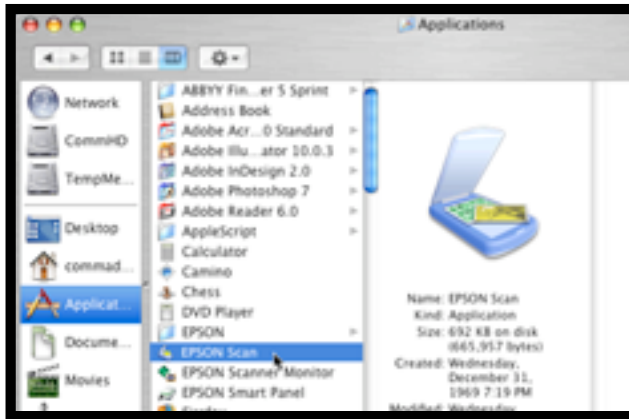




Scanning Instructions

To scan an image:

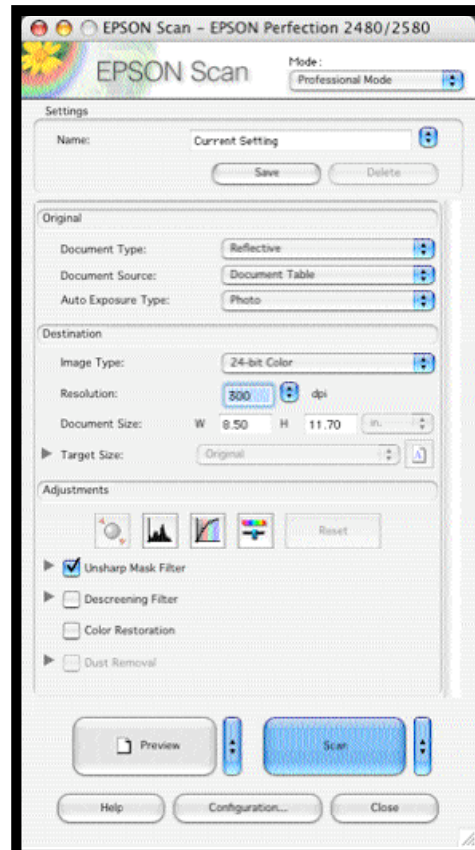
1. Place your document in the scanner with the picture facing the glass.
2. Open a Finder window and navigate to the Applications folder on the CommHD.
3. Launch the EPSON Scan application



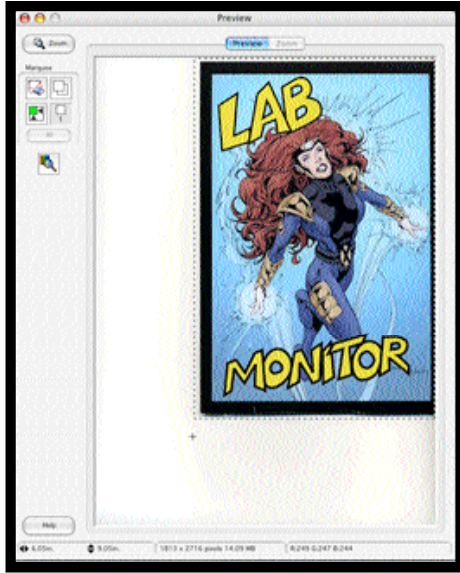
Note: The first time you scan, a File Save Settings window will open. If this window appears, follow steps 9-11 before continuing to the next step.

4. In the top right EPSON Scan window, there will be a drop-down list titled Mode. Ensure that Professional Mode is selected in the drop-down list.
5. Adjust the settings according to the needs of you project.

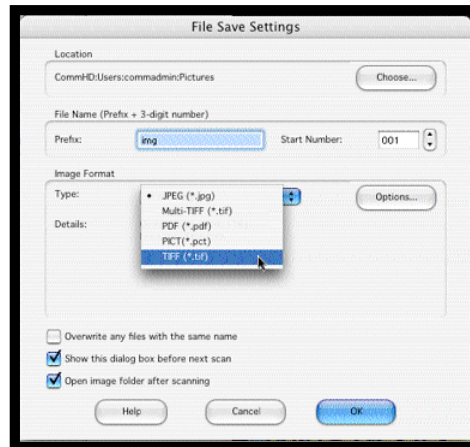
Resolution: Make sure the Image Type is set to 24-bit color or 16-bit grayscale if your image is black and white as appropriate for your project. Adjust your resolution according to what type of file you will be saving your image as. 300 dpi is the lowest safe resolution for print. If you plan to enlarge your image, you must scan at a proportionally larger resolution. For example, if you want your final image to be 300 dpi at 200% size, you must scan it in at 600 dpi.



6. Click the Preview button to view a preview of your scan.
7. In the Preview window, adjust the marquis to select the area you want to scan.



8. When you are happy with your selection, click the Scan button. A File Save Settings window will appear.
9. Under Location, click the Choose button and navigate to the TempMedia drive.



10. Under Image Format, choose the type of file you are saving. If you will be using your image in print, format your image as a TIFF (.tif) file. JPEG format compresses your file, degrading its resolution. Should be for web images only.
11. Click OK to commence the scan. Once scanned, you may locate your image on TempMedia.