Scanning Photographs and Artwork

1. **Setup:** Plug the Scanner USB cable into either the PC or Mac USB hub. You’ll find the USB hubs on the corner counter. Press the power button on the button left side of the scanner.

2. **Start the software:** Open the Epson Scan program from the desktop.

3. **Settings:** Change the Document Type drop-down menu to Photograph. Chose your Destination, whether or not you will print or just keep your scans on the computer. A higher DPI means a more high quality scan.

4. **Load your images:** Place your image face down against the glass. Make sure the white screen is on the inside of the scanner lid.

5. **Preview:** With your film loaded and in the scanner, press the Preview button. This will do a quick scan of everything on the glass. In a few seconds, thumbnails of your images will appear. There will be a dotted line around your image, everything within that box will be scanned. Drag the dotted line around the image if it needs to be changed.

6. **Scan:** If all of the preview images look good, click Scan. If you are scanning multiple items, the File Name option will let you choose a name for your images with a sequential number following it. Press OK to confirm the scan.

7. **Finishing Up:** Your scanned image will appear in the Digitized Files folder on the desktop. Make sure Enjoy your images!