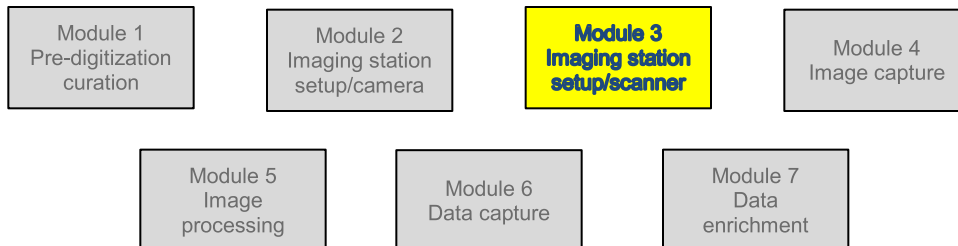


Workflow Detail: Imaging Station Setup/Scanner (flat sheets and packets)



Module 3: Imaging Station Setup/Scanner Task List

Task ID	Task Description	Explanations and Comments	Resources
T1	Review imaging protocol.	Ensures that initial setup matches imaging policies and protocols.	Imaging protocol or handbook.
T2	Connect or ensure connection of computer to scanner and both devices to surge protection.	USB, firewire, or other connection to computer.	Appropriate cables. Surge protection.
T3	Clean scanner bed, check for dust on glass.	Reduces the potential for distracting smudges and extraneous material in resulting image.	Cleaning supplies.
T4	Start scanner and allow time to warm up.		
T5	Start computer and related equipment, including external storage devices.		Computer. Peripherals.
T6	Start image acquisition and processing software and adjust software settings.	Common associated software includes Adobe Photoshop or equivalent.	Software.
T7	Adjust relevant settings in image acquisition software.	<p>Epson Scan settings (GPI project):</p> <ul style="list-style-type: none"> • Document Type = Reflective • Auto Exposure Type = Photo • Image Type = 24-bit color • Scanning Quality = Best • Resolution = 600 dpi • Scale = 100% <p>Color management:</p> <ul style="list-style-type: none"> • Configure ICM with: Source (Scanner) = EPSON Standard 	JSTOR Plants handbook



		<ul style="list-style-type: none"> • Target = Adobe RGB 	
T8	Place test specimen in scanner and center it. Close scanner.		
T9	Place and/or affix scale and color checker; ensure both are clean and that the colors are not substantially faded from their original hue and brightness.	GPI standards call for placing the scale and color checker on the specimen.	Scale. Color checker.
T10	Perform test scan (preview).	Although included here, test scans are also routinely made during scanning sessions. For a complete guide to scanning according to the Global Plants Initiative standards, see the JSTOR Plants handbook .	

