

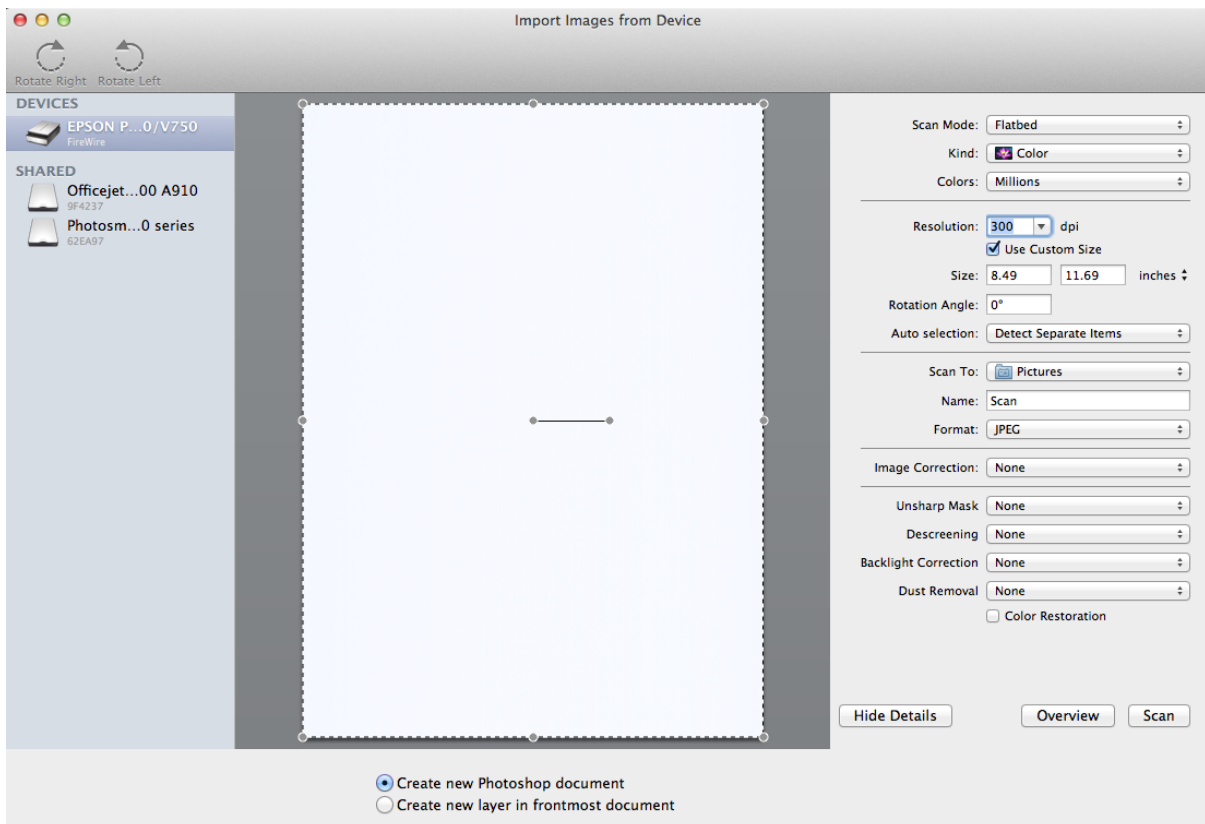
## Scanning into Photoshop & ImageCapture on a Mac

### Where:

Knapp Media Center stations 37 & 38

**NOTE:** If you are scanning **Transparencies, Mounted Slides or Film Negatives**, use [these instructions if on a Mac](#) and [these instructions if using Windows](#).

- Open either
  - **Photoshop**
    - Go to **File** → **Import**
    - In the menu that appears to the left you will either see **Import from Device**, or the name and model of the scanner attached to that station (**ex: EPSON Perfection V750**).
  - or **Image Capture**
    - Select the Scanner from the devices listed on the left
- Wait for the scanner to warm up and complete an **Overview Scan**
- If you don't see a menu on the right side click **Show Details** in order to be able to customize the scanner settings



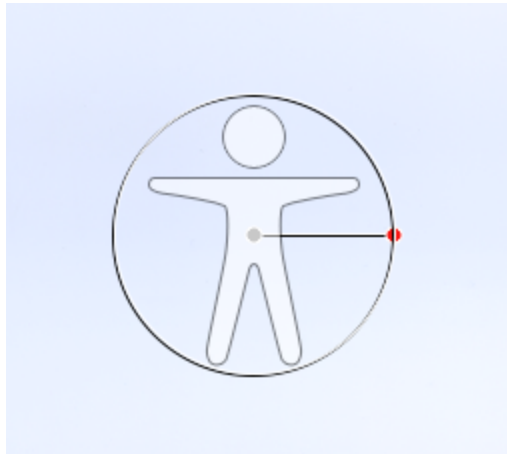
- **Scanner Settings**
  - **Scan Mode**
    - Flatbed - general use
    - Transparency - Positive → for transparencies & mounted slides → use [these](#)

[instructions](#)

- Transparency - Negative → for film negatives → use [these instructions](#)
- **Resolution**
  - General use → 200-300 dpi should be good enough for regular use
  - go up to 600 or if you plan on printing the image much larger than the original - you will need to blow up the image further in Photoshop and the more pixels you start out with, the better your image will end up looking.

**NOTE:** The higher the resolution you scan with, the larger the resulting file will be

- Select the area you wish to scan by re-sizing & rotateting the scan area
  - pull the corners of the dotted rectangle to cover the desired scan area
  - to rotate the rectangle, hover over the grey dot to the right of the center of the selected rectangle, a circle with a little person inside will appear...



rotate as needed

- Scan To → select your destination (**Desktop** recommended)
- Name → file name
- Format:
  - **Image File**
    - regular use, lossy file format → JPEG (small file)
    - high quality original file, lossless file format → TIFF (large file)
  - **PDF**
- Enable the rest of the settings as you need to - they are meant to help clean up images and restore faded color from the scanned media.

If you scanned using ImageCapture, the resulting scan will be saved directly to your chosen destination.

If you scanned using Photoshop, the scanned image will open in Photoshop and be ready for further editing.