

Scanning

Make sure the Scanner is **powered on**.

Place your artwork **upside down** on the scanner bed and close the lid. For thicker objects raise the lid near the hinges in the back so the entire lid will lie flat on your object/art.

Open the **IMAGE CAPTURE** application. This is indicated by the camera icon. (If it is not found from the launcher bar you may have to access it from Applications (F4 key).

Select the **scanner USB icon** from under Devices in the upper left portion of your screen.

If you have multiple objects/art that you want to scan separately, then check the **Detect Separate Items** box located in the lower left portion of the screen, otherwise you can leave this unchecked if scanning one area only.

Select the **destination folder** that you wish your scans to be saved to.

Press Scan.

Press the **Details** button to make correct settings of resolution, color correction, B & W, file format, destination folder, file name.

72–100 DPI is recommended for images to be only used on screen or for images to be used in background layers as drawing references. These can be either JPEGs or PNG file formats.

150–300 DPI is recommended for printing. If printing here in the department 150 is sufficient. For commercial printing 300 is the standard.

Resize the scan area by adjusting the handles located on the dotted line box to crop close around your image and avoid scanning unnecessary information. (there are two handles located in the center of the scan box. The center handle will simply move the box without resizing it. The outer most of these will allow you to rotate the scan box).

The **Overview** button will refresh the screen and is only necessary if you are changing the art to be scanned on the scanning bed to a new piece for a second scan.

Pressing the **Scan** button will scan your art using the settings you applied and save it to the destination folder you specified or use the same settings and location from the previous scan.

Please delete your scan from the computer once you have moved it to your USB.

