

How to Scan something

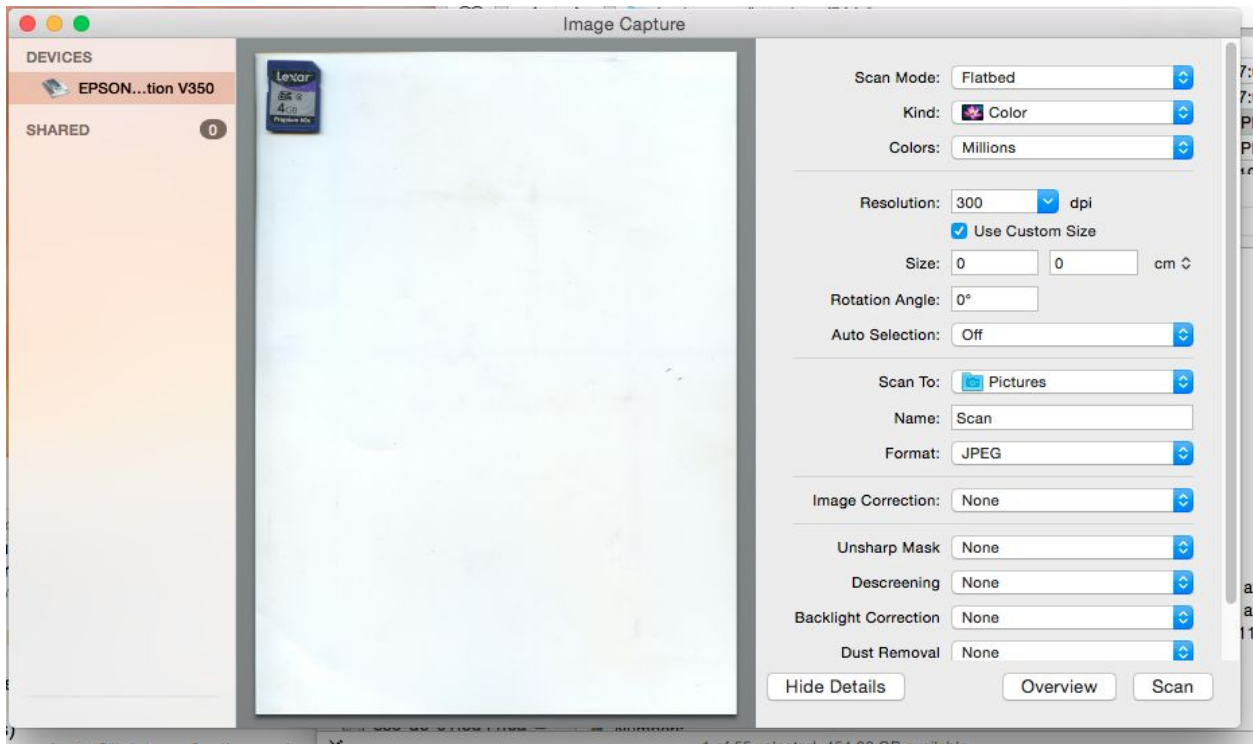
Note, this does not apply for slides or negatives. Ask Mr. Clancy if you are scanning one of these.

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:



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

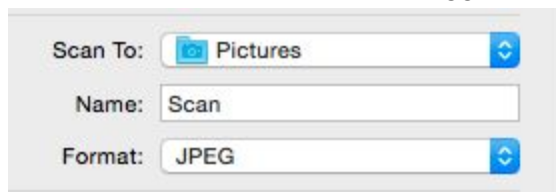


You will want to make sure that image detection is set to “Off”



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



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

