**Station 12 - Using the Epson Perfection V700**

**Scanning Images/Photos**

1. Make sure the Epson scanner is turned on. The power button can be located on the bottom left corner in front of the machine.
2. Lift the cover of the scanner and place your document face down on the glass. Make sure to align the top right corner of your document to the aligning point.
3. Click the EPSON Scan 2 icon in the dock.
4. Double-check these settings. Pay special attention to the resolution option:
   1. Mode - Photo Mode
   2. Document Type - Reflective
   3. Image Type - 24-bit Color (16-bit Grayscale if you want black and white)
   4. Resolution - For a photo to be used in PowerPoint or Web, use 200dpi. For a photo for archival purposes or book publications, use 300dpi.
5. Double check these settings:
   1. Folder – Other: SAVEWORKHERE
   2. Image Format – For a photo to be used in PowerPoint or Web, use JPEG. For a photo for archival purposes or book publications, use TIFF.
6. Click Preview to see image before scanning. If you wish to scan only part of the photo, drag your cursor to create a selection box around the area you want.
7. Click Scan.