

# Scanning in DDS Mac Studios - A step by step guide

Every DDS Mac Studio at Bower Ashton and Spike Island has an Epson A3 scanner. At Arnolfini the scanner is located in the reprographics area adjacent to the Mac Studios located in 4AF002 and 4AF003.

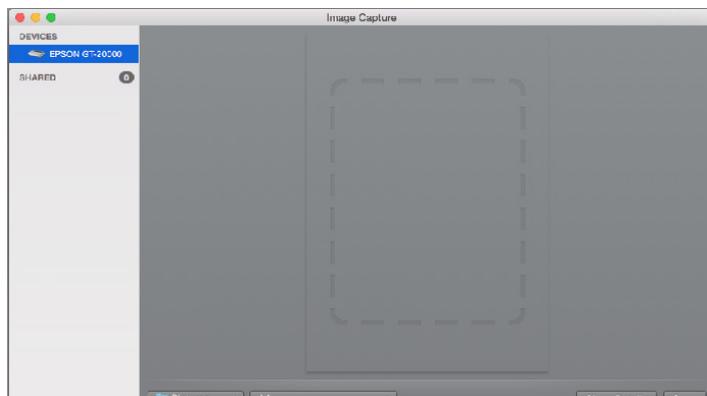
**All scanning is done using Apple's Image Capture software application** - If there is not a icon for Image Capture in the Dock of any computer a scanner is attached to. You can launch Image Capture from the computer's Applications folder.

**1.** Overview scan: Once you are logged on to the computer, lift the lid of the scanner and place the image you'd like to scan face down on the glass. Launch Image Capture. 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: Check the scanner is on and plugged into one of the computer's USB ports. Quit and relaunch Image Capture.

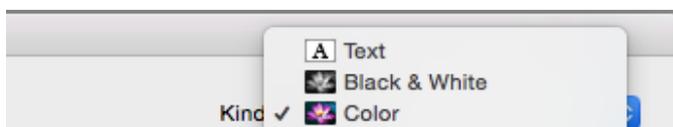
**If the scanner still has not appeared in the Image Capture sidebar then you may need to turn it off and on, then restart the computer.**

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

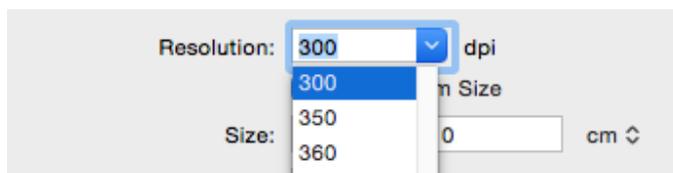


**2.** After the overview scan is complete you will need to choose the relevant settings for the image/s you wish to scan.

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".



**3.** For most print jobs **300dpi** is a good 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 72 - 100 dpi is generally adequate, though once again if your image is to be enlarged substantially you may need to consider scanning at a higher resolution.



**4.** If your image will be reproduced at close to its original physical size here are some guidelines:

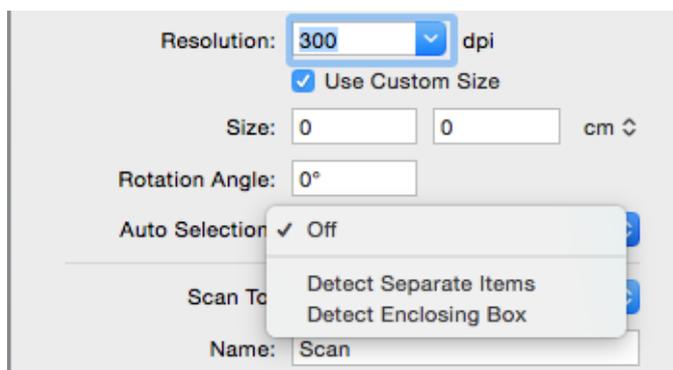
Lasercutting: Black & White 150dpi JPEG

SilkScreen: 300dpi JPEG

Repeat Patterns using Photoshop: 200dpi JPEG

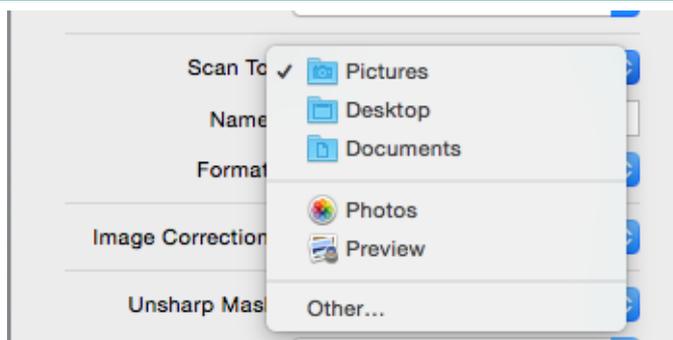
Ticking "Use Custom Size" will allow you to set a selection area as required rather than scanning the entire area of an international paper size, eg. A4 or A3.

"Auto Selection" allows you to choose if the scanning software attempts to detect separate items/images and scan them as individual files... or not? Click and drag a marquee as desired to create a custom selection.



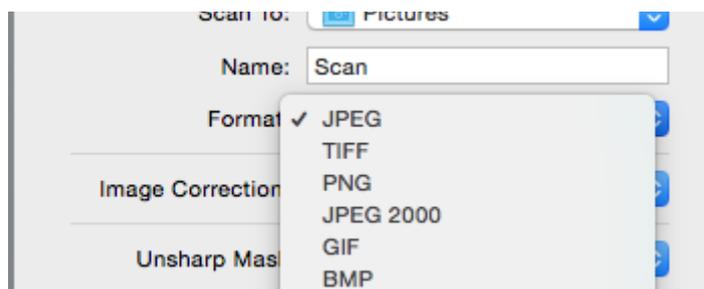
**5.** The "Scan To" pop-up menu allows you to choose where your scanned image will be saved to. By default your image will be saved to the **Pictures** folder. If you want your scanned image/s saved to an USB memory stick or external hard disk, choose "Other" from the pop-up menu to find where you navigate 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 another location of your choice, eg. One Drive.



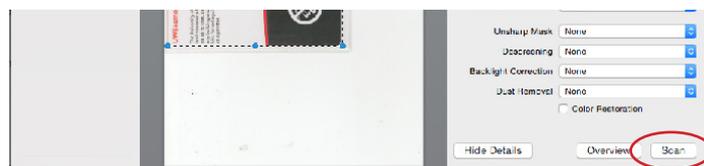
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6. Unless you type a name into the **"Name"** box your image will be saved with the name Scan - if you can several images without setting a name each time, each image will be named and appended with a number (eg. Scan, Scan1, Scan2 etc.). Use the **"Format"** pop-up to choose a file type. JPEG is the most commonly used for 'photographic' images - however there are a number of other useful file formats included in the pop up menu.



7. **NOTE: Make sure you delete all the unnecessary boxes by clicking each one and pressing the backspace/delete key.**

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



8. 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 locate where your image is saved to.

