How to Scan something

Note, this does not apply for slides or negatives. Ask Mr. Clancy if you are scanning one of these.

Plug in a flat bed scanner to wall power, and connect it to your computer via USB cable. Open the lid and place your object to scan face down nearest the corner with the red arrow.

Open "Image Capture" (If it is not in your dock you will find it in Finder-->Applications-->Image Capture)



You will see a window like you see below:

•	Image Capture		
EPSON tion V350	evar	Scan Mode:	Flatbed
4	ing of Colores and a	Kind:	Color 📀
HARED O		Colors:	Millions
		Resolution:	300 🔽 dpi
			🗹 Use Custom Size
		Size:	0 0 cm 0
		Rotation Angle:	0°
		Auto Selection:	Off
	· · · · ·	Scan To:	Pictures
		Name:	Scan
		Format:	JPEG
		Image Correction:	None
		Unsharp Mask	None
		Descreening	None
		Backlight Correction	None
		Dust Removal	None
		Hide Details	Overview Scan

Set your resolution depending on your output. 100 dpi if you are only going to be viewing the image on a screen, 300 dpi if you will be printing it. If in doubt, just scan at 300dpi

Resolution: 300 V dpi

You will want to make sure that image detection is set to "Off"

Auto Selection: Off

I would suggest that you scan to your file in "Save Here" by selecting "Other" in the "Scan To" pull down.

Leave "Name" as "Scan", and I suggest scanning as a JPEG

Scan To:	Pictures	0
Name:	Scan	
Format:	JPEG	0

Click and drag a marquee around the object you wish to scan and click "Scan"

