

Specimen Selection

- The Collection Manager will select and update the type specimens used for this project.

Scanner Setup

- Turn on the Epson Scanner
- Turn on the PC, if not on, and log on.
- Open EpsonScan (icon should be on desktop, if not choose in programs via start menu).
- Check or enter the following settings:
 - Mode: Professional Mode
 - Document Type: Reflective
 - Document Source: Document Table
 - Auto Exposure Type: Photo
 - Image Type: 24-bit Color
 - Resolution 600 dpi
- For more information see the JSTOR Plants Handbook for more details on the HerbScan setup. But, be aware, scans may no longer be done from within newest versions of Adobe Photoshop because they no longer support TWAIN.
- Click on Configuration button at bottom.
 - Preview Tab
 - Preview Window Size: Medium
 - Preview Image Rotations: **Unchecked**
 - Units: In. (doesn't really matter)
 - Fast Preview: **Checked**
 - Auto Photo Orientation: **Unchecked**
 - Thumbnail Cropping Area: Small
 - Color Tab
 - ICM - Source (Scanner): Epson Standard
 - ICM - Target: Adobe RGB
 - Click OK.

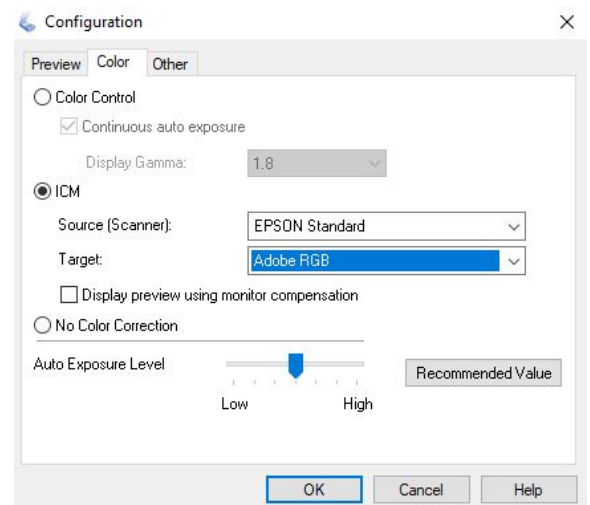
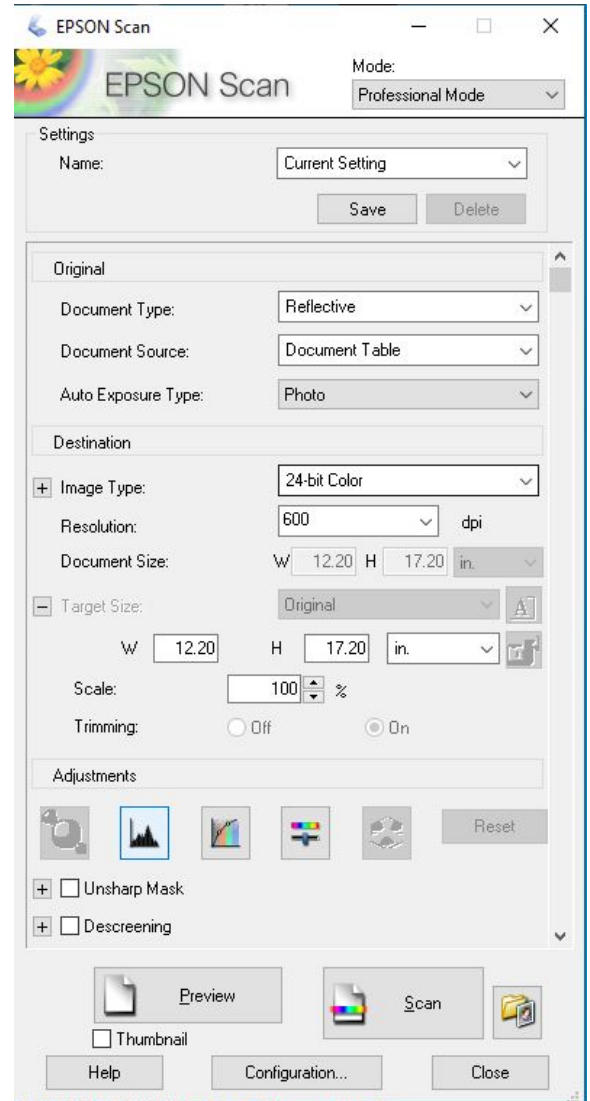


Image Acquisition (Vascular Plant Sheets)

- Lower the specimen holder via the crank in the middle of the Herbscan unit.
- Place specimen on white sheet with the bottom of the sheet to the left and the top of the sheet to the right. Use the pencil marks to line up the corners.
- Place the ruler and color square in vacant areas on the sheet.
Tip: the ruler will reflect if not completely flat. Try to be as consistent as possible with where the ruler is placed. "FLAS" on the ruler should not be upside down.
Tip: the color square should have the black square on the top left.
- Open the packet and check for fragments that should be displayed. Lay those in available areas on the sheet.
Tip: if there is not enough room and the fragments are important, you may need to do a second scan with a copy of the label and the fragments on a blank piece of paper.
- Raise the specimen holder SLOWLY.
- Click PREVIEW, the scanner will generate a preview image.
- Drag the cropping lines along the edge of the sheet, ruler and color square to see if they are straight. Line the cropping lines up to just outside of the sheet edges.
- If anything is not straight, lower the holder and adjust and repeat.
- Be sure the cropping lines are just outside along the edges of the sheet.
- Click the AUTO Focus button. Wait for about 1 minute until done.
- Click Scan ...
- The File Save window will open.
 - Location: Other: choose browse and select: D:\gpi_newscans\to proof\
 - File Name Prefix: FLAS
you may go on and add the file name, which is the accession number stamped on the sheet. The start number is an annoyance as we don't want it. You will have to rename the file after scanning. The final name should be FLAS+accession number.tif
 - Image Format: TIFF
Options:
Byte Order: Windows
Compression: None
Embed ICC Profile: ON
- Repeat the above steps for each image.

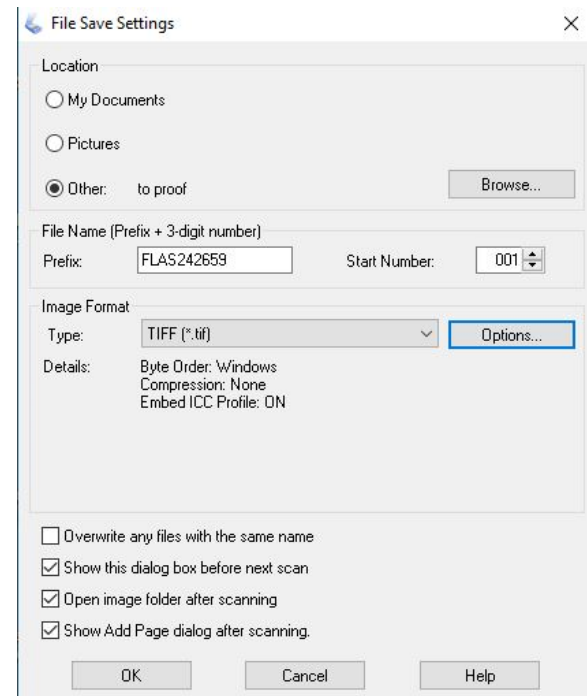


Image Proofing

Images are proofed and error checked according to standards in the JSTOR Plants Handbook.