# SCANNING
## FA-354 Epson Scanners and Image Capture

*These instructions will cover how to scan using Apple's built in program, "Image Capture"*

**Turn ON the scanner**.  The power switch is at the front bottom left.

**Make sure the computer is ON** and you are logged in.

**Launch "Image Capture"** from the applications Menu.
This will automatically create an "overview scan" (a preview).
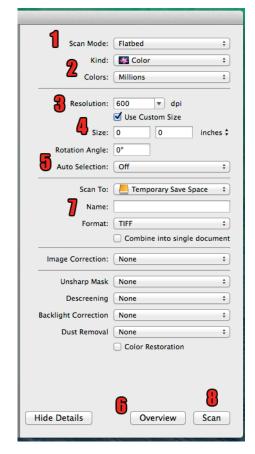Don't worry. You can create a new one manually.

1.  Make sure that the scanner is in **"Flatbed" mode** so that it is creating a scan of what is on the glass.

2.  **Select the kind of scan** (color or grayscale) & number of colors.
    "Millions of Colors" equates to 8-bit RGB
    "Billions of Colors" equates to 10- or 12- bit RGB

3.  **Set your resolution** to twice your output resolution. This will allow you to scale-up your scan by as much as 200%. If you feel you need to scale-up your scan more, you can set the resolution as high as 3200dpi. ("max. optical: 3200 dpi")
    **NOTE: the more dpi, the larger your file will be.**

4.  Make sure that **Use Custom Size** is checked. This will allow you to select areas on the glass to scan rather than the entire image area.

5.  Turn **Auto Selection "OFF".**

6.  Place items on the scanner and **Press OVERVIEW** to create a preview scan.

    Use your mouse to create a marquee (box of marching ants) around the items you want to scan by clicking and dragging on the preview area.

7.  **Select the location** you will be scanning to and **name your file**.
    Scan as a **TIFF** for lossless compression.

    Create a folder on the Temporary Save Space to store your files while scanning
    Then move the entire folder to your USB flash drive when you are done.

8.  Press **Scan** to make the scan of what you've selected at the settings you've selected above.

Please **Turn off the scanner** when you are done.