

Using the EPSON 1660 Flatbed Scanner

1. Switch on the computer (you might need to log on too). Also check the green light of the scanner to make sure it is on.
2. Start Adobe Photoshop CS3 from the Dock. At File menu, go to Import and select EPSON Perfection 1660.
3. Carefully place your photo in the middle of the glass, avoid leaving fingerprint or dust on it.
4. On the EPSON Scanner palette:
 - **Mode:** Professional Mode.
 - **Document type:** Reflective.
 - **Image Type:** 24-bit Color (for color photos), 16-bit Grayscale (for B & W photos).
 - **Resolution:** 300 dpi
 - **Target size:** original (if you plan to reproduce the photo exactly the same size as the original). Select 5 x7 or 8 x 10 if you plan on reproducing the photo in those sizes respectively.)
 - Don't change those unmentioned above.
5. Click **Preview** button under Resolution. Less than 30 seconds, a small icon of your photo will show.
6. On the **Preview** Palette (on the right side of the screen), after clicking once on the top left **Marquee** icon, place your mouse on the top left corner of your preview photo and drag diagonally while holding the mouse down to set the Marquee on top of your photo. It is better to select a little bit more rather than cropping some portion out. If the cropping is not precise, click the top left marquee icon again to clear the selection and draw the marquee box again or adjust the borders of the Marquee by holding its handles with the mouse.
7. Click Scan button on the Scanner palette. Wait about 30 seconds (the larger you reproduce, the photo the longer it will take). The scanned photo will show on the screen.
8. Go to File menu, select Save. Under Format, change it to **Photoshop** instead of JPEG. Save As: your last name and number follows it. Eg. Sanchez1, Sanchez2 Select Desktop as your destination.
9. Close your photo. Bring up the J-Server, find your student folder and open it. Put your scanned photo into your own folder.
10. Clean up! Put all scanned photo files on desktop into the trash. Don't forget to collect your could-be-precious original photos on the scanner with you. If no one is waiting behind you to use the scanner, you will need to quit Photoshop, disconnect the server and log out, of course, don't forget to push in the chair.