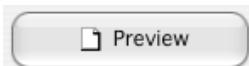


Scanning with the EPSON Scan

- 1) Make sure the scanner is on by looking for the green "READY" and/or "OPERATE" lights
- 2) Make sure the scanner glass is clean from dust and free from scratches. Ask for help before attempting to clean glass yourself
- 3) Place item to be scanned, face down and for the sharpest scans, choose the center of the scanner
- 4) Open "Epson Scan" by clicking on its icon in the dock
- 5) Find the "Preview" button on the bottom left-hand corner of the EPSON Scan window, click on it to get a preview



- 6) In the Preview window drag the cursor around the part of the image you want to scan
- 7) Make these adjustments in the EPSON Scan window:

Mode: Professional Mode

Settings

Name: Current Setting

Original

Document Type: Reflective

Document Source: Document Table

Auto Exposure Type: Photo

Destination

Image Type: 24-bit Color

Document Size: Do not change

Resolution: Set to desired amount, 300 (or higher) dpi for print media, 72 dpi for screen media

Target Size: Original

Adjustments

Unsharp Mask Filter: Uncheck

Descreening Filter: Uncheck

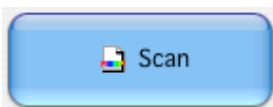
Color Restoration: Uncheck

Backlight Correction: Uncheck

Dust Removal: Uncheck

Thumbnail: Uncheck

- 8) Click the "Scan" button next to the "Preview" button



- 9) Make sure your file has been saved in the "tif" format
- 10) Name and Save your file to desired location