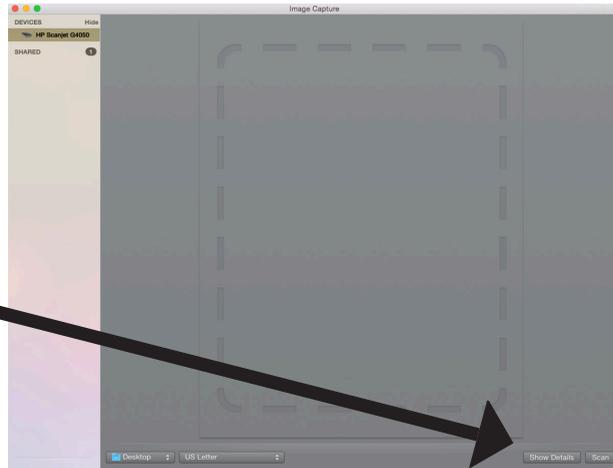# Scanning!

1. Open Image Capture

2. If it looks like this, hit Show Details (this allows you to control what you are scanning).

3a. In this window, draw a box around what you want to scan, only scanning a certain area will save time and space on your drives.

3b. Check the following settings and change for your file:
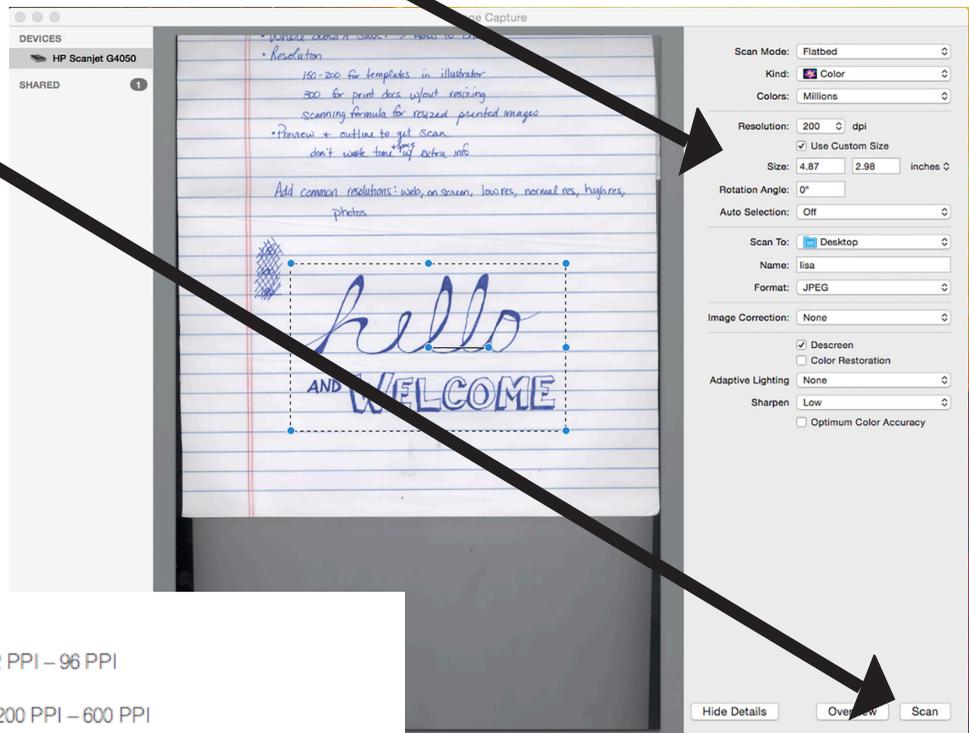- Kind: Color or Black and White
- Resolution: see chart
- Scan To: This is where you want it to save. I recommend either the desktop or your thumb drive
- Name: What do you want your file to be called
- Format: JPG is small and will fit through email

4. Hit Scan

Common resolutions to know:

For the web and other on-screen graphics: 72 PPI – 96 PPI
For newspapers: 150 PPI – 300 PPI
For magazines & other printed publications: 200 PPI – 600 PPI
High quality photographs range from 720 – 2800 PPI

Printer capability, type and paper quality will all affect the way the resolution of an image and the image appearance.