

USB Scanner

Scanning is accomplished using the buttons on the front of the scanner. The scan button will scan an image and save it to the computer. Copy will scan an image and then print it to the TEC lab printer.

Scanning an image

- Connect the scanner to the iBook using the USB cable supplied with the cart.

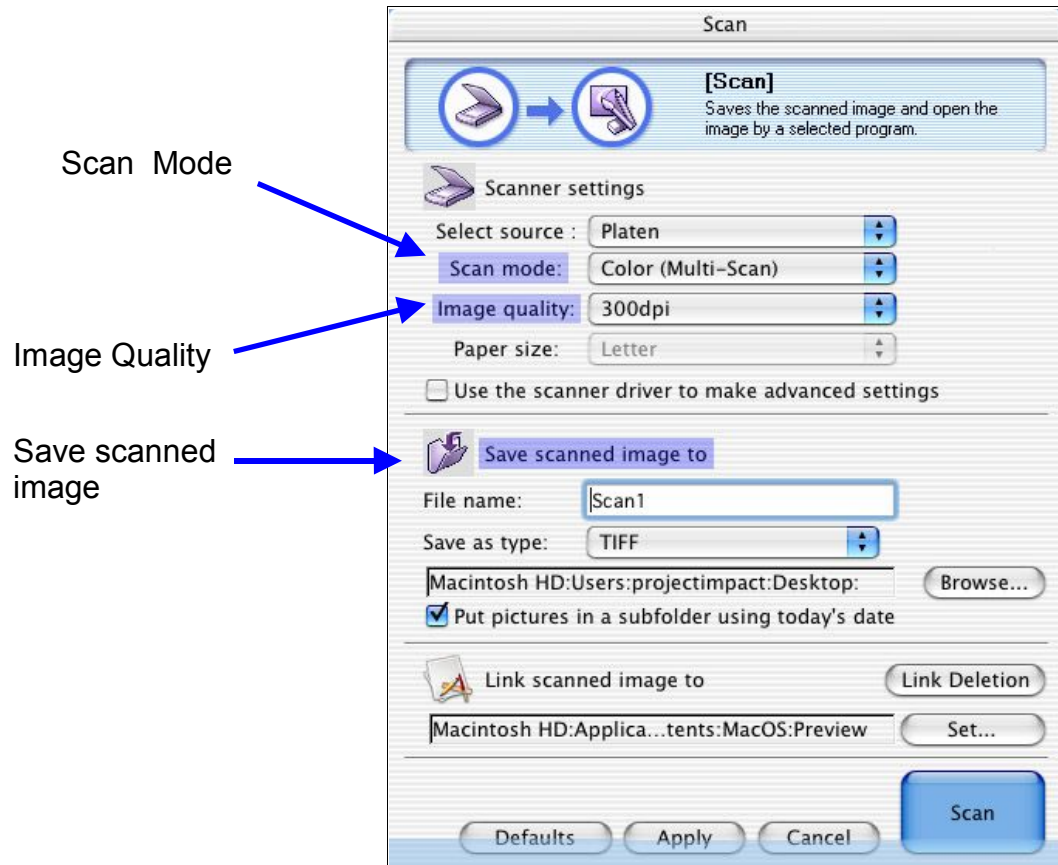


- The iBook will automatically recognize the scanner.
- There is no power cord for the scanner. It gets its power through the USB cable.
- Place item to be scanned in the scanner, align it with the arrow on the left side, and close the cover.
- Press the scan button on the front of the scanner.

Scan Button



- A Scan menu box opens on the computer screen. Use this menu box to change the scan settings listed below.



Scan mode

- Settings include Color (Multi-Scan), Color (Photo), and Black and White.
- Change accordingly.

Image Quality

- This can be set as low as 75 dpi and as high as 1200 dpi.
- A lower setting will scan faster have a lower quality
- A higher setting will scan slower but will be of a much higher quality.
- 300 dpi is a good medium. It will produce a fairly high quality image while keeping the file size small
- 75 dpi should be used for web images

Save scanned image to

- Name the file.
- Select the type or format.
 - Tiff - higher quality but very large file size
 - JPG - works well for color images that will be viewed on the web
- Be sure the box labeled “Put pictures in a subfolder using today’s date” is checked.
- Leave the other setting alone
- Click Scan

- The scan will take a minute or two depending on the size of the image being scanned.
- The image will be automatically cropped and will be saved in a folder on the desktop with today’s date. The image will have the name that you gave it.
- A preview of the image will open in Preview.
- Simply disconnect the USB cable when you are finished with the scanner.