



## USING THE EPSON FLATBED SCANNER ON THE MAC

### Specifications

The flatbed scanner can acquire images up to 8.5” x 11.7 “ from reflective or transparent media (including 35mm slides). Optical resolution is 1600 dpi and optical density is 3.6.

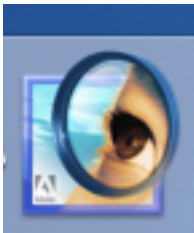
If you have never used the scanner and would like assistance, please ask a lab consultant for help.

Before scanning, determine whether the images will be printed, viewed on screen, or made into slides. If the images will be printed, decide how large the final image should be.

### Using the Scanner

#### 1. Open Photoshop

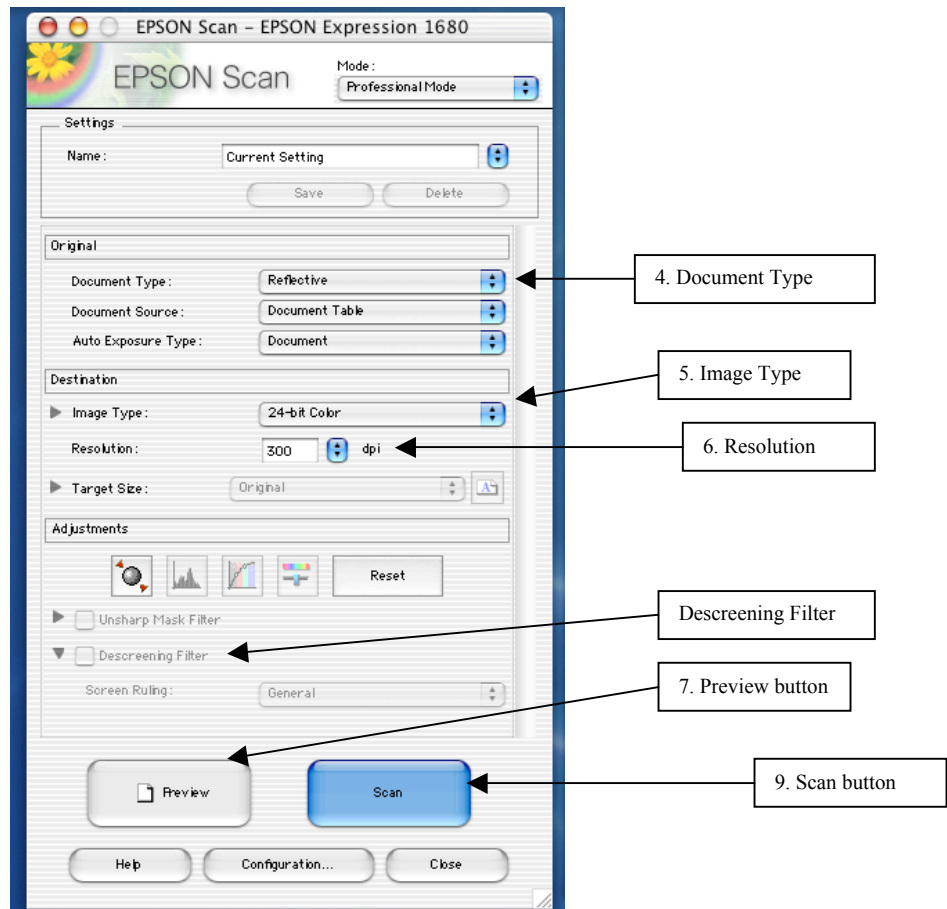
- Click the “Photoshop 7.0” icon on the dock, located at the bottom of the screen.
- 



#### 2. Position your document on the scanner.

- Lift the cover and place the original image face down on the scanner glass, with the top of the image toward the right side of the back end of the scanner.
- If your image is transparent don't cover the opening behind the scanning surface.
- Close the scanner cover.

3. From the menu, select **File>Import>Epson Scanner Expression 1680...** ...The Epson Scan main window will appear.



#### 4. Select your **Document Type**.

- If your image is opaque choose **Reflective**.
- If your image is transparent choose **Transparency**.

#### 5. Select your **Image Type**.

- For grayscale images we recommend **8-bit Grayscale**.
- For color images we recommend **24-bit Color**.
- For printed materials, such as magazines, manuals and books check the Descreening Filter checkbox. Select the proper setting for your media from the Screen Ruling drop down menu. If you are unsure start with “Magazine (133 lpi).”
- *We do not recommend using **48-bit Color** or **16-bit Grayscale**. Choosing one of these as your image type makes a 16-bit instead of an 8-bit file that can only be opened in Photoshop.*

#### 6. Set your **Resolution**.

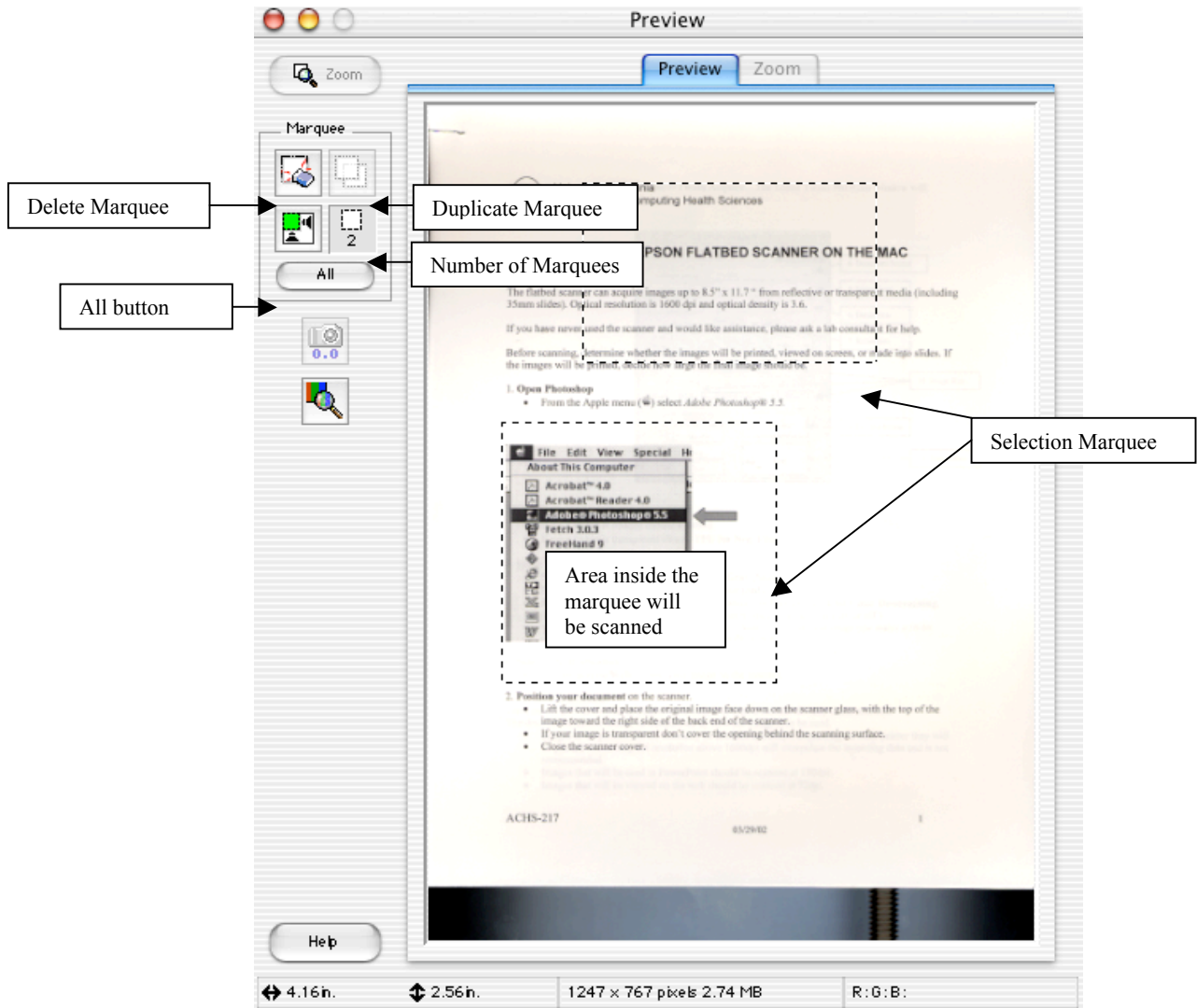
Click on the pull down box to choose a resolution or type a number directly in the text box.

The desired resolution should be determined by how the image is to be used.

- Images to be printed should normally be scanned at 300dpi; depending on what printer they will be printed on. Setting the resolution above 1600dpi will interpolate the incoming data and is not recommended.
- Images that will be used in PowerPoint should be scanned at 150dpi.
- Images that will be viewed on the web should be scanned at 72dpi.

7. **Preview** your image.

- Click the **Preview** button. A low-resolution copy of your image will appear in the Preview window.



## 8. **Select** the area to be scanned.

- You may want to click the **All** button, then the **Delete Marquee** button to get rid of any existing marquees that were left from the previous user.
  - If there is no marquee visible, click and drag to create a marquee box.
  - Adjust the marquee to enclose the area that you want scanned.
    - To move the marquee, position the cursor so that it becomes a hand, then click and drag.
    - To change the size of the marquee, position the cursor so that it becomes a square with two arrows, then click and drag to enlarge or reduce the box.
  - If you want to scan multiple areas of the same image:
    - Click and drag again to create a new marquee.
    - To scan the area within all of the marquees, click the **All** button prior to scanning.
    - The **Number of Marquees** box shows how many marquees you have.
  - Deleting a marquee
    - To delete the marquee, click the **Delete Marquee** button.
    - To delete all marquees, click the **All** button and then the **Delete Marquee** button.
- Troubleshooting multiple scan areas:
- If you have multiple marquees, only the active marquee will scan. To make all the marquees active you must click the **All** button.
  - You cannot create a new marquee within the area of an existing marquee. Create the marquee outside the existing marquee and drag inside.

## 9. **Scan** your image.

- Click the **Scan** button and your image will appear as an untitled file in Photoshop.

The image can be saved in a variety of file formats. TIFF is recommended and is the most widely supported image format. JPEG is a “lossy” compression format; meaning image quality is sacrificed in order to reduce file size. Each time the image is opened and saved again, the file is further compressed and more information is lost.

Files can temporarily be saved to the MEDUSER fileserver. Navigate to *data* and create a new folder in the *achs* folder. Files saved to the Meduser server will automatically be deleted after 14 days. Zip drives and CD burners are available for long-term storage.

If you plan to make adjustments to the final image, save the original scan and make adjustments on a copy (File>Save a Copy). This will prevent having to rescan the image if you make any adjustments you are not able to undo.

**Note:** Do not leave transparency materials on the scanner bed for long periods of time. The heat from the scanner can deteriorate these materials.