



# Preservation Station

## Photos & documents

Sunshine Coast Libraries

Tech Savvy Seniors Queensland

## Set up scanner (1)

Connect the scanner as shown.



USB cable  
(to laptop)

Power cable  
(to power point)

Plug the power cable into a power point, and the USB cable into the laptop.



Check that the rear locking switch is unlocked.



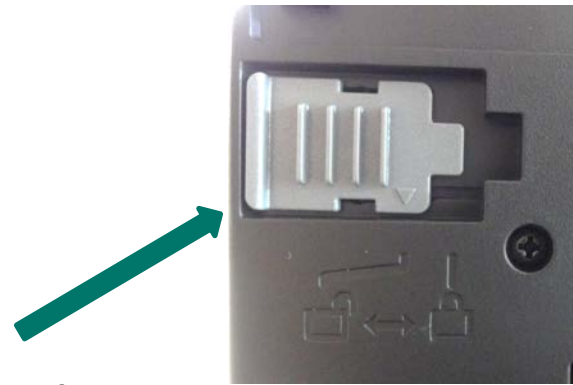
## Set up scanner (2)

Lift scanner lid.

Check that the internal locking switch is unlocked.

Check the document pad is firmly inserted into the scanner lid (the pad slides into four slots).

Press the power button to turn the scanner on.



## Preparing to scan

Put photos or documents face down on the scanner.

Items do not need to be in any particular place, however it is best to keep them as straight as possible.


Ensure that the item is entirely on the scanning area (the glass surface).

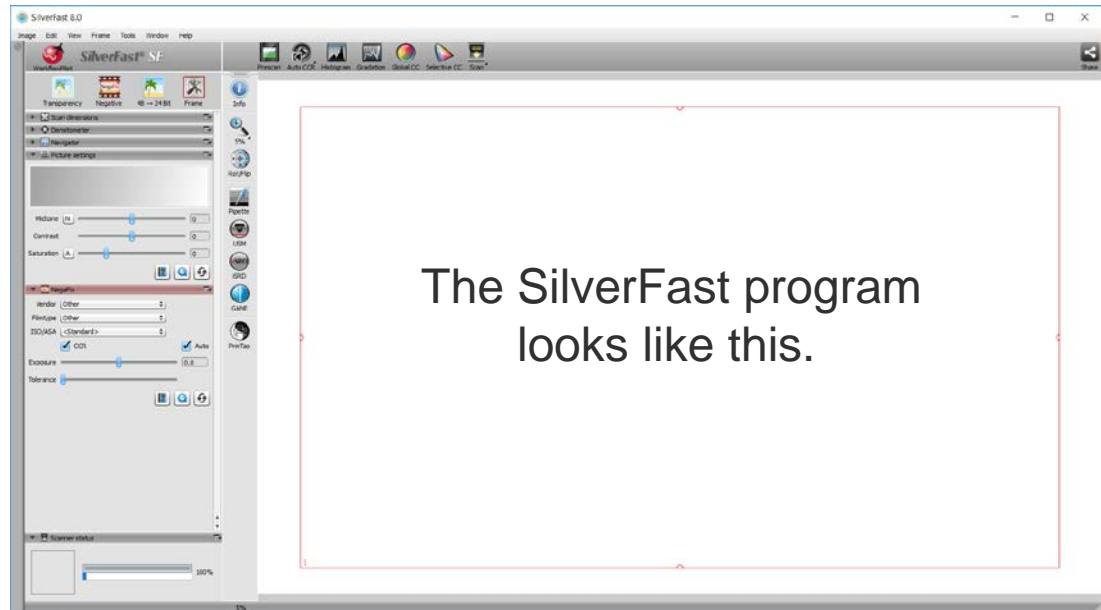
Close the scanner lid gently.

Connect your external storage device to the laptop.



# Open SilverFast

SilverFast is the program for scanning photos or documents.  
Double click on the icon to open the program.   
Click on Start.

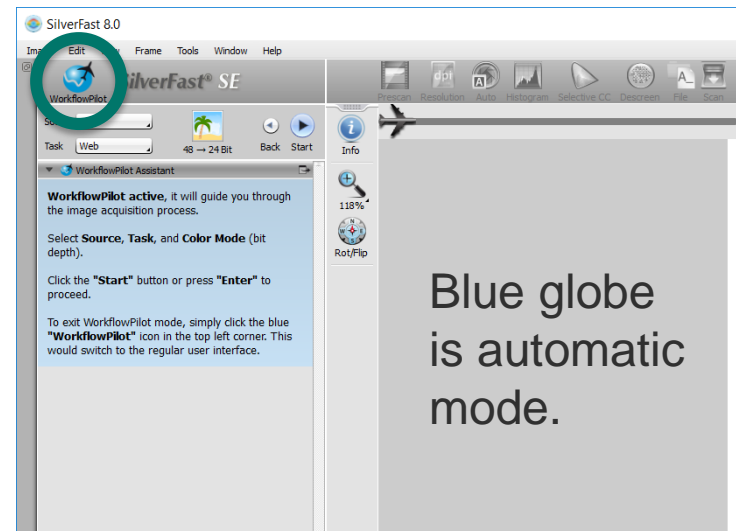
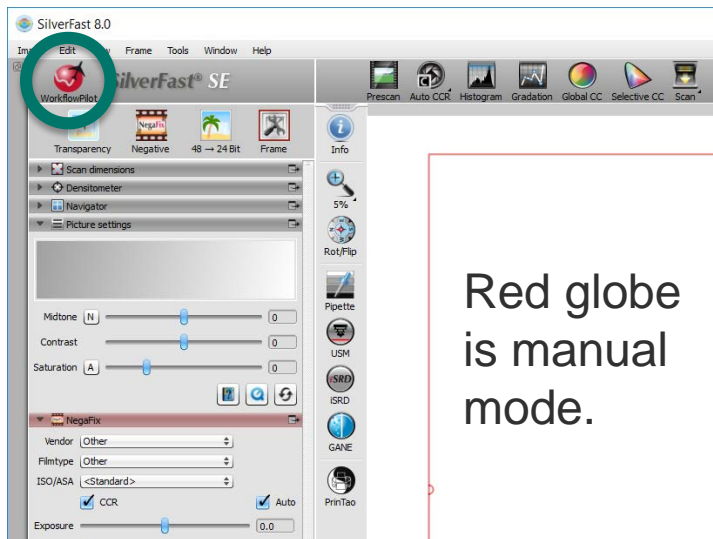


# SilverFast


SilverFast has an **automatic mode** and a **manual mode**. Clicking on the blue or red globe in the top left corner switches between the two modes.

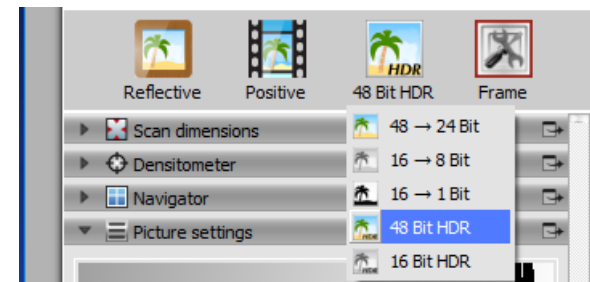
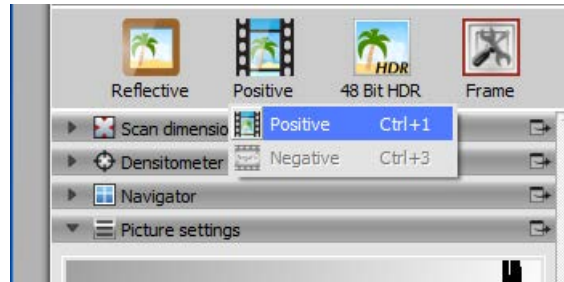
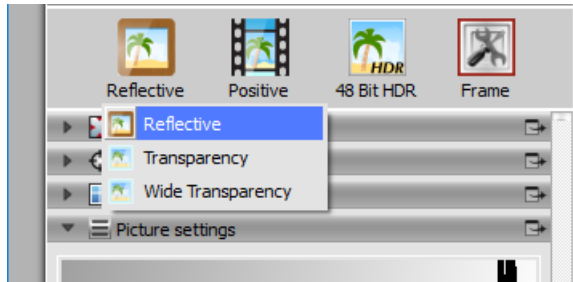
When checking and changing settings in SilverFast, it is best to work from left to right, and top to bottom.

For photos and documents, use SilverFast in the **manual mode** (red globe).

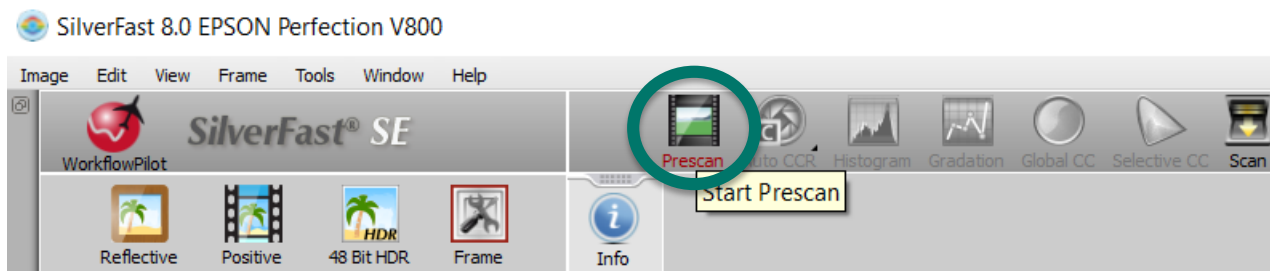


## Scanning (1 – settings)

Under the red globe, click each icon and select these settings from the drop down menus. 



Click *Prescan*.



## Scanning (2 – prescan)

A prescan of your item will appear in SilverFast.

Adjust the red frame around the area you want to scan by clicking and dragging the corners and/or sides.

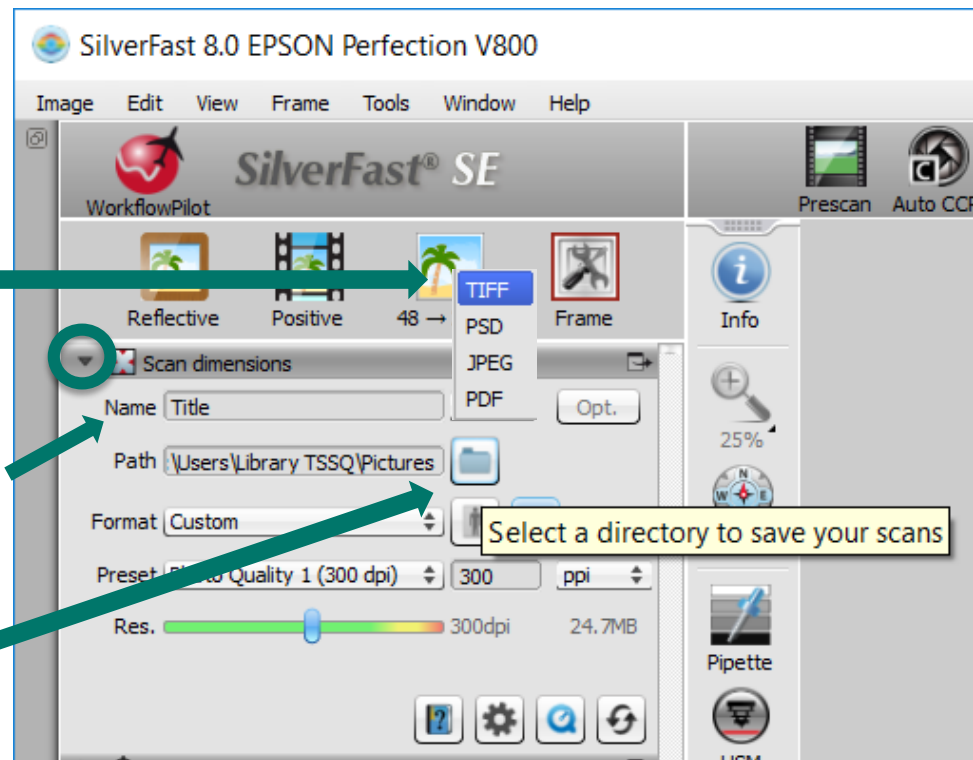


If the item is crooked, click and drag the semi circles on the red frame to adjust/straighten.



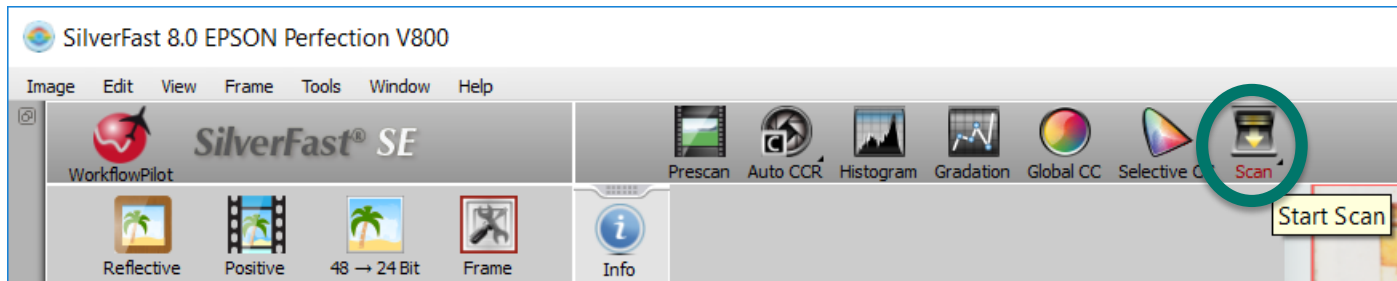
## Scanning (3 – saving)

- Click on the small arrow next to *Scan dimensions* (circled below).
- Select your preferred file type from the drop down next to *Name* (TIFF will produce the best quality results).
- Type your desired file name in the box next to *Name*.
- Navigate to and select your external storage device from the folder icon next to *Path* (it is likely to be drive E).

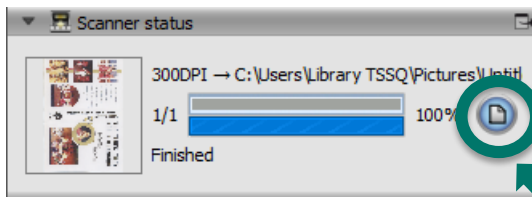


## Scanning (4 – final scan)

Click on *Scan*.



The scanner will perform the final scan of the item and save it in your chosen location.



When the scan has finished and the file has saved, you will see this in the lower left corner of the screen.

Click on the file icon and it will open the file.

Congratulations! You can now scan your next item.



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