

SCANNING WITH VUESCAN

VueScan is a universal scanning application. VueScan has two modes: Guide me and Advanced. "Guide me" is the default mode when you first run VueScan. It will take you through the scanning process with basic and automatic settings. Access more options and settings by clicking the "Advanced" button. While there are settings that allow you to manipulate color, we recommend you do any image manipulation in Photoshop.

Resolution or Dots-Per-Inch (dpi) is the most important setting when preparing to scan an image. 72dpi-100dpi for screen-resolution (Web & Email). 150-180dpi for standard Black and White Printing. 180-300dpi for standard Color Printing. 300+ for enlarging images. It is recommended that you scan images at a higher resolution than your planned output and keep original scans in a separate folder for backup.

***Basic Input Settings: Media**

***Basic Output Settings: Units, size, dpi, file type, file name, file location**

***Basic Preferences Settings: Viewer**

Input Basic Options

Task: Scan to file

Source: Perfection4990

Mode: Flatbed

Media: Color photo

Media size: Auto

Preview resolution: Auto

Scan resolution: 300 dpi

Scanner bed area

Preview: Pre-scan

Selection area will appear after a preview scan
Roll mouse over selection area line and selection tools will appear

Selection tool

Expand/Condense selection area tool

Selection area

Image

Save

Print

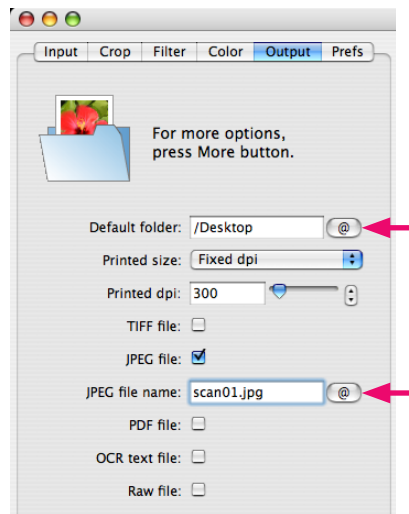
Rotate

Zoom

Output: 2508x3298 pixels 300 dpi 8.36x11 inch 18.6 MB

TO SCAN

1. Set image on scanner bed.
 - Make sure the scanner glass is clean. You can clean it with a small amount of window cleaner and paper-towel.
 - Make sure image is flat on glass. Do not press on glass.
 - Scanner lids lift up to accomodate thick books or media.
2. Launch VueScan (from your Applications folder)
3. Click PREVIEW to get a quick scan of the image and to set scanning area.
4. Set scan area in right side of scan window
5. In OUTPUT tab: Change Printed size to “Fixed dpi” and select desired dpi.
6. Select file type: TIFF, JPEG, PDF, OCR or RAW by checking the appropriate box. You can select more than one.
7. Name your file by typing in the file name field. Keep the file extension (.jpg, .tif, etc.) to remember what file type you are working with.
8. Click “@” button following the “JPEG file name” field to choose a default folder where further scans will be saved. Navigate to the appropriate folder. Sometimes it is simplest to select the Desktop folder (so the scans appear on the Desktop) and then save them to an appropriate drive/disk once you are done scanning.
9. Click Scan to scan your image.



To select Viewer: “Prefs” tab

1. To automatically open each scan with a viewing application, leave “External viewer” checked. To select a viewer application like Photoshop, select the application in the Viewer menu. To avoid opening each scan in a viewing application after each scan, un-check “External viewer.”

