

How to Use the Scanner (with Image Capture)

(First, make sure the scanner is plugged into the computer)

Plug in **your USB** to be ready for the image.

Launch **Image Capture** if it isn't already open. If it's open, but isn't opening a scanner window, quit and launch again.

Overview means the same as **Preview**.

Document: Color (even if your image is black and white you will get a better scan in color, more detail)

Resolution: This all depends on what you want your final output to be, and how large your image is. Figure it out each time you scan.

Click and drag a rectangle over your material, to make a field to be scanned.

Ignore "Scaling" and "New Size".

Scan to Folder: choose your usb, (usb is best) or choose desktop, and pull it off the desktop after you are through.

Format: I like JPEG for this assignment, but TIFF is best for commercial printing.

Automatic task: None.

Image Correction: None (don't do this on the scanner! Always make corrections in Photoshop!).

If the scan button is grey and not clickable, try dragging a marquee (rectangle) over your image. It might need to have an area selected to be scanned.

It isn't scanned until you press **scan**, and then wait till it stops making noise.

There, you scanned your image!

