

Basic Large Format Scanning

Position The Original

The scanner should be in the ready state with only the yellow power light on. Place the original face down with the left side aligned at zero on the scanner scale. Insert the original and it will automatically feed. If you need to reinsert the original, use the blue buttons to remove it.

Set Up Your Scan

Start the scanning program **WIDE Image**.

For basic scanning, set the following under the *Scan Setup* tab:

Scan Preset: None

Mode: 24-bit Color, Graytone, etc.

Resolution: 200 (*Note: Higher resolutions will produce very large files*).

Paper Width: Click the right arrow and select *Paper Width Only* and *Use Scanner Units*. Then enter the width of the original according to the scale on the front of the scanner in tenths.

Scanning The Original

Click the green circle on the toolbar. This brings up the **Save As** dialog box.

Choose a location and enter a filename for your scan and then choose a file type from the drop down list.

Click **Save** and the document will be scanned.

When finished, you can remove the original by pressing the blue buttons on the scanner.

Viewing The Scanned Image

You can view the scanned image by clicking on the **View** tab at the bottom of the screen.

Here you can do some basic editing, including crop, flip, rotate, adjust brightness & contrast, etc.

You can also open and view other scans from the **View** tab.

If your image does not load in the **view** window, then your file size is much too large - you may need to scan again using a lower resolution.

Important Notes:

See the **Help | Contents** menu for more detailed explanations of software features.

Scan at your own risk - we cannot be responsible for damage to your original. You may however, be responsible for damage to our originals.

Do not scan originals that have drafting dots or other adhesive material that is not secured.

If the scanner needs cleaning or any other special attention, please ask at the desk.

If you are unsure about the proper use of the scanner and software, please ask.