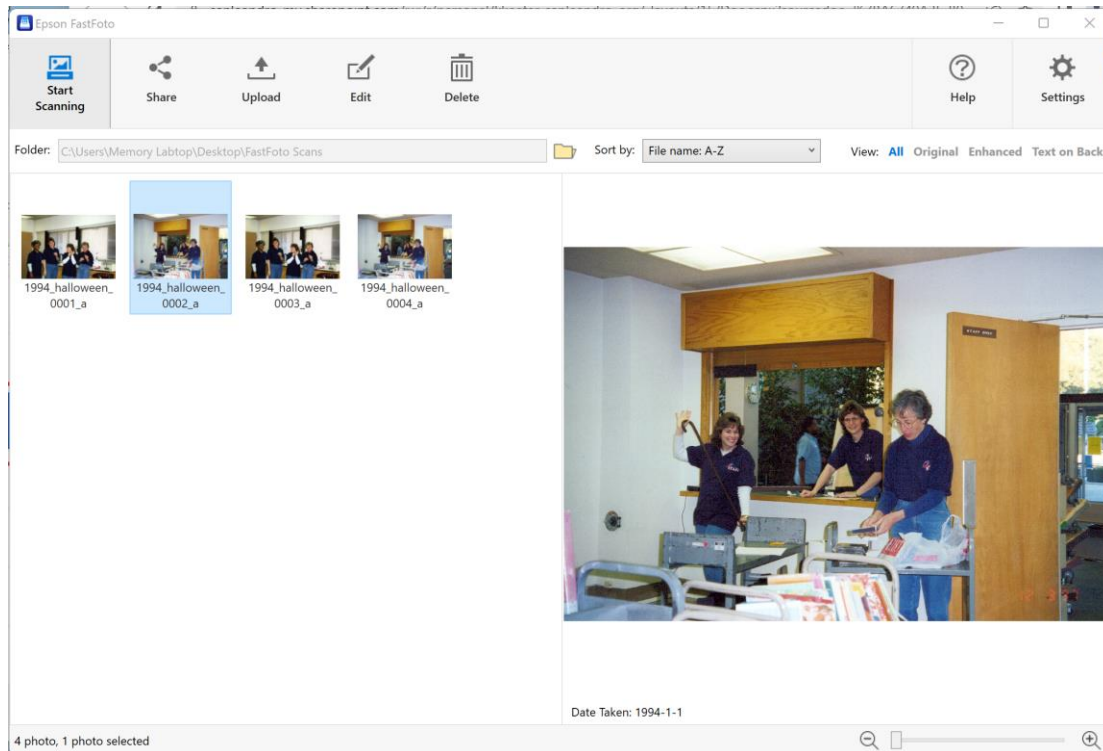


- Click “Start Scanning.”

- After the scanner is done with this group of photos, you will get a window asking if you have more photos as part of this group.

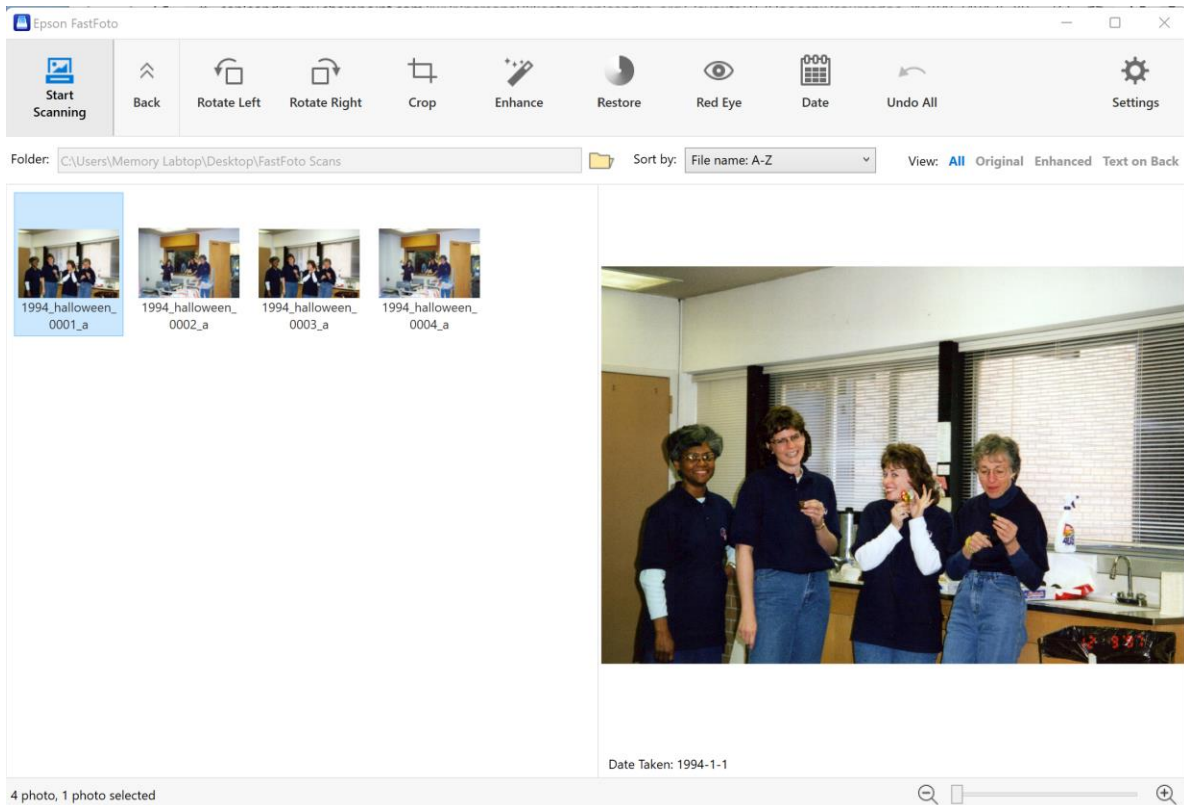


- If you have more as part of this group of photos, load them and click “**Scan Next Batch.**”
- If you are done or would like to start working on a different group of photos, select “**Done Scanning.**”
- If you select “**Done Scanning**” you will be taken to the screen pictured below. Your photos will appear on the left side. You can easily access and view each photo.



Example of photo review page.

- **Optional:** You can do some very basic editing by selecting “**Edit**” above your previews. You can select pictures and rotate, crop and do basic color corrections.



Example of what the editing screen looks like.

- **Optional:** There is the option along the top to **“Upload”** your scans. This option allows you to upload your scans to either Google Drive or Dropbox and will require your personal login.
- If you have another batch of photos from a different group to scan, go through the **“Settings”** again to make any adjustments. Once your settings are to your liking, click **“Start Scanning”** on the top left. Make sure to adjust the file name as appropriate before you begin scanning the new batch.
- If you are finished, close the FastFoto program and power off the scanner.
- Do not forget to eject your **flash drive or hard drive** and your **photographs**.