

How to Scan something

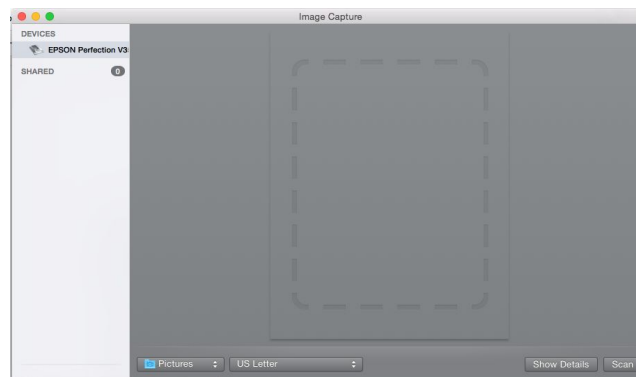
Note, this does not apply for slides or negatives. Ask Mr. Clancy if you are scanning one of these.

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:



You may need to select “Show Details” in the bottom right hand corner if this is the first scan since opening Image Capture. The scanner will take a few minutes to scan and give you an overview of the object in the scanner.

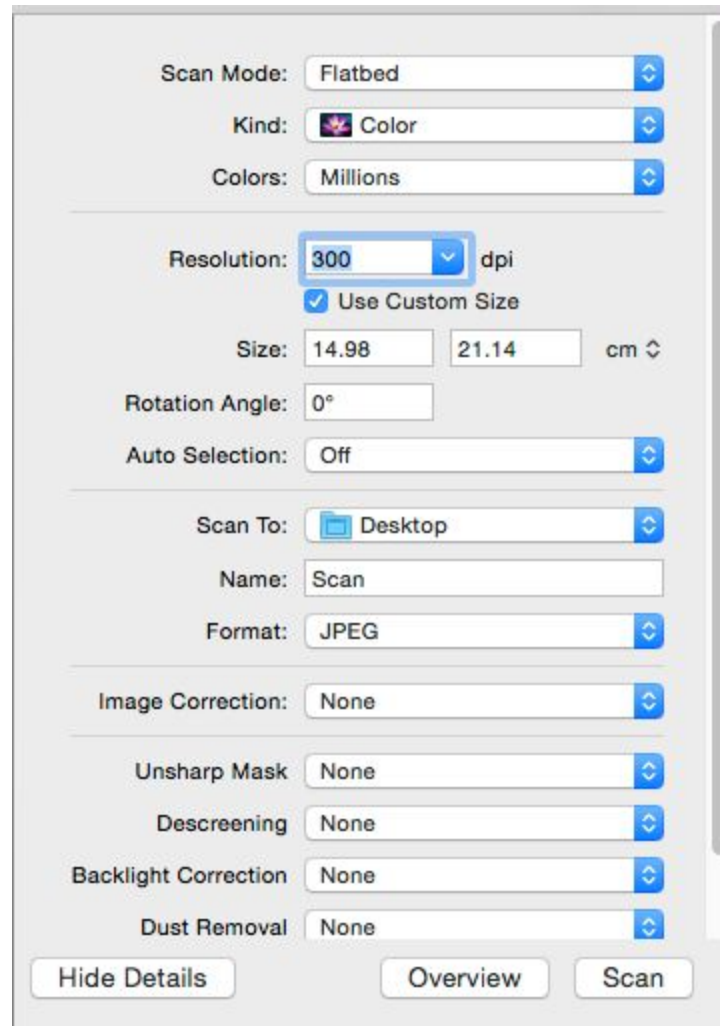
Set your resolution depending on your output. 100 dpi if you are only going to be viewing the image on a screen, 300 dpi if you will be printing it. If in doubt, just scan at 300dpi

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

I would suggest that you scan to your file to a location where it will not be erased by selecting “Other” in the “Scan To” pull down and selecting the desired location. You can also scan it to the desktop and move it afterwards.

Leave “Name” as “Scan”, and I suggest scanning as a JPEG

The screenshot below shows the correct settings. Again, change the resolution if it is for screen viewing, and the “Scan to” setting if you like.



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



If you wish to preview a new object you have placed in the scanner, select "Preview" in the dialogue box.