

Every room in the EPI Centre has an EPSON A3 scanner.

**All scanning in the EPI Centre is done using Image Capture**

- There should be a icon for Image Capture in the Dock of each computer that is attached to a scanner. **NOTE:** The only software applications on each computer attached to a scanner are **Image Capture** and **Preview**. This is to make sure that these computers are used only for scanning.

This is a step-by-step guide to scanning in the EPI Centre.



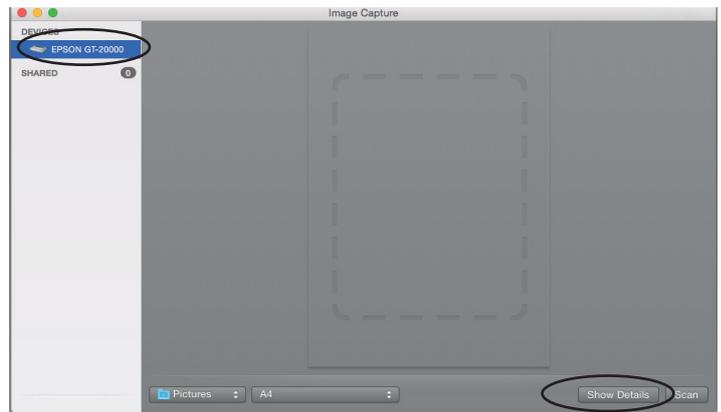
**Step 1: Overview scan**

Once you are logged on to the scanner mac, lift the lid of the scanner and place the image you'd like to scan face down on the glass. Click the **Image Capture** icon in the Application Dock (as show above) at the bottom of the screen. If the scanner is turned on and correctly attached to the computer, You should see a screen that looks similar to the one shown to the right of this text.

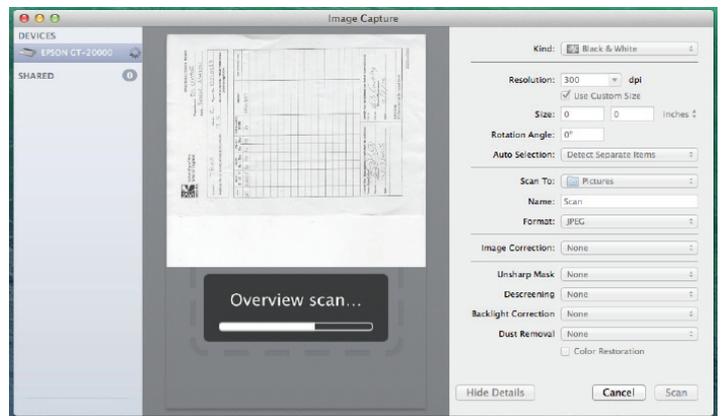
The scanner (**Epson GT 20000**) should appear in the sidebar to the left under the heading Devices - If it doesn't:

1. Check the scanner is on and plugged in a USB port
2. **Quit** Image Capture and click the icon to open it again.

**If the scanner still has not appeared in the Image Capture sidebar then you may need to turn it off and on, then restart the computer.**

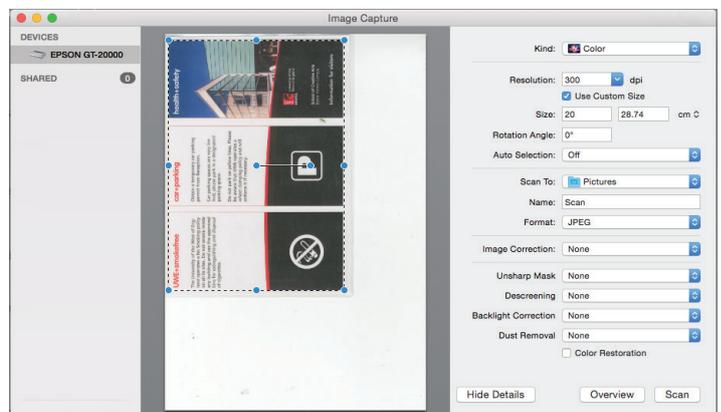


Click the scanner icon in the sidebar, then click **Show Details** and an overview (preview) scan should begin.



When the overview scan is complete, you will need to use the cursor to drag a selection marquee (bounding box) over the part of the image you wish to scan - or the whole image if that is what you require.

**NOTE:** Check that there is only one selection (bounding box) - if there is more than one selection make sure you delete all the unnecessary boxes by clicking each one and pressing the backspace/delete key.



## Step 2: Choosing your settings

The next step will be to use the pop-up menus and tick boxes to the right of the scanner software window to choose the relevant settings for the image you wish to scan.

By default the "**Kind**" pop-up menu is set to "Color" - If you wish to scan a greyscale image remember to set this to "Black & White".

For most print jobs 300dpi is a good standard **Resolution** (unless you plan to enlarge your image substantially prior to printing). If your image is to be used only for on screen (web, video or digital presentation) then 72dpi is generally adequate, though once again if your image is to be enlarged substantially you may need to consider scanning at a higher resolution.

Assuming that your image will be reproduced at close to it's original physical size here are some guidelines for some common processes:

- Lasercutting: Black & White 150dpi JPEG
- SilkScreen: 300dpi JPEG
- Repeat Patterns (Photoshop): 200dpi JPEG

Ticking "**Use Custom Size**" will allow you to set a selection area as required rather than choosing an international paper size.

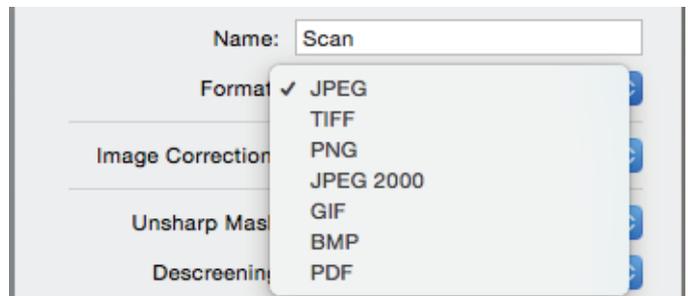
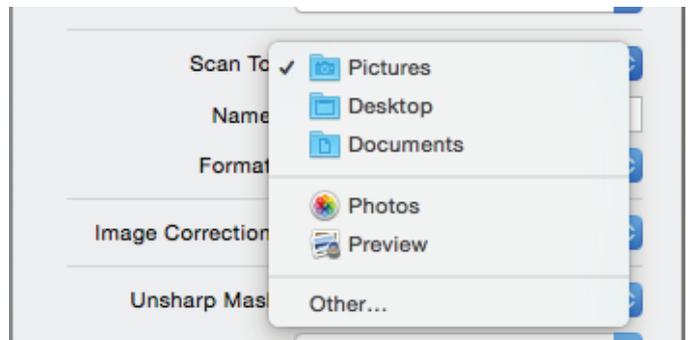
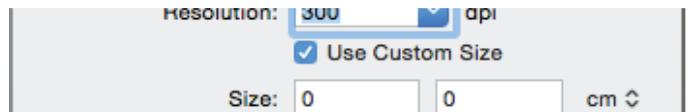
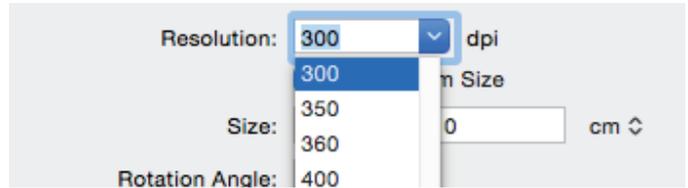
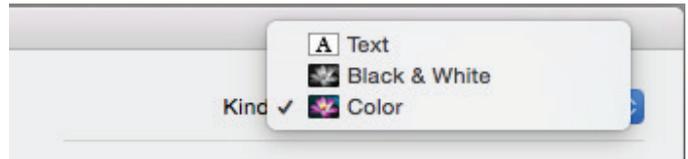
The "**Scan To**" pop-up menu allows you to choose where you scanned image will saved to. Unless you choose your image will be saved to the **Pictures** folder of the machine you are using.

If you want your scanned image/s saved to an USB memory stick or external hard disk, choose "Other" from the pop-up menu to find where you navigate to your preferred location.

If you do not have an external storage device and need to get your scans on another computer, so that you can work on them. Save them in "Pictures" then copy to TempStore.

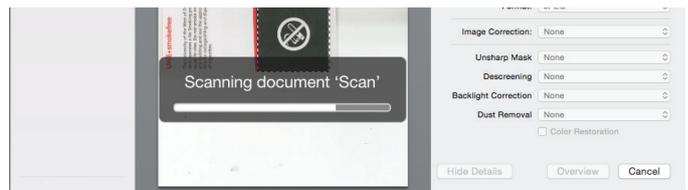
Unless you type a name into the "**Name**" box your image will be saved with the name Scan - if you can several images without setting a name each time, each image will be named and appended with a number (eg. Scan, Scan1, Scan2 etc.).

Use the "**Format**" pop-up to choose a file type (JPEG is the most commonly used for images).



## Step 3: Scanning and saving

When you happy with your settings click the "**Scan**" button.



When the scan is complete a window labelled "**Scan Results**" will appear showing all the scans you have completed in the current session. Click the small magnifying glass icon to be directed to the location your image is saved to.