

How to Use the Epson GT-3000 Scanner to Transform a Color Document into a Color PDF



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How to Install the GT-30000 Scanner on your Computer

Note: The Epson GT-30000 Scanner has a network card that is connected to the DTA network. The scanner application (utility) and drivers need to be installed on the computer you want to use.

Scanner Application and Drivers

The CD that shipped with the scanner only contains drivers for Windows 98, ME and NT 4.0. The scanner drivers and utility application for XP, Vista and 7 are available from Epson.com at: http://www.epson.com/cgi-bin/Store/support/supDetail.jsp?BV_UseBVCookie=yes&oid=14574&prodoid=206802&infoType=Downloads&platform=Windows

However, since most DTA employees cannot download the executable file through the Internet, we have posted the file on a DTA server. To get a copy of this file,

- In a browser or Windows Explorer, type <\\apps> to open the Apps directory
- Find and open the Epson GT30000 Scanner directory
- Copy the **epson12834.exe** file to your desktop (saving it to Downloads or My Documents)
- Close the <\\apps> directory

On your computer, double-click the **epson12834.exe** file to open the application. Follow the directions to install the driver and utility.

The scanner installation includes placing an EPSON Scan icon on your screen. You can use this icon to open the scanner utility or you can access it from Start → Programs. **Remember:** *The EPSON Scan utility (application) will not launch if the scanner is not turned on first.*



Network Connectivity

Note: The ISP Address for this scanner is **10.xxx.xx.1**

To establish a network connection to this scanner, make sure the scanner is on. Then,

- Go to **Start → Programs → EPSON Scan → EPSON Scan Settings** to open the EPSON Scan Settings dialog box.
- In **Select Scanner**, select **EPSON GT-30000**.
- In **Connection**, select **Network**. In the **Network Scanner Address** field, Scanner1 and the IP Address of 10.xxx.xx.1 should appear.
- Select Scanner and IP Address and click **Add...**. You can change the name of the scanner from Scanner1 to Epson GT-30000.



Before closing this window, you should test your connection to the scanner. *Remember, the scanner must be ON in order to run the test.*

- After you have added the scanner, click the **Test** button to start the connectivity test
- Wait while the application tests your connection to the scanner
- The test results display under Scanner Status

If your connection passes the test, you are ready to use the scanner over the network!



How to Use the GT-30000 Scanner to Create a Color PDF

EPSON Scan Window

Launch the EPSON Scan application to open the EPSON Scan dialog box.

For creating PDFs, select **Office Mode**. The explanations below pertain to Office Mode.

Image Type

Select **Color**.

Destination

Document Source:

Select Document Table if placing individual page(s) on the glass; select ADF if using the Automatic Document Feeder (ADF); select Auto Detect if you want the scanner to sense whether a document is in the feeder.

Size:

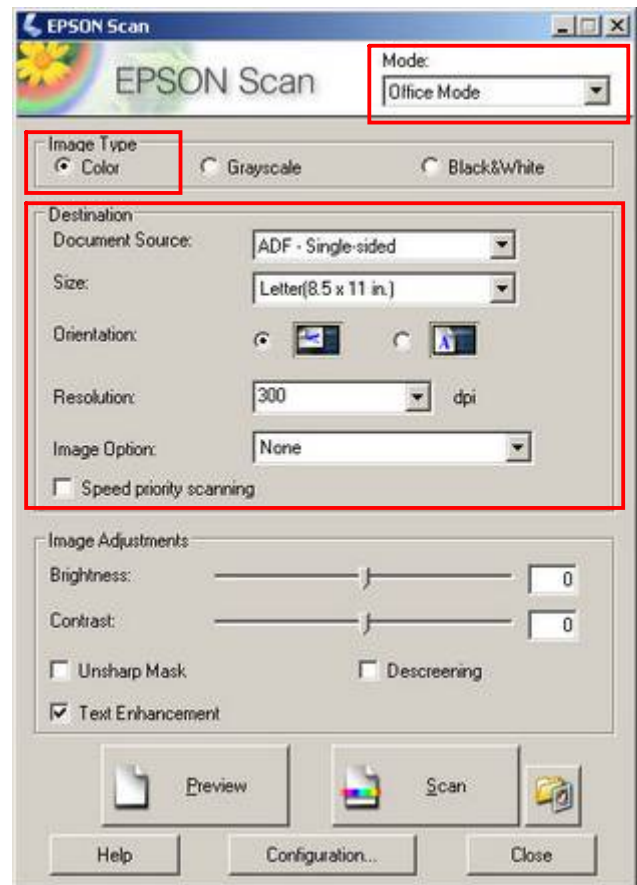
For most PDFs, select Letter (8.5 x 11); other document sizes are available from this menu, along with Auto Detect.

Orientation:

Portrait or Landscape

Resolution:

Available settings range between 50 and 1200 dpi; 300 to 600 offer good resolution but may produce a large file; 72 and 96 are usually okay for black & white text but are not good for color or graphics. **



** 1. The higher the resolution, the larger the resulting file. For example, an 8.5 W 11-inch report scanned at 300 dpi can produce a 24MB file. The same report scanned at 72 dpi creates a 1.3MB file. To keep your file size manageable, select the lowest possible resolution that gives acceptable quality. (If your final output is for on-screen viewing, you can select a lower dpi.) We scanned a 29-page color report at three different resolution settings; the resulting PDF file sizes were:

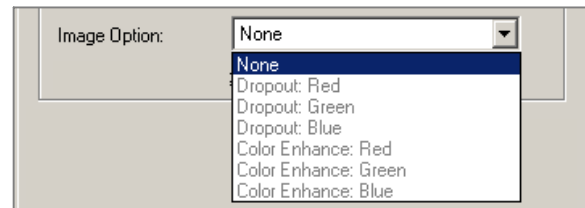
At 300 dpi = 18,272 MB
 At 150 dpi = 5,602 MB
 At 96 dpi = 2,731 MB

2. Generally, the lower the dpi and file size, the lower the quality. We saved the largest size PDF (300 dpi) for future printing and used the middle size to send as an email attachment. For this report, which contained many color images and charts, the 96 dpi setting didn't work well, so that PDF was not used.

Image Option:

When the Image Type is Color, the only option available is **None**.

Note: The Dropout and Color Enhance options are only active with the Grayscale or Black & White image types.

**Speed Priority Scanning:**

Select this option to set your job as a higher priority. If you are the only one scanning, this option doesn't appear to do anything.

Image Adjustments

These are the settings available when Color or Grayscale is selected as the Image Type.

Brightness and Contrast:

Use the sliders or enter a value to change the **Brightness** and/or **Contrast** of an image. When scanning a multi-page document, remember that any adjustment you make here will be applied to every page in the PDF.

Unsharp Mask:

The **Unsharp Mask** option is designed to improve image sharpness. If you select this option, remember to double-check the resulting PDF to see what effect this has on the text.

Descreening:

When you select **Descreening**, moiré patterns are automatically removed from scanned images that contain them. If you are not scanning images from a magazine or newspaper, you don't need to select this option, as Descreening significantly increases scanning time. You can learn more about moiré patterns here:

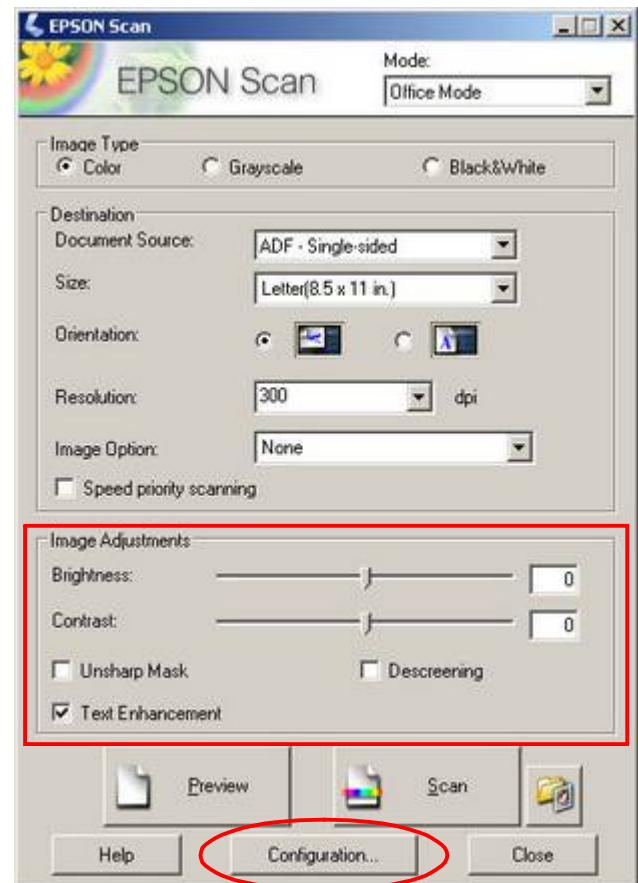
<http://www.scantips.com/basics06.html>

Text Enhancement:

Select **Text Enhancement** to sharpen the letters of a document.

Black and White Image Type

If **Black & White** is selected as the Image Type, the Image Adjustments change to Threshold and Text Enhancement. To read more about these settings, consult the EPSON Scan online help.

**About Configuration ...**

The **Configuration** options will be covered before we discuss the Preview, Scan and File Save Settings buttons.

Configuration

It is a good idea to review the Configuration settings if this is the first time you have scanned during this session. Click the **Configuration** button to open the Configuration dialog box.

Preview Tab

Use these settings if you want to change the way your page appears in the Preview window. Please note:

- The Preview function works well for a single page but isn't much help with a multi-page document (more about this later).
- The Preview window is not available in the Full Auto Mode or the Home Mode (when the ADF is installed).

Preview Window Size:

Select **Small**, **Medium** or **Large**.

Preview Image Rotation:

Select this option to automatically rotate the preview image clockwise by 90 degrees.

Units:

This is the measurement used in showing the actual size of a marquee. You can select either **mm** (millimeters) or **in.** (inches).

Fast preview:

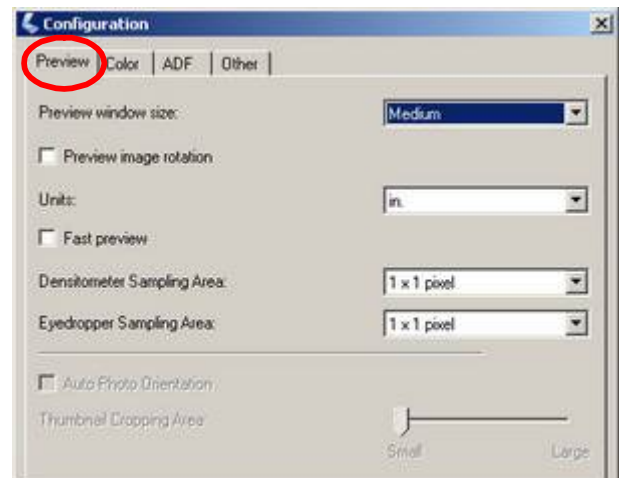
This feature enables high-speed loading (draft quality) of the preview image in the Professional Mode. *Note: Do not select this option when quality is more important than speed.*

Densitometer Sampling Area:

The Densitometer samples the values of the RGB and luminosity properties of the specified pixel range. Use the menu if you want to change the size of the Densitometer Sampling Area.

Eyedropper Sampling Area:

The Eyedropper feature samples the average Highlight, Shadow and Gray Balance Intensity values of the specified pixel range (in Professional Mode). Use the menu to change the size of the Eyedropper Sampling Area.



Auto Photo Orientation:

This function is only used when scanning photos and film; it is not applicable when creating PDFs. The option is only available when previewing with the thumbnail method.

Thumbnail Cropping Area:

This feature allows you to adjust the margin of a marquee so that it fits the document size. Normally you do not need to change this setting. Again, this option is only available when previewing with the thumbnail method.

Note: To learn more about previewing options, check the EPSON Scan online help.

Color Tab

On the Color tab you can make a variety of settings related to color adjustment and color management. If you are creating a PDF with color images, you may want to experiment with these settings.

Color Control:

Select this option when *not* using a color management system with EPSON Scan.

- **Continuous Auto Exposure** automatically adjusts the Gamma, Highlight and Shadow settings to activate the Auto Exposure feature every time you click the Preview button or create, move or resize a marquee within the Preview window.
- **Display Gamma** involves the lighting correction for display on computer monitors. If you are not sure what value to use, accept the default value.

ICM (Image Color Management):

Source (Scanner) – Select **EPSON Standard**.

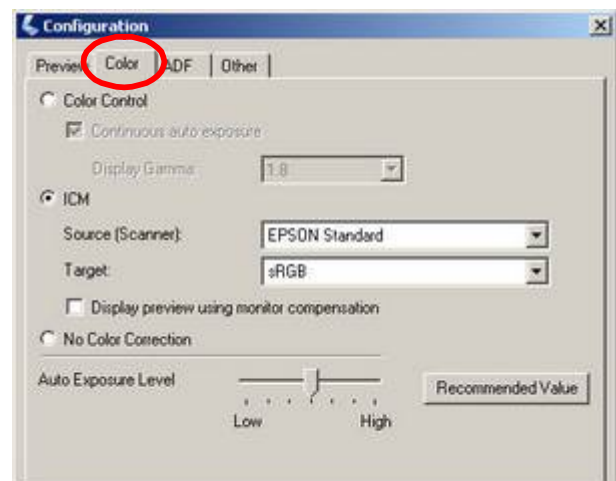
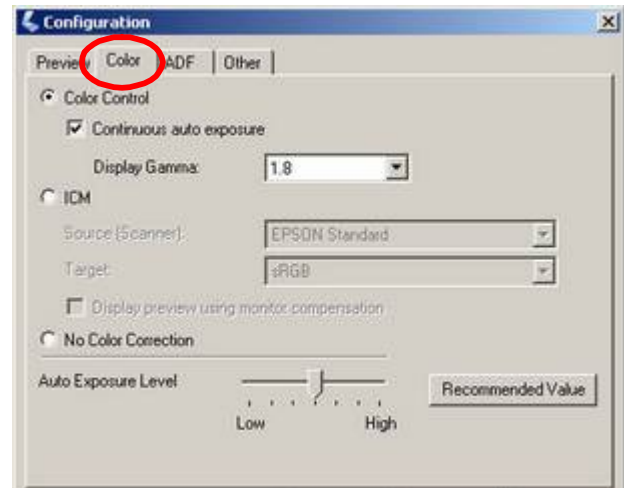
Target – Select **Monitor RGB**, **sRGB** or **Adobe RGB**. Visit this Web page for information about these settings:
<http://www.cambridgeincolour.com/tutorials/sRGB-AdobeRGB1998.htm>

Display Preview Using Monitor Compensation:

Normally, the preview image is displayed with compensation using the ICM or ColorSync engine. Selecting this option enables you to match the colors of the images you view in EPSON Scan with those you view in Adobe Photoshop 5.0 or above. Since other applications do not support this function, you should clear this check box.

No Color Correction:

Select this option if you don't want the scanner to adjust the document colors at all. Without gamma correction, images may be dark when viewed or printed. *Note: If the document you are scanning has a lot of color, you should experiment with these settings.*



Auto Exposure Level slider:

You can use the **Auto Exposure Level** slider to change the level of auto exposure. If you move the slider to **Low**, the image becomes more natural; if you move it to **High**, the image becomes more vivid. **Low** is suitable for retouching the image after scanning, while **High** is suitable for printing the image without retouching it.

Recommended Value:

If you don't know what setting to use, you can click the **Recommended Value** button. For Office Mode, this automatically selects Color Control + Continuous auto exposure with Display Gamma 1.8.

ADF

Note: These options are only available when the Auto Document Feeder is installed.

Match Front and Back Images during Duplex Scanning

Depending on the document direction set on the table, the scanned image of the backside may be rotated by 180 degrees. You can use this function to rotate the image by 180 degrees so that it is facing the correct direction. The option on the ADF tab relates to using the Automatic Document Feeder to scan a document with double-sided pages. If you are scanning a double-sided document, and you want the application to match front and back images (pages) in the resulting PDF, select this option.

- When this option is selected, you cannot make marquees.
- You may receive an error message and may not be able to scan when the resolution is over 600 dpi or image type is 48-bit color.
- If the slant of the document is recognized to be more than 1 degree, the image may not be corrected.

Leave this option **unchecked** unless you are scanning double-sided pages and want them matched by EPSON Scan.

Other

Correct Document Skew:

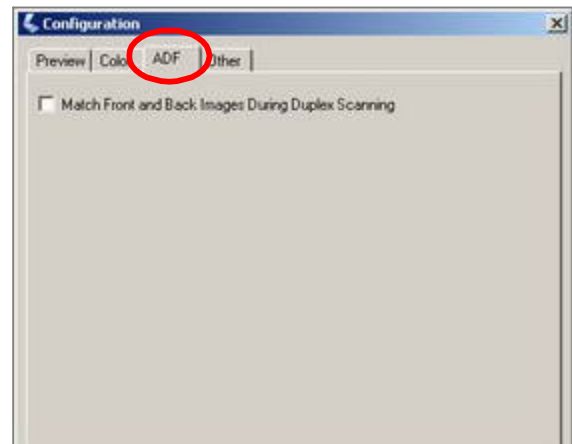
If your document has definite borders around the pages, or full-color pages, asking the scanner application to correct the document skew results in a more professional-looking PDF.

Note: This function is only for documents and cannot be used for photographs.

Save Settings:

If you would rather not change your former default settings with this scan, leave this option unchecked.

If you plan to use this configuration again soon, then you may want to save these settings.



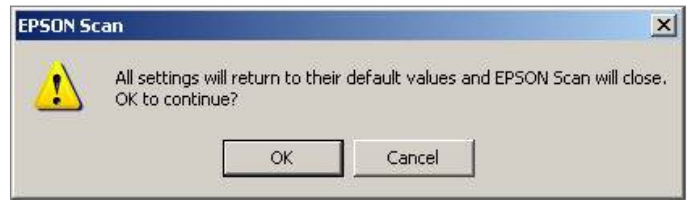
Work Area:

If your computer has multiple drives, the drop-down menu may offer multiple options. Most of the time, the C drive is the only option.

Reset All:

Click the **Reset All** button to return all Configuration settings to their default value and close the EPSON Scan application.

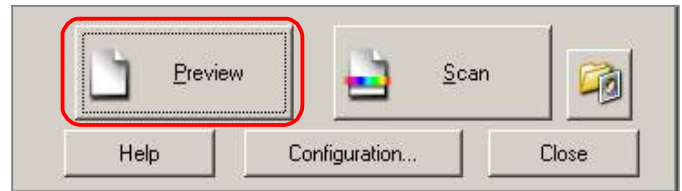
When you click the button, the application opens a warning message, asking if you want to continue (as shown here).

**Preview Button**

The Preview function is quite helpful when scanning a photo or other image. However, when scanning a multi-page document, you should skip this option. Even if you load twenty pages in the ADF, when you click the **Preview** button, the scanner will only feed the first one or two pages of the document, leaving the rest in the feeder. On your computer, the Preview window opens and displays the first page.

IMPORTANT: Since the scanner pulled the top page(s) from the stack in the feeder, you need to manually return them to the ADF before you scan the document. If the pages are not returned to the stack, they will not be in the PDF.

Suggestion: In order to test your Configuration and File Settings, you can create a test PDF from a few pages of the document. This way you will have a finished (albeit short) PDF that you can open and view, even print, in order to check your settings before you scan the entire doc.

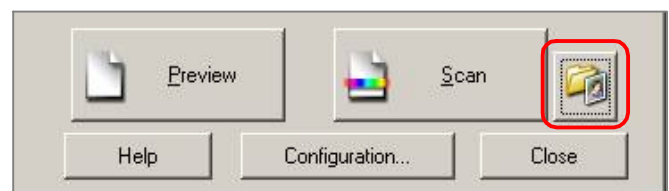
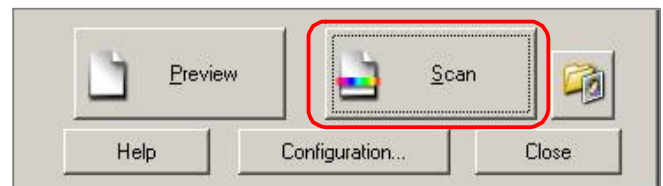
**Scan Button**

IMPORTANT: Before you click **Scan**,

- Place the pages in the ADF in the order you want them to appear in the PDF (with first page on top and last page on bottom).
- Place the pages so that they will feed **feet first** through the document feeder.

Clicking the **Scan** button generally opens the **File Save Settings** window.

Note: You can also open the File Save Settings window by clicking the smaller button to the right of the Scan button.



File Save Settings

This is the dialog box where you indicate your preferences regarding where to save the resulting PDF and what to name it, etc. This dialog also summarizes your settings.

Location

By default, the PDF will be saved in the **My Documents** directory. To save the PDF somewhere else, select **Other** and then click the **Browse** button to locate the target directory.

Note: Consider saving your scanned documents in the **My Scans** directory. This makes them easy to locate and save. Once you set this preference, the documents you scan with the EPSON Scan application will always be saved to this location until you change it.

File Name

The file name is a combination of Prefix and Number. The **Prefix** field automatically populates with the doc name prefix used the last time you scanned. Enter the prefix you want in the text field; do not use \, /, :, ., *, ?, ", <, >, |.

The **Start Number** field needs to be a 3-digit number. You can set the beginning number as desired, then number will automatically increase for each successive file – *i.e. I found it useful to name Test scans as Test1, Test2, etc.*

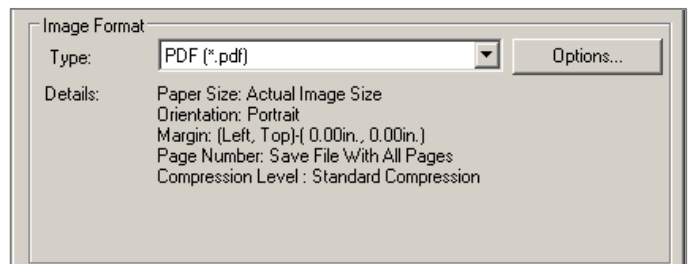
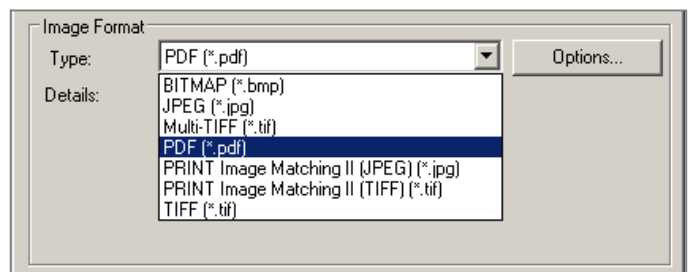
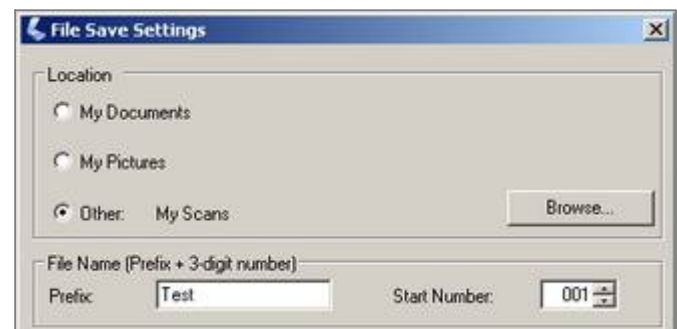
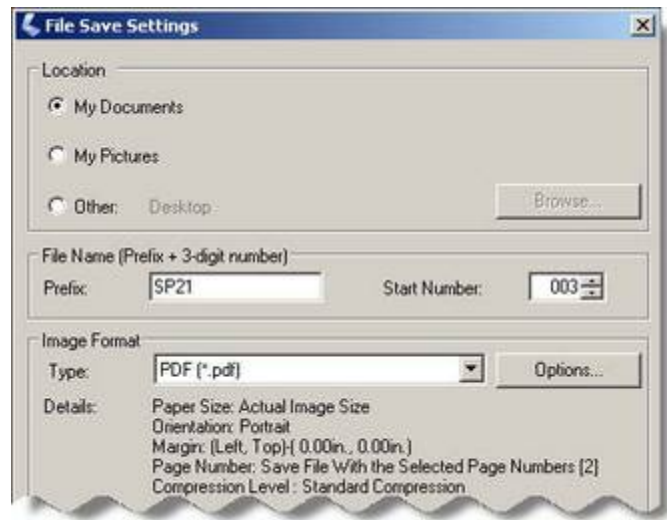
Image Format

Click the **Type** drop-down menu to view the image format options. To create a color PDF from a multi-page document, select **PDF**.

For information about these image formats, consult *Image Format > File Save Settings Dialog Box* in EPSON Scan online help.

Details

The **Details** part of this dialog summarizes the settings you have specified for this scan. Be sure to review these details! Once you click **OK** on this dialog box, the scanning process begins.



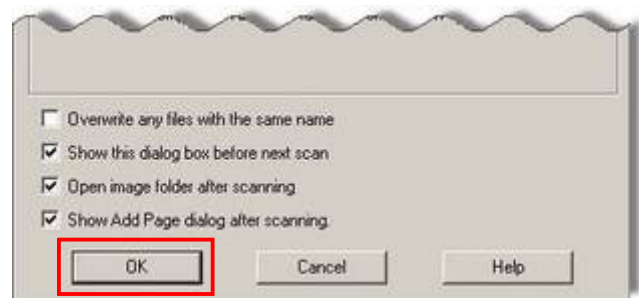
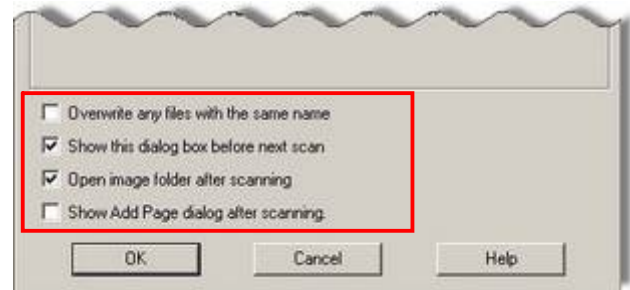
Other Options

- Select the “**Overwrite ...**” option if you do not want to see a warning before overwriting files with the same name.
- Select the “**Show this dialog ...**” option to open the File Save Settings dialog whenever you click the **Scan** button. Deselect this option to start the scanning process as soon as you click **Scan**.

*Note: When the **Show this dialog box before next scan** check box is selected and yet scan is in the Full Auto Mode, the File Save Settings dialog will not automatically open.*

- Select the “**Open image folder ...**” option if you want to automatically open the directory that contains the newly created PDF file.
- Select the “**Show Add Page ...**” option if you want the **Add Page Confirmation** dialog box to open after all pages in the feeder have been scanned. When this option is selected, a new dialog provides an opportunity to edit the PDF or add additional pages *after* the pages in the feeder have been scanned but *before* the EPSON Scan application has completed the PDF.

Note: The “Show Add Page ...” option is grayed out when you open this dialog box from Full Auto Mode.

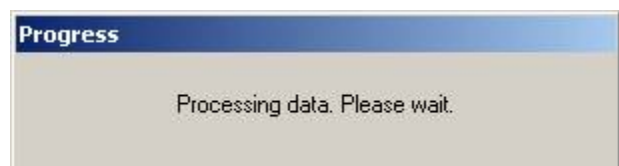


OK Button – Start the Scan

When you click the **OK** button at the bottom of the File Save Settings dialog, the ADF feeds the first page to the Document Table and the scanning begins.

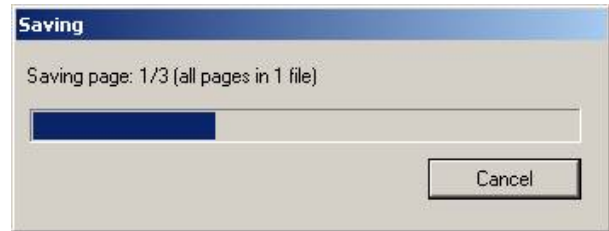
Scan Progress

A **Progress** bar shows the scanning progress for each page. After each page is scanned, the Progress window states that the application is processing the data. After the page is processed, the application holds the page in memory while the feeder removes the page from the Document Table, feeds the next page, and starts scanning Page 2. This process continues until all pages have been scanned.



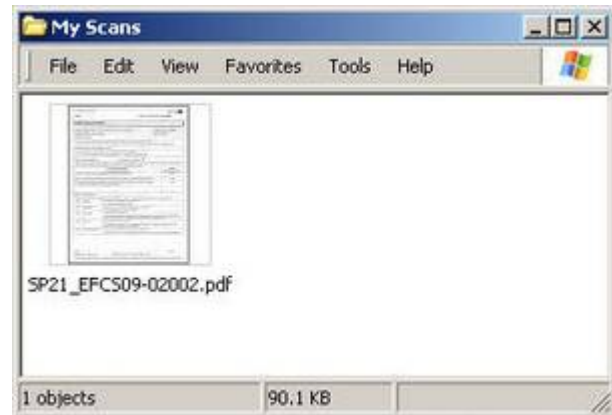
Creating and Saving PDF

If the “Show Add Page dialog after scanning” option was *NOT* selected on the File Save Settings dialog, the EPSON Scan application combines all scanned pages and produces the PDF. During this procedure, the **Saving** window (shown here) indicates the progress.



Immediately after the PDF has been created and saved to the location specified earlier, the folder containing the file opens (*if* you selected the “Open image folder after scanning” option).

Note: If you selected the “Show Add Page dialog after scanning” option on the File Save Settings dialog, the PDF will not be processed at this time. Instead the application will hold all scanned pages in memory while opening the Add Page Confirmation dialog box.

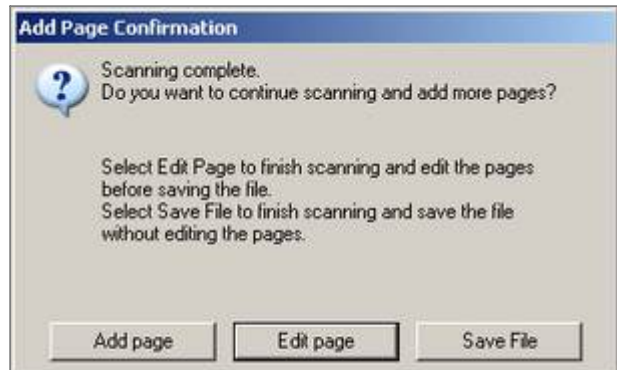


Add Page Confirmation

Remember that the Add Page Confirmation dialog box does not open unless you selected the “Show Add Page ...” check box on the File Save Settings dialog.

This dialog box has three buttons:

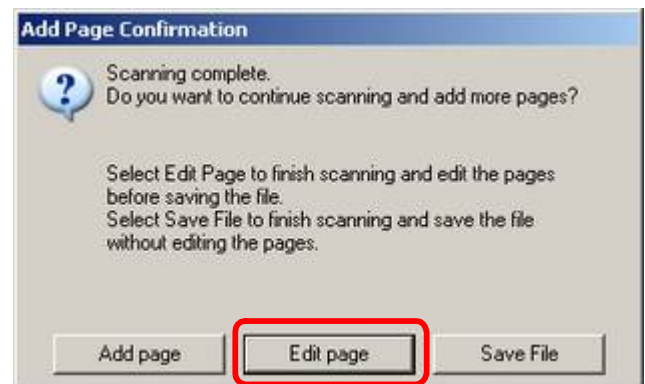
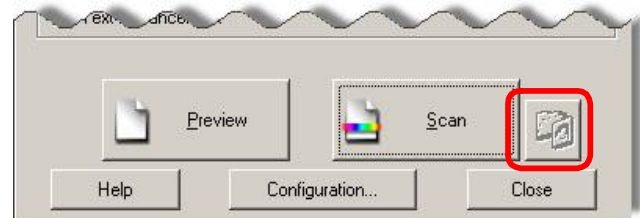
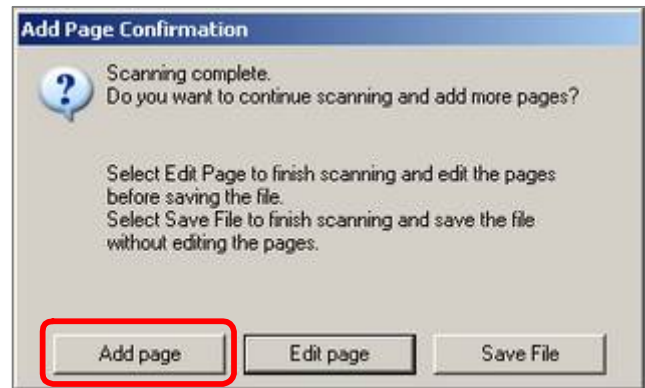
- Click **Add Page** to add more pages to those already scanned.
- Click **Edit Page** to edit the pages that have been scanned before processing and saving the file.
- Click **Save File** to process and save the PDF.



Add Page Button

To add more pages to the document you just scanned, put the new pages in the ADF and click the **Add Page** button.

- When you click **Add Page**, the Add Page Confirmation dialog box *closes*. At this point the application is waiting for you to click the **Scan** button again to scan the additional page(s) you want to add to the PDF.
- On the EPSON Scan dialog box, notice that the **File Save Settings** button near Scan is now greyed out; you cannot change those settings at this time.
- After the additional page(s) have been scanned, the **Add Page Confirmation** dialog opens again so that you can use the Edit Page option, if desired.
- If you click **Save File** at this time, the additional pages will be placed at the end of the PDF.
- If you want to position the added pages somewhere else in the PDF, you need to click the **Edit Page** button. On the Editing Page, you can rearrange document pages before processing the PDF.
- If you do not want to open the Editing Page screen, click the **Save File** button.



Edit Page Button

The Edit Page feature offers powerful options you can employ before the EPSON Scan application finishes processing your PDF. Click **Edit Page** to open the **Editing Page** screen. (This screen is explained on the next page.)

Note: When scanning in the Full Auto Mode, the Editing Page dialog box does not appear. All pages are saved in one file.

Save File Button

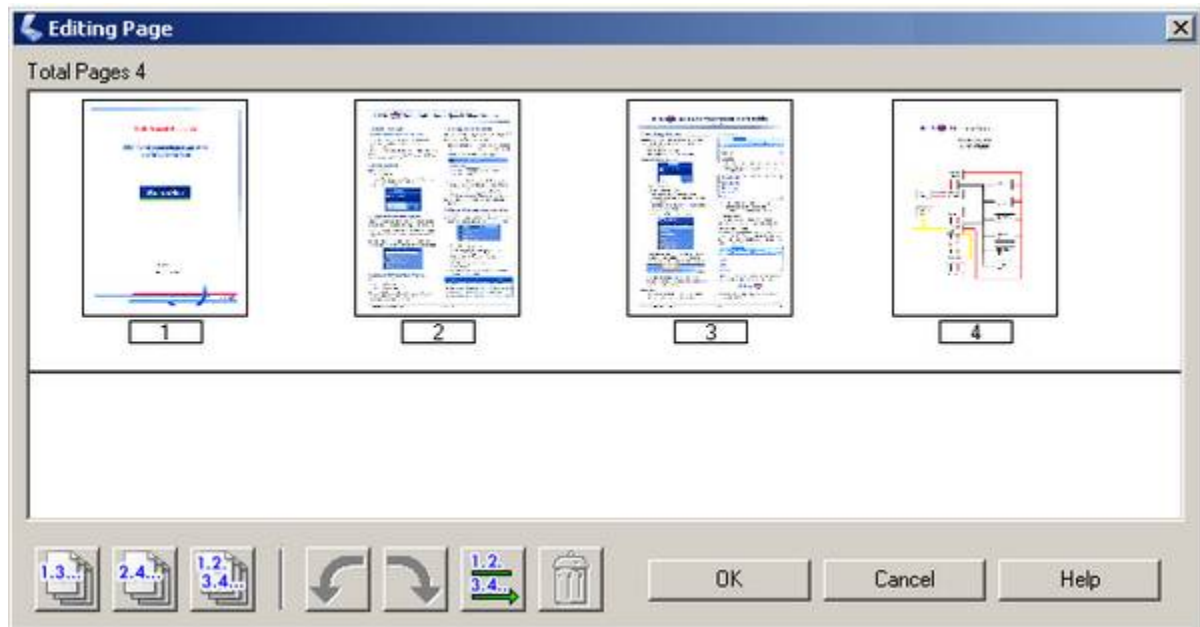
Click Save File to close this dialog and complete the process for creating your PDF from the pages already scanned.

Editing Page

The Editing Page screen displays thumbnails of all pages that have been scanned for this PDF. You can move or delete any of these thumbnails to change the placement, order or number of pages in the PDF before it is processed.

Basics

- Select pages by clicking any of the **thumbnails** shown in the Image Display Area.
- Change the order of any page by clicking and dragging the **thumbnail**. You can only move one image at a time.
- Position the **mouse pointer** over a thumbnail (and wait a couple of seconds) to display an enlarged version of the thumbnail.



Tools

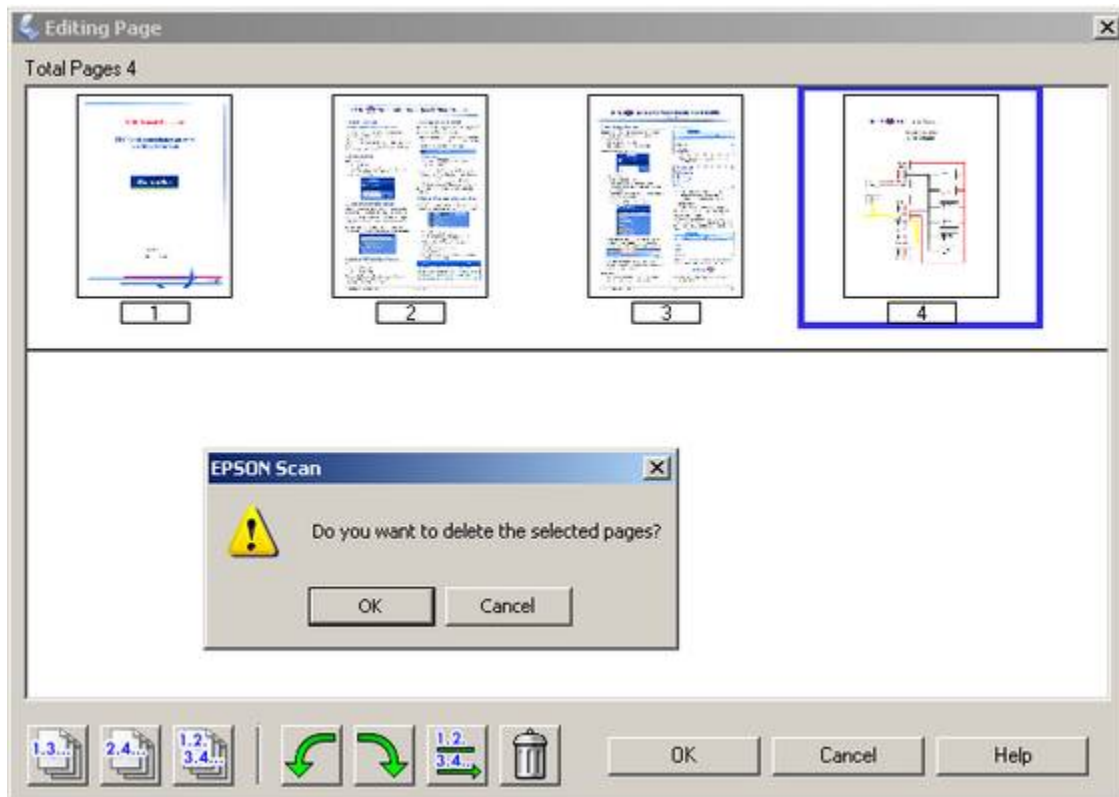
- When no pages are selected (as shown above), the rotate and trash buttons are greyed out.
- Click the **1..3...** button to select odd pages.
- Click the **2..4...** button to select even pages.
- Click the **1..2..3..4...** button to select all pages at once.
- Click the **first green arrow** to rotate the selected page 90 degrees counterclockwise.
- Click the **second green arrow** to rotate the selected page 90 degrees clockwise.



Note: If Multi-TIFF is selected as the Image Format Type, the rotate buttons do not appear.

- Click the **1..2..3..4..** button with the **arrow** to **sort** the thumbnails by page number. Notice that this button stays depressed until it is clicked again. To learn more about this button does, read about it in EPSON Scan online help.
- Click the **trashcan** to delete the selected page(s). When you click the trashcan, the application opens a confirmation window, asking if you really want to delete the selected pages (shown below). Deleting a thumbnail on the Editing Page eliminates the page from the PDF.

Note: You cannot delete all images in the Image Display area. If all images are selected, the Delete button appears dimmed and is unavailable.



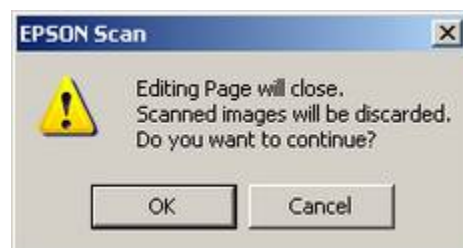
Buttons

At the bottom of the Editing Page screen, the three buttons include OK, Cancel and Help.

Cancel Button

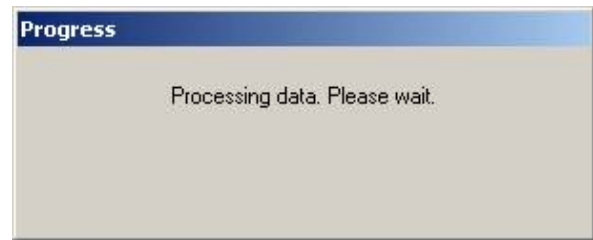
Whether or not you made any changes on the Editing Page screen, when you click the **Cancel** button you are effectively telling the scanner that you want to close Editing Page and discard all pages that are currently being held in memory.

If you *do* click the Cancel button, you get a chance to change your mind by clicking **Cancel** on the warning message (shown here). If you click **OK** on this message, you will need to start the scanning process over again.



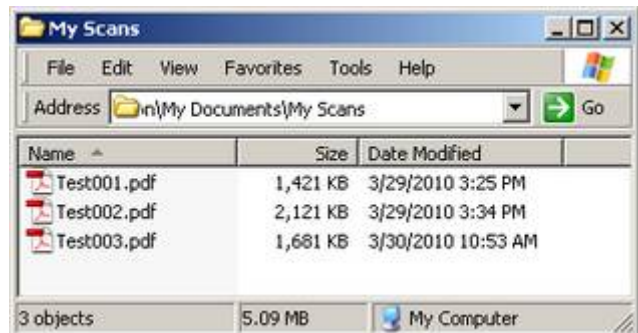
OK Button

When you click **OK** on the Editing Page screen, this tells the application that you are ready to process the PDF. When you click **OK** you do not return to the Add Page Confirmation Page. Instead, the EPSON Scan application integrates your configuration settings and any changes you made in the Editing Page screen to create a PDF.



Finish

You will find your completed PDF in the directory indicated on the File Save Settings dialog.



WARNING:

If you use this scanner, please remember to turn it off before you leave at the end of the day. The scanner isn't designed to be left on 24 x 7.