

# Digitizing Photos (FastFoto Scanner)

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MCPL MEMORY LAB

*The Memory Lab is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.*

# Getting Started

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Welcome to the Memory Lab. Review the next few pages to introduce yourself to the equipment and software you will be using. Then, you will begin the do-it-yourself digitization process.

Before beginning, please make sure you brought everything you need:

- Photographs
- Storage device such as a USB drive or external hard drive (or cloud storage)

The Memory Lab can digitize documents as well as photos in the physical formats of photo prints, slides, and negatives of various sizes.

*These are the instructions for using the **Epson FastFoto** scanner to digitize photos. Review the other instructions provided if you would like to digitize documents with the FastFoto scanner. It's recommended that fragile or oversized photos are digitized using the flatbed scanner.*

# Getting Started: Equipment and Software

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Epson FastFoto Scanner: The FastFoto-680W is what will be scanning your photos. The material(s) you are scanning should be placed in the upright input tray. Carefully review pages 7-9 to learn more about preparing and loading your materials.



Epson FastFoto: The software used to scan and edit images.

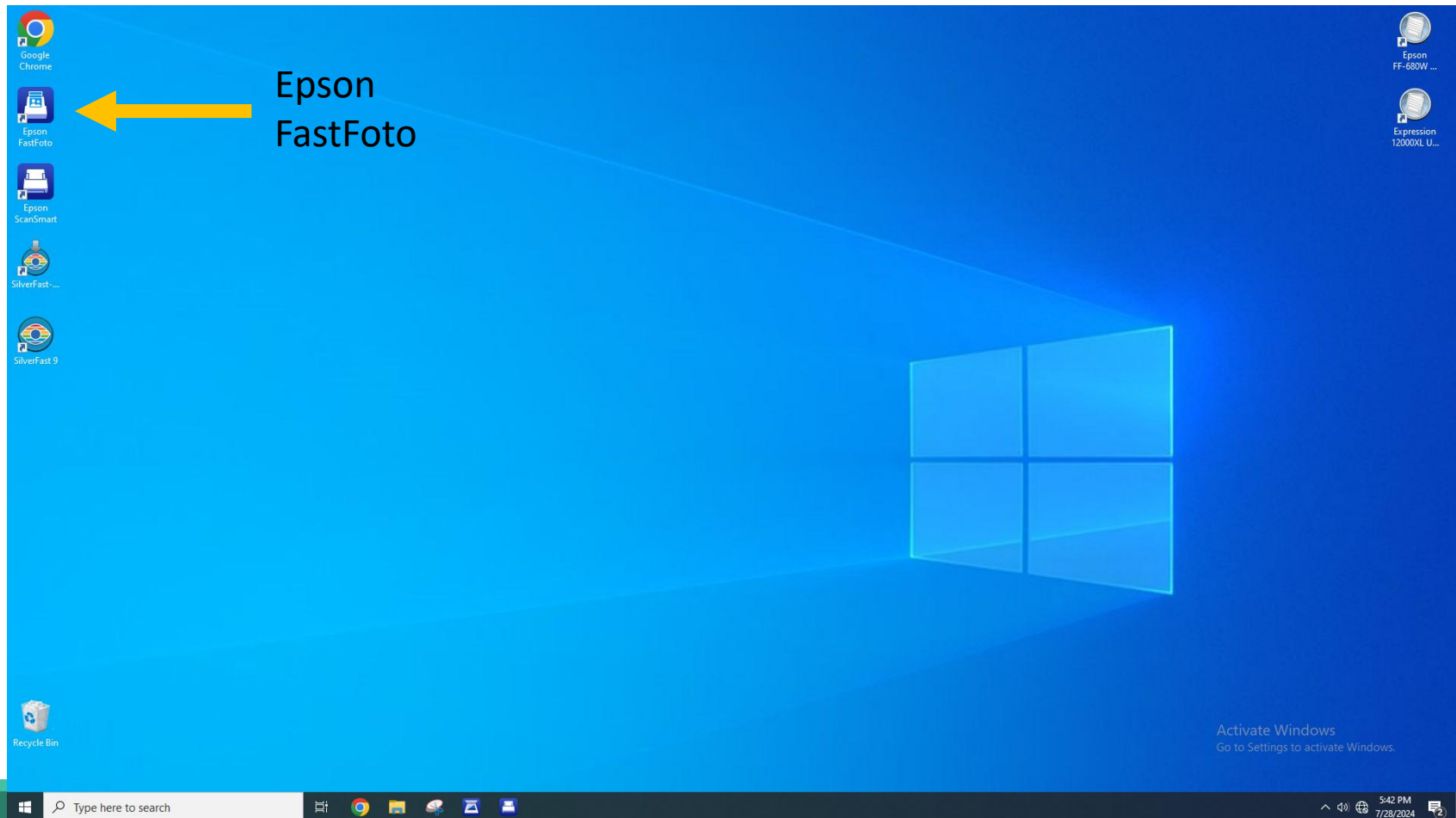


File Explorer: File Explorer is the file system for Windows. This is where you can find your storage device and files after scanning. The icon looks like a yellow file folder.

The desktop location of the programs is on the following page.

# Getting Started: Desktop Screen Guide

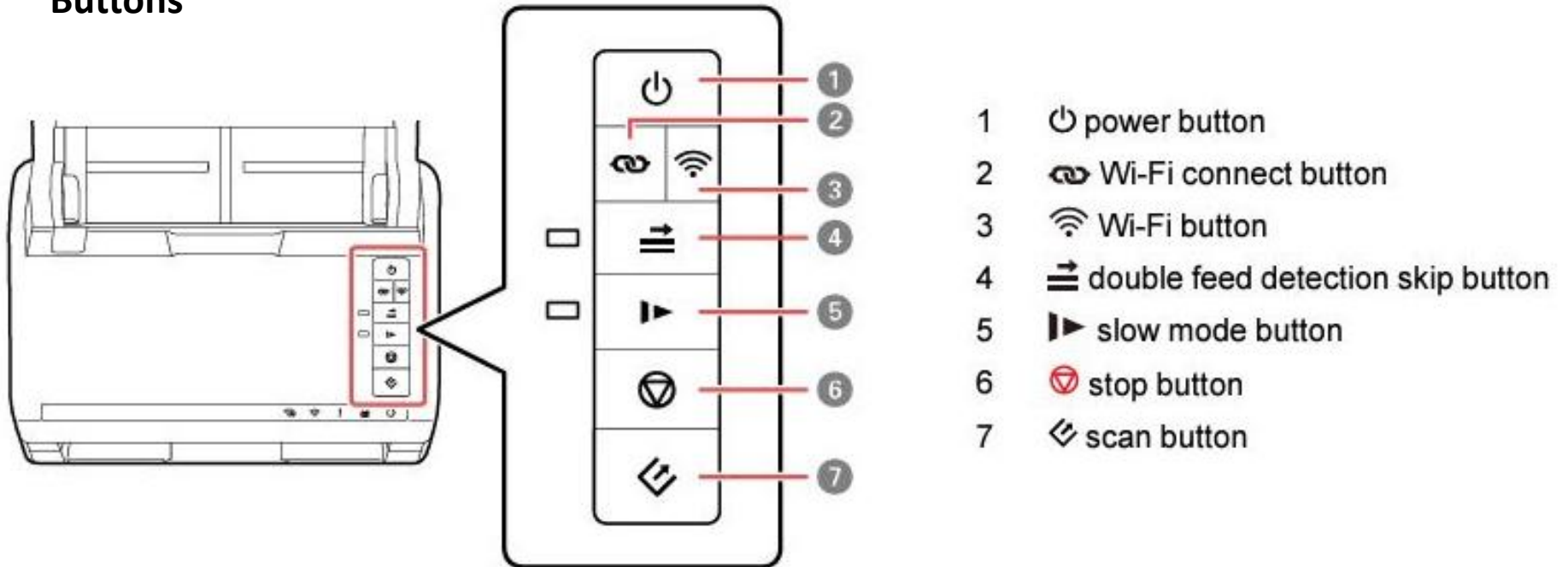
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# Getting Started: Equipment

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## Buttons



# Overview of Digitization Process

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Now that you are aware of the equipment and software you will be using, you are ready to digitize your photos.

The digitization process is broken down into two parts:

1. Scanning your material: During these steps, you will turn on the scanner, place your materials in the input tray, and use the FastFoto software to scan your photos. You may repeat these steps if you wish to scan multiple items.
2. Finishing up: During the final steps, you will have a chance to view your scans and transfer them to your storage device. You will also close the software and eject your storage device from the computer.

# Getting Started: Preparing Your Photos

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## **Before scanning, organize and clean your photos.**

- Remove any dust or adhesive from the front and back of your photos to avoid marks on the scanned copy and prevent jamming.
- Organize your photos into batches – you can arrange by subject, date, location, etc. You can give each batch of photos a custom file name as you scan them.
- When possible, group your photos by size and landscape orientation (i.e. all 5 x 7” photos in portrait orientation grouped together).
- Flatten curved or warped photos or scan fewer at a time to prevent jamming.
- If you are scanning small, delicate, or irreplaceable photos, we recommend you scan them in the flatbed scanner instead, or ask at the front desk for the *carrier sheet*.
- Fan the stack of photos to separate any photos that may be stuck together.
- Scan polaroid or panoramic photos one at a time.

# Getting Started: Loading Your Materials

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1. Press the power button to turn on the scanner.
2. Extend the input tray. If scanning panoramic photos, extend the gray paper support.
3. Extend the output tray and raise the stopper to catch the scanned photos. Adjust its location to fit the size of your materials.
4. You may now load your materials into the input tray following the directions on the next page.



# Getting Started: Loading Your Materials

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1. Slide out the edge guides.

2. Load the material:

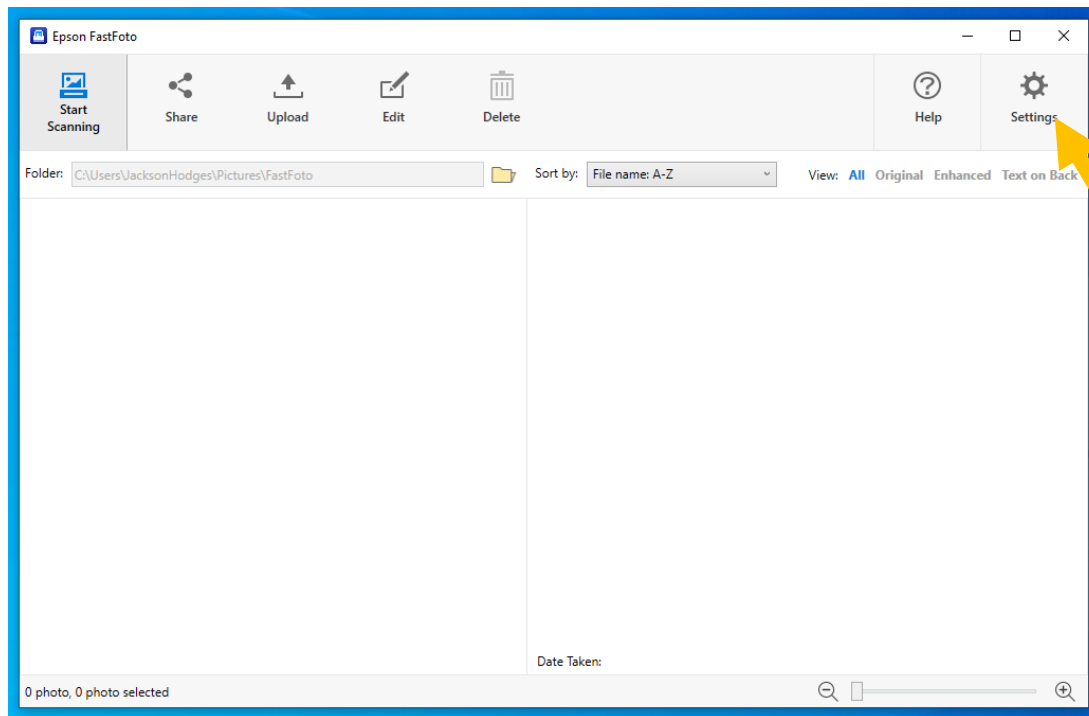


**Load up to 36 photos in a single batch, faceup.**

- For landscape-oriented photos, load the top edge of the photo first. For portrait-oriented photos, load one of the long edges first to scan faster and prevent skew (or crookedness) during scanning.
- If you load 4 x 6" and 5 x 7" photos in the same batch, align the photos in the center and place the smaller photos on top. Load polaroid or panoramic photos one at a time
- Do not load photos in the scanner while it is scanning.
- Do not mix photos and documents in the same batch.

# Software Settings

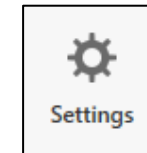
Before you begin scanning, take the time to make sure the correct software settings are applied by following these instructions.



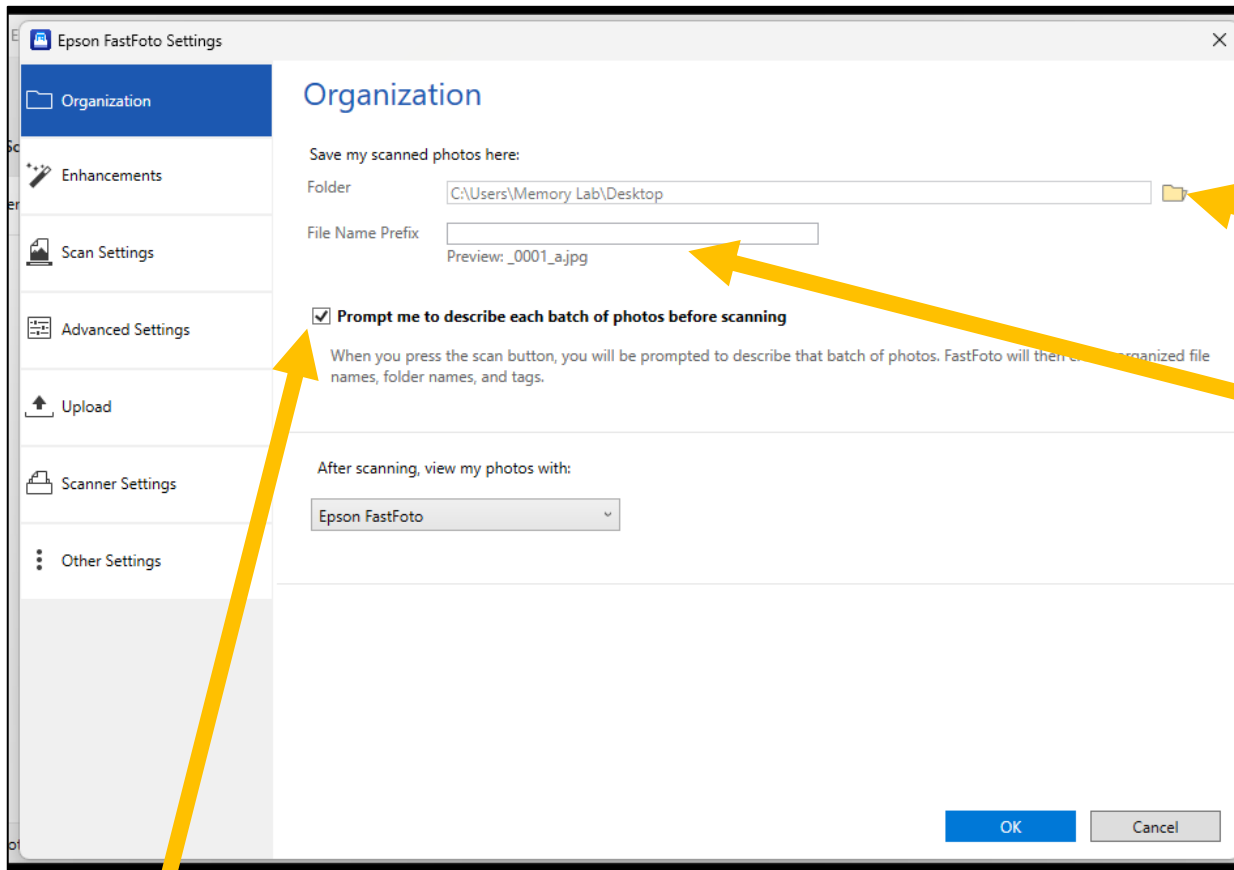
1. Click on the *FastFoto* icon to open the software.



2. Click on **Settings** in the top right corner.



# Organization Settings



**1. Determine where your image files are saved.**

Click on the *folder icon* and select your storage device.

**2. Set the File Name Prefix.**  
*(optional, but recommended)*

This will title all the images as a series with a set prefix, such as “2001\_Vegas\_Family\_Trip\_”

The files will be saved with sequential numbers following the prefix.

*Consider your desired naming format and be consistent.*

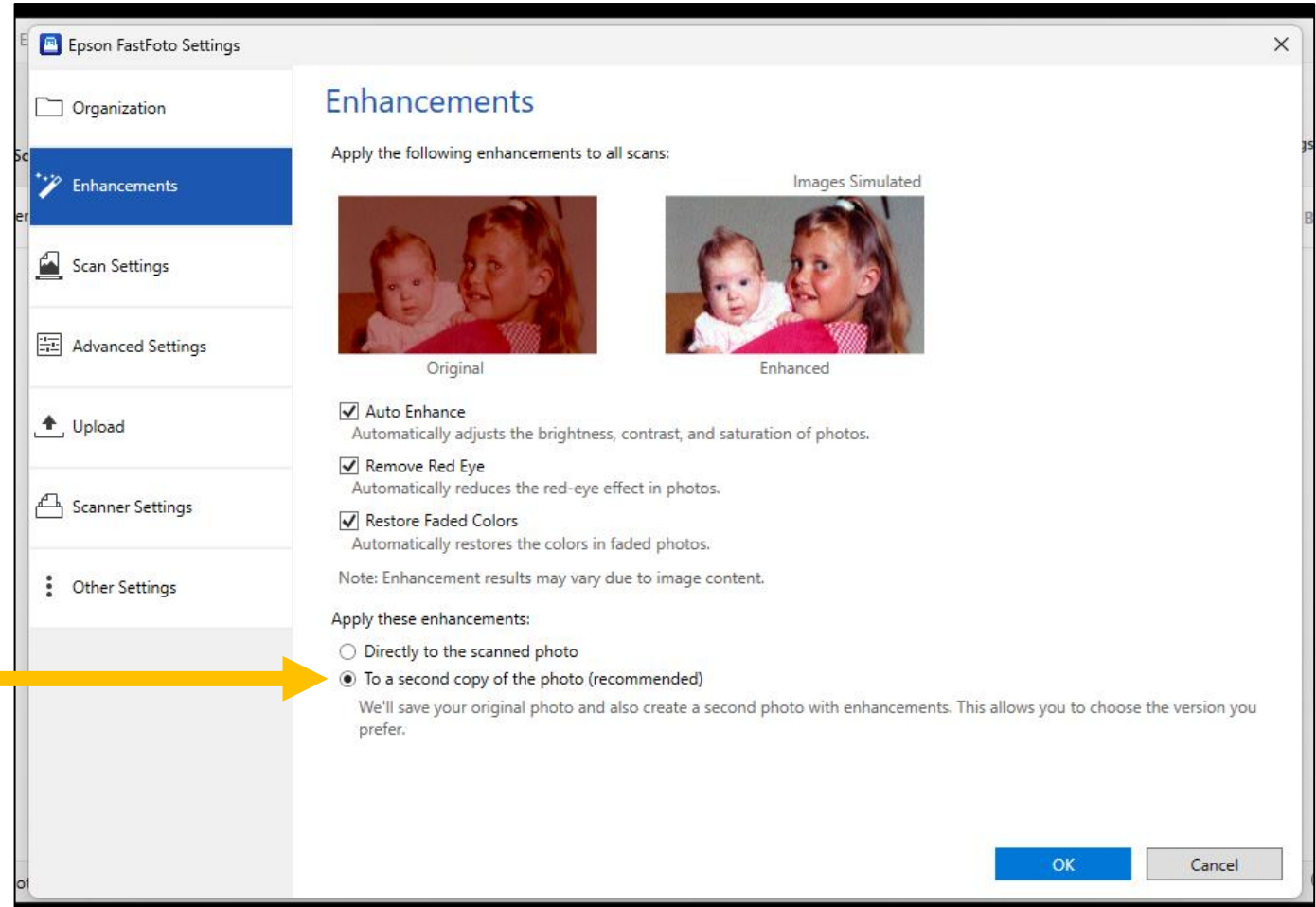
**3. Make sure the box for Prompt me to describe each batch of photos before scanning is checked**

# Enhancement Settings

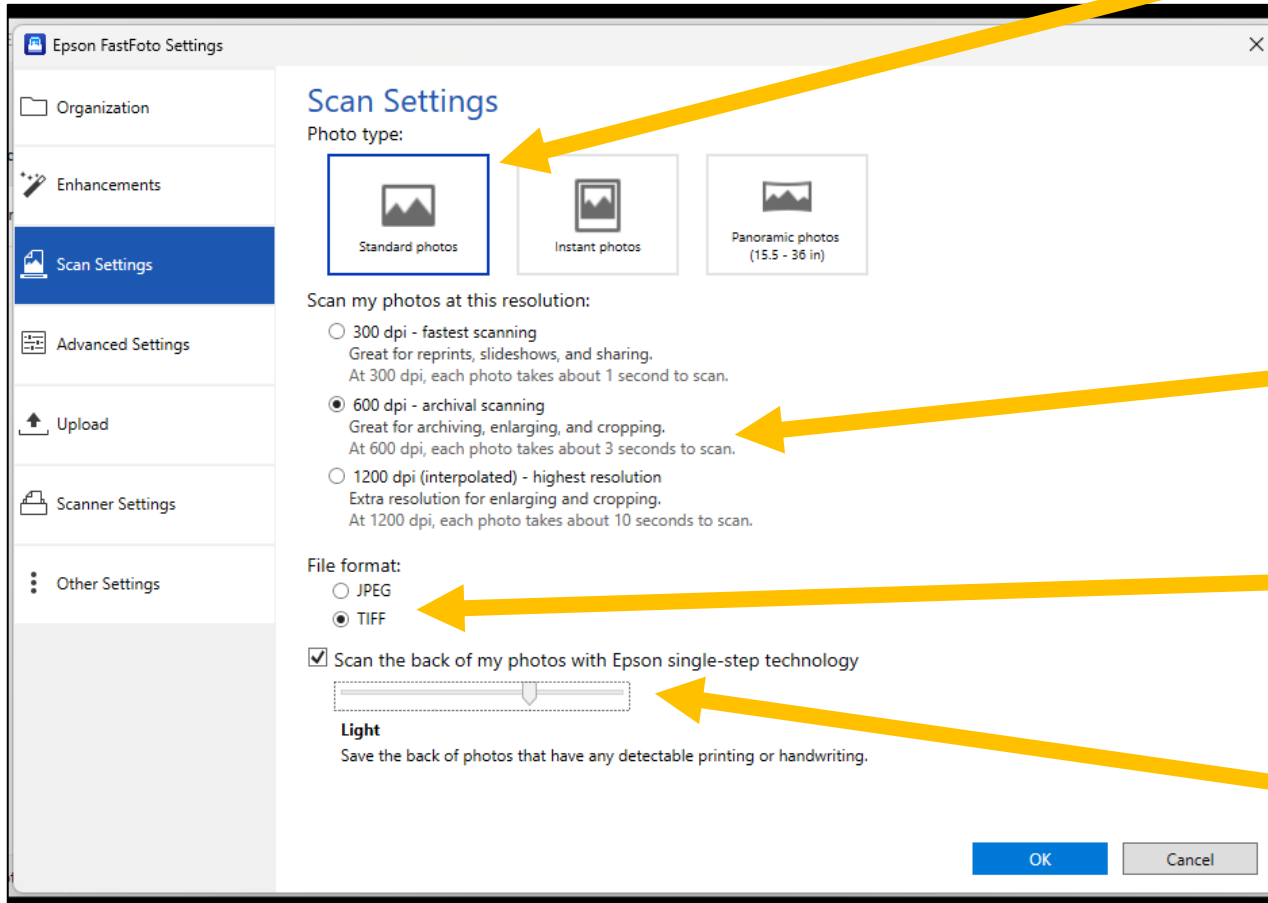
*Modifying these settings is optional.*

1. Auto Enhance
2. Remove Red Eye
3. Restore Faded Colors

Note: Under *Apply these enhancements:* select **To a second copy of the photo.**



# Scan Settings



## 1. Photo Type

*Recommended setting:*  
“Standard photos” for most photos. If you are scanning a polaroid or panoramic photo, select the appropriate option.

## 2. Resolution

*Recommended setting:* 600 dpi

## 3. File format

*Recommended setting:* TIFF

## 4. Scan the back of my photos

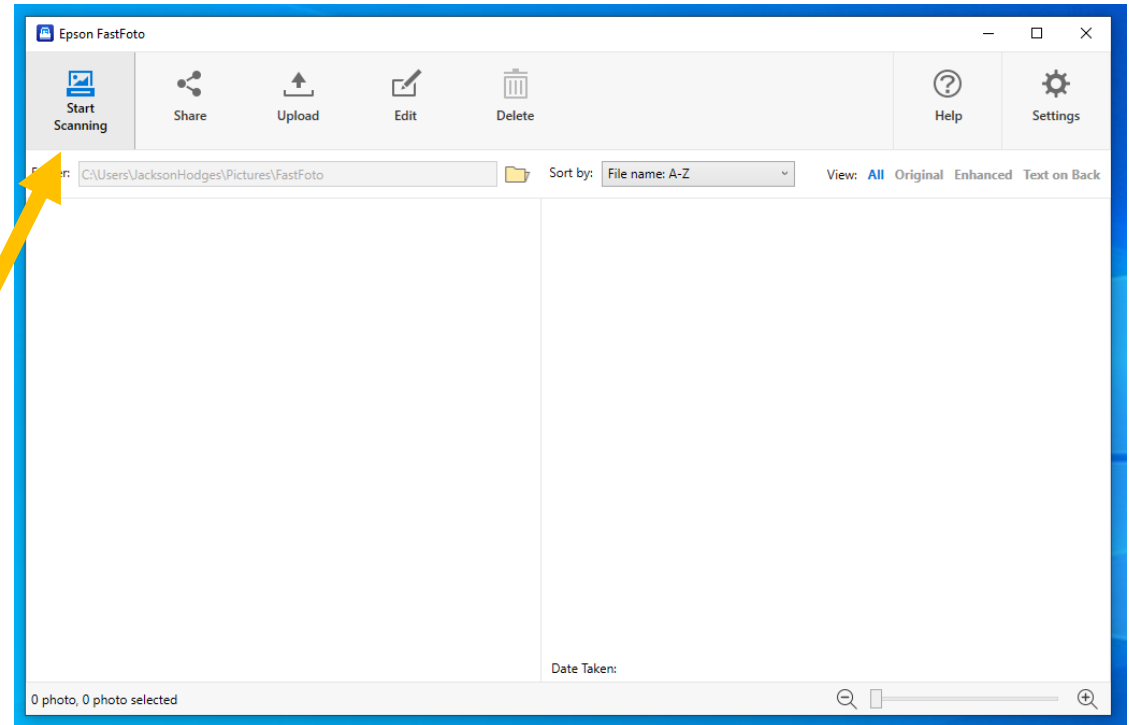
Check the box to scan the back of each photo. Use the slider to adjust it to your needs.

# Scanning Photos

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It is now time to digitize your photographs.

1. Make sure your photos are properly loaded in the input tray.
2. Make sure the output tray is extended.
3. When you're ready to begin scanning, click on **Start Scanning**.



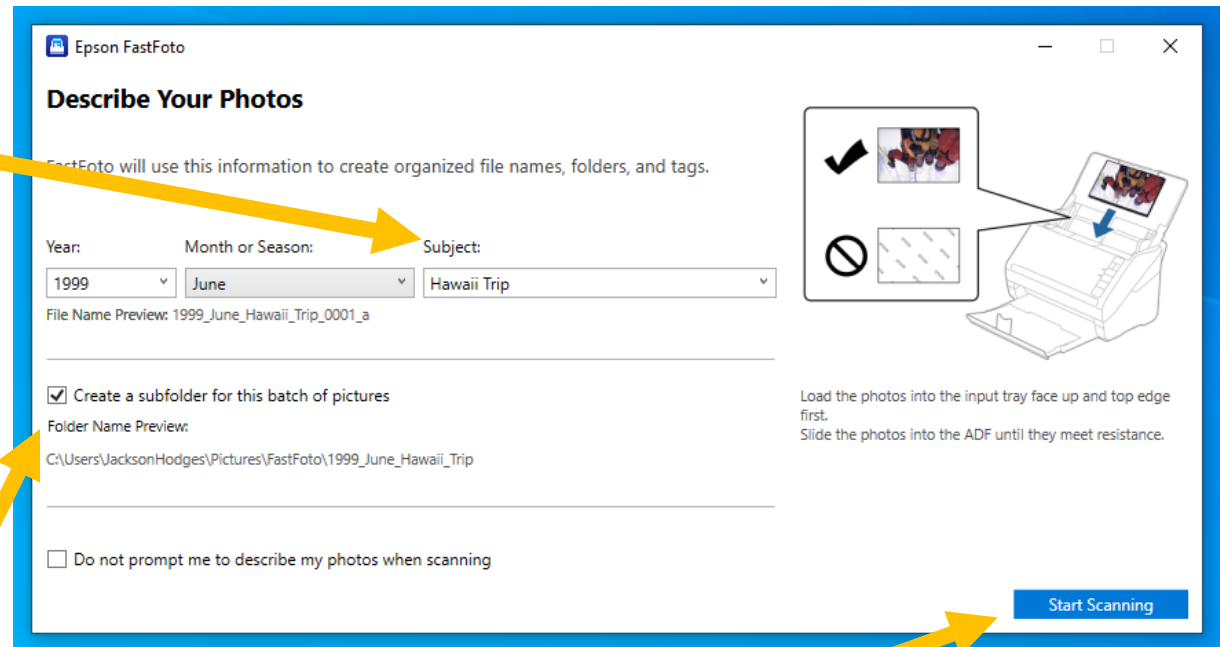
4. Describe your photos – *FastFoto* uses this to automatically name your image files and organize them into a specific folder.

Begin by entering a *Subject*. Select a phrase or title that describes the batch of photos. i.e. “Hawaii Trip,” “Smith Wedding,” etc.

Entering a *Year* and *Month or Season* is optional but it’s helpful to include when that information is known.

5. Make sure the box for *Create a subfolder for this batch of pictures* is checked.

6. Click on the blue *Start Scanning* button to begin.



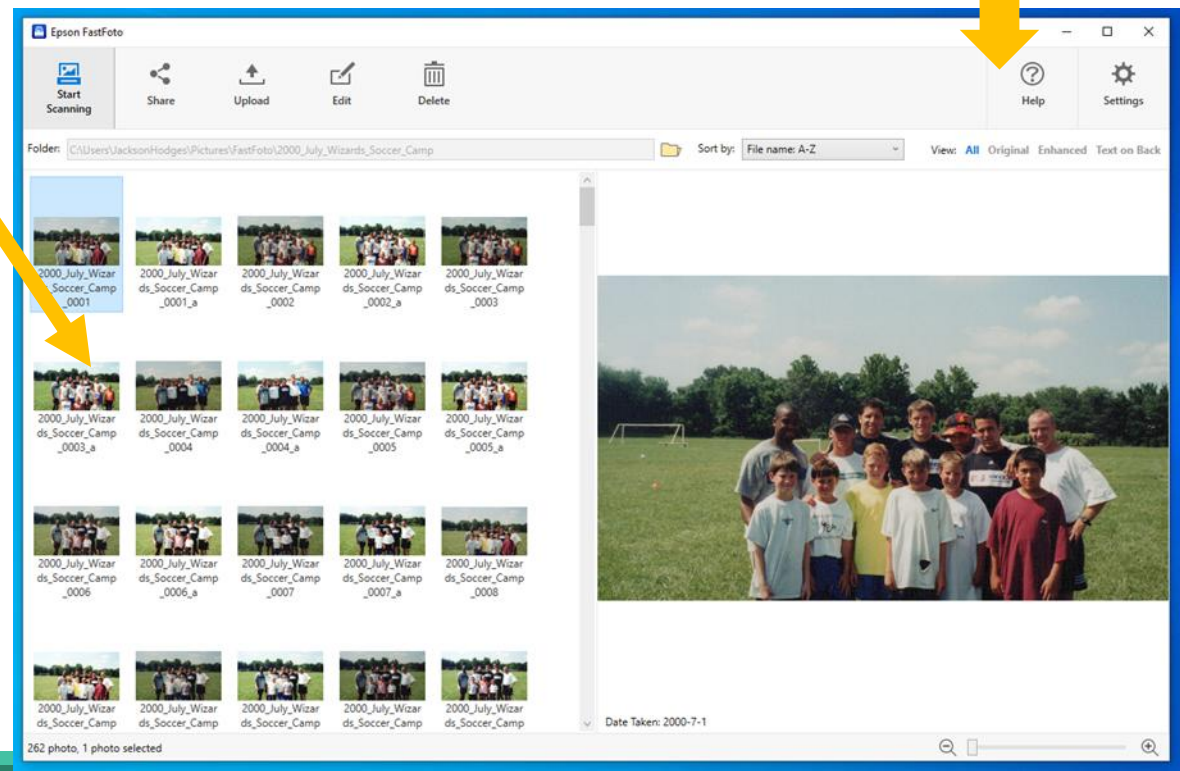
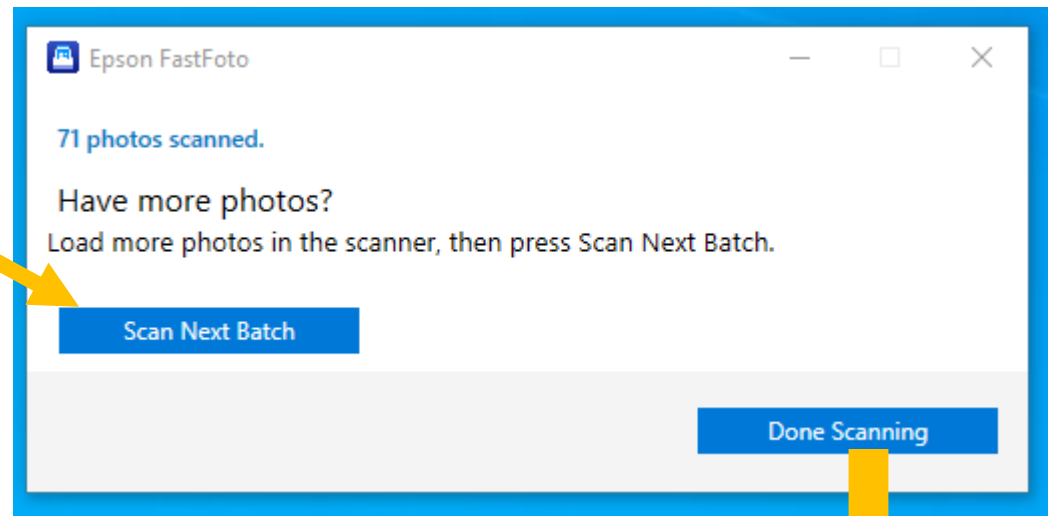
4. After each batch of photos, the software will prompt you to load more photos into the scanner, then press *Scan Next Batch*.

The software keeps a running total of photos scanned.

5. Once all photos have been scanned, click the *Done Scanning* button.

6. Thumbnails of your scanned photos are shown on the left. Click on each thumbnail to display it in the window on the right.

*Optional:* To edit your scanned images, click on the *Edit* button at the top to view and use the tools.



# Finishing Up

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Once your photos have been scanned, you are almost finished with the digitization process. You are now ready to transfer your scans by locating them in File Explorer. To upload your photos directly to *cloud storage*, go to page 21.

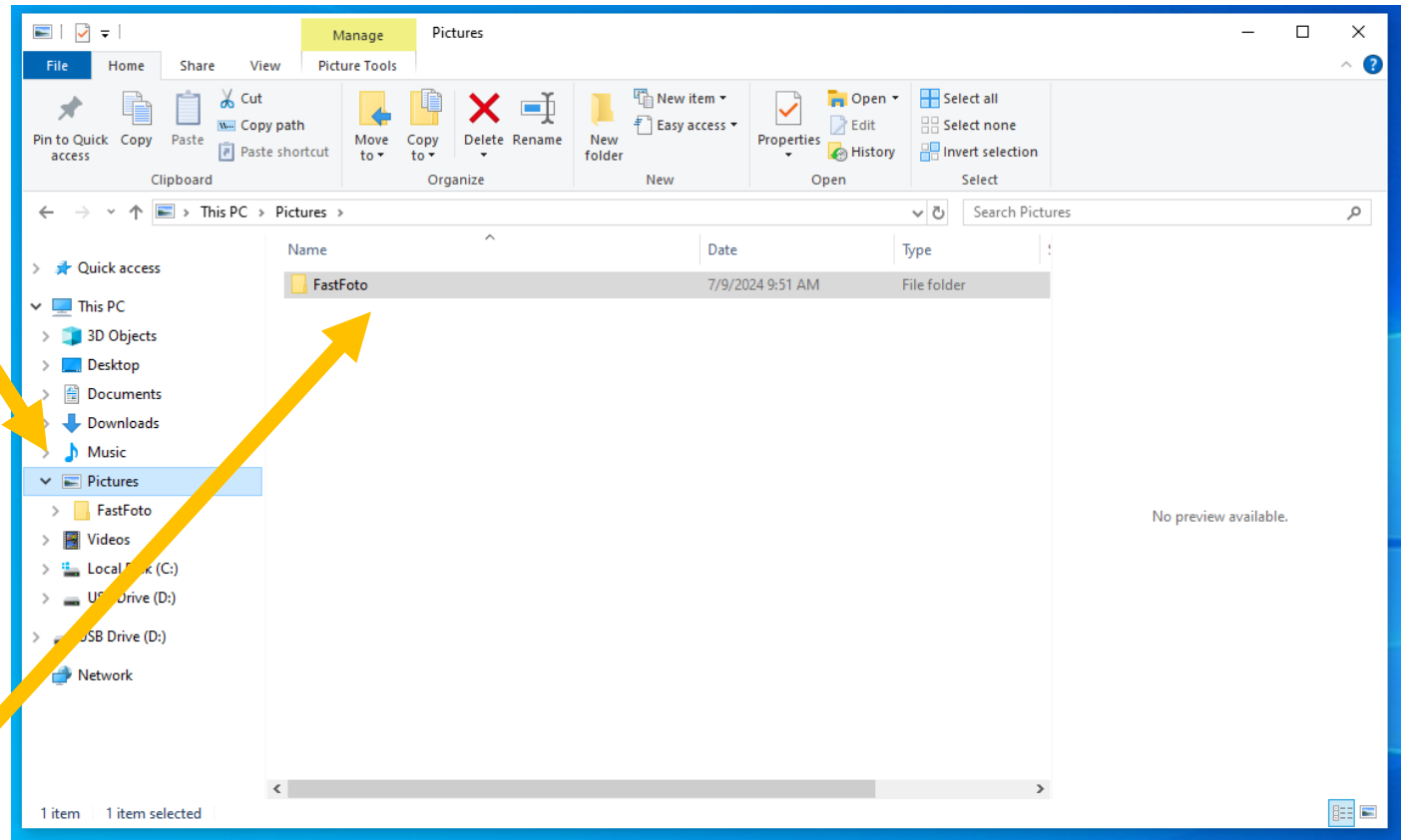
1. First, remove all your materials from the scanner's output tray. Do not close the FastFoto software.
2. Transfer your photos to your storage device using the following steps, if necessary.
3. Click the file explorer icon on the bottom toolbar. It looks like a yellow file folder.



4. When File Explorer is open, look the *Pictures* folder on the left side of the window.

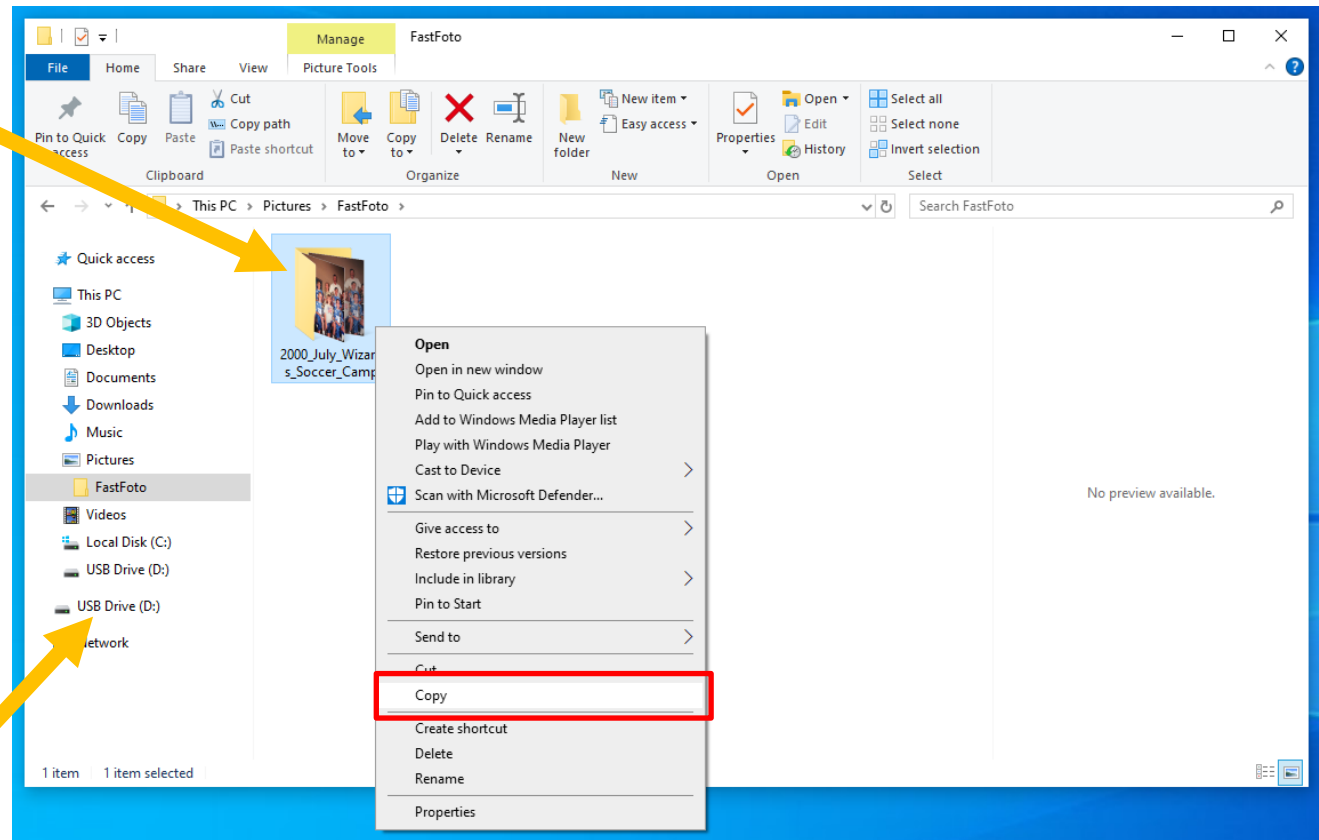
*If you modified the settings to save your files directly to your storage device, select it instead.*

5. Click on the *FastFoto* folder in the middle to view the folders that were automatically named and created.



6. To view your scans, locate them in the folder named according to the information you entered to describe your scans.

7. If you saved the files to the computer instead of your storage device, to transfer the files: select the folder(s) you wish to transfer and right click on the folder and select *Copy* from the drop-down menu.

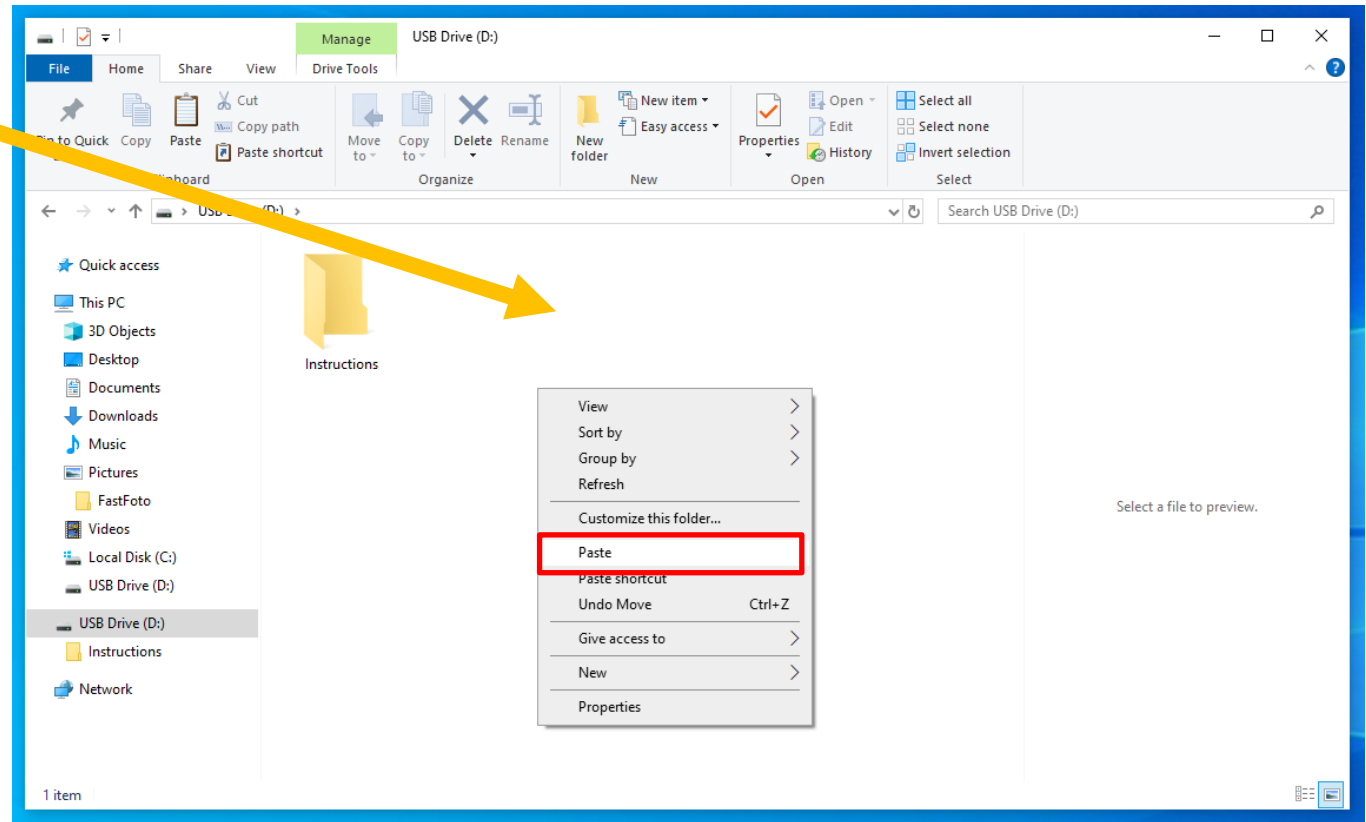


8. Look for your storage device on the left side of the window and click on it to open.

9. When your storage device is open, right click in the open space and select paste from the drop-down menu.

10. When finished transferring all your photos, right click on the name of your storage device and click *Eject*. Your device can now be safely removed from the computer.

11. Return to the FastFoto folder and delete your photos by selecting the folder and pressing the delete key or by right clicking and selecting delete.



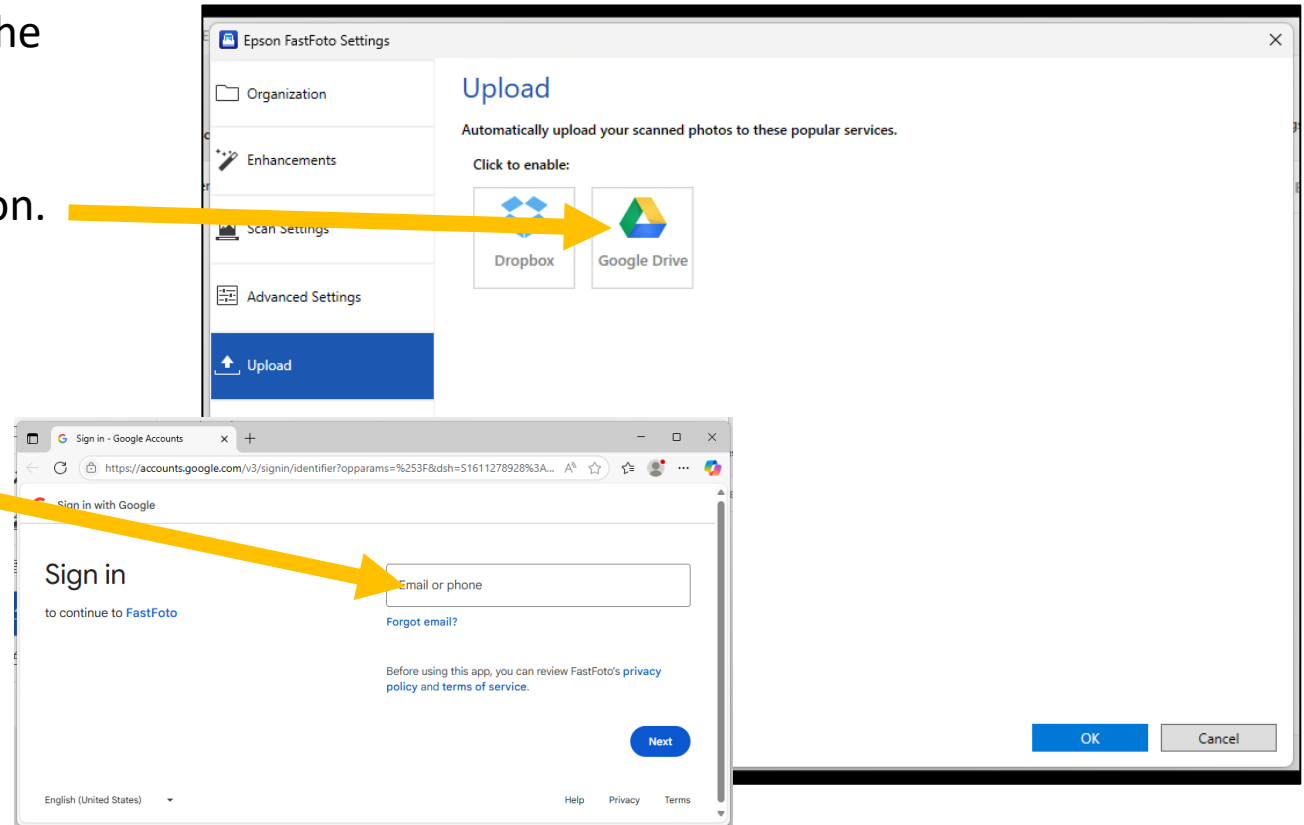
12. You can now close the FastFoto software.

## Saving to Cloud Storage

**Option One (recommended):** Save your image files to the computer and then access your cloud storage through an internet browser and upload the files.

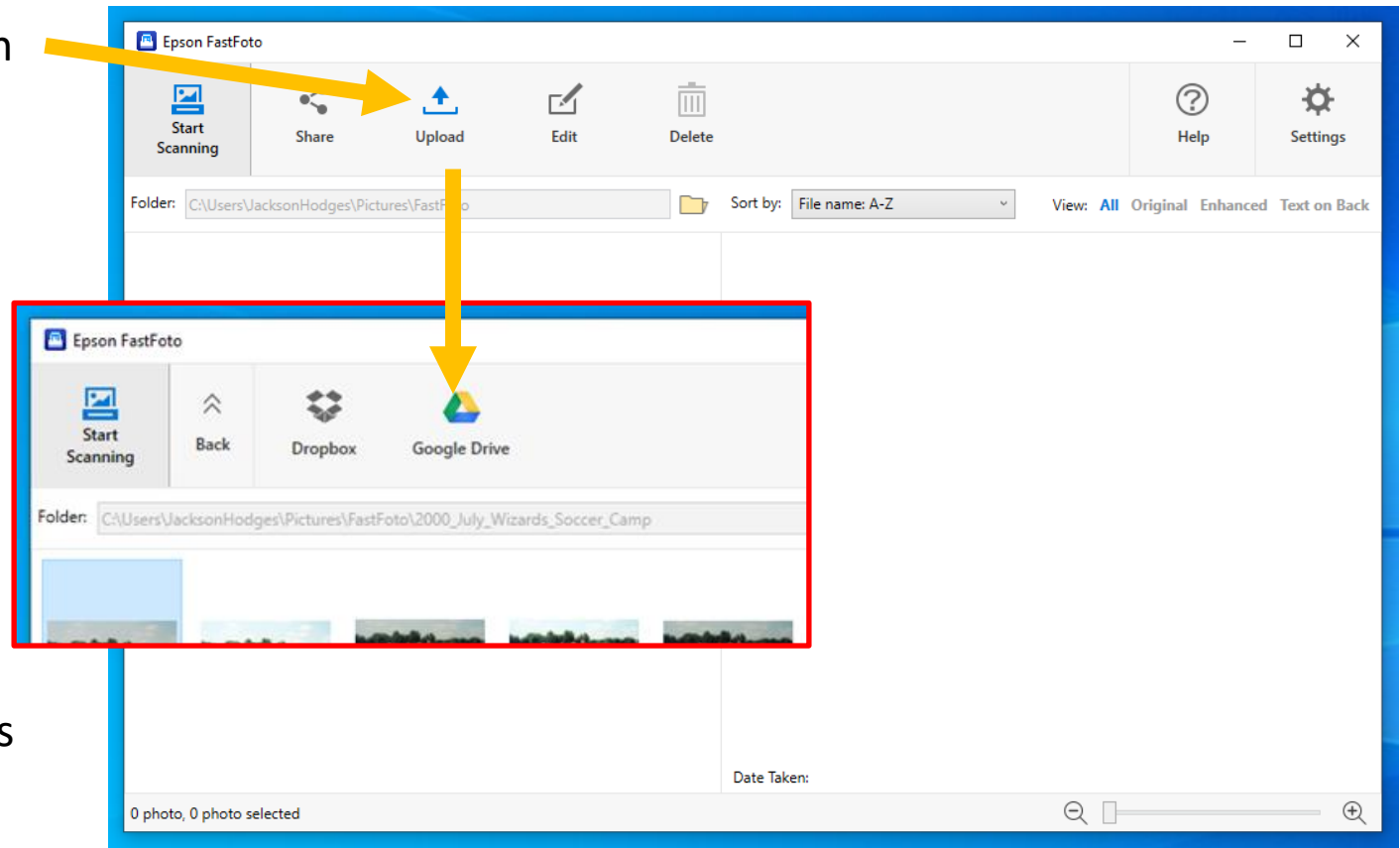
**Option Two:** Save your scanned images to *Google Drive* directly from the FastFoto software:

1. Click on *Settings* and open the *Upload* menu.
2. Click on the *Google Drive* icon.
3. In the window that appears, sign into your Google Drive account.
4. Click *Ok* to return to the main menu.



## Saving to Google Drive

1. Click on the *Upload* button located at the top of the window.
2. In the new menu that appears, click on the *Google Drive* icon.
3. Locate the files on the computer and transfer them to your drive
4. Once the upload process is complete, return to the *Upload* menu in the *Settings*.



# Signing Out of Your Google Drive Account

1. Above the Google Drive icon, there should be a note that reads: *Currently enabled. Click to view or change settings.*
2. Click where it indicates.
3. Click on the gray *Disable Google Drive* button.
4. In the pop-up window that appears, click **Disable**.

