

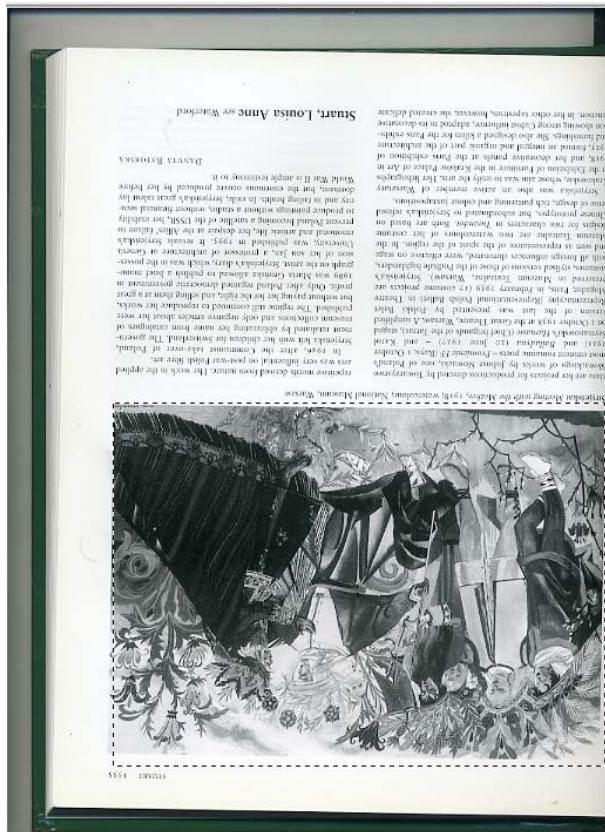
HOW TO SCAN IMAGES FROM BOOKS (Epson 2400)

1. Open up the scanner. Make sure the white inner cover is locked into the inside of the scanner's lid. The white side should be facing the glass.
2. Put your book on the glass so that what you want to scan is roughly in the middle of the flatbed. Put the lid down so it holds the book there. You may have to apply some light pressure to the top of the lid to keep the book from moving – this is okay.
3. Open up “Adobe Photoshop”. The icon is located on the bottom of the screen on the “DOCK”
4. Go up to FILE→IMPORT→EPSON PERFECTION 2400
5. A new window will now appear. Make sure that the settings window is set to “Book” (as seen below, if it isn't click on the up/down arrow and select it)



6. Once that is set. Just press the “Preview” button on the bottom of the screen. (THE PRINTER MAY NEED TO WARM UP)

7. Once the preview is done, a new window will open up and you will see an image like



this:

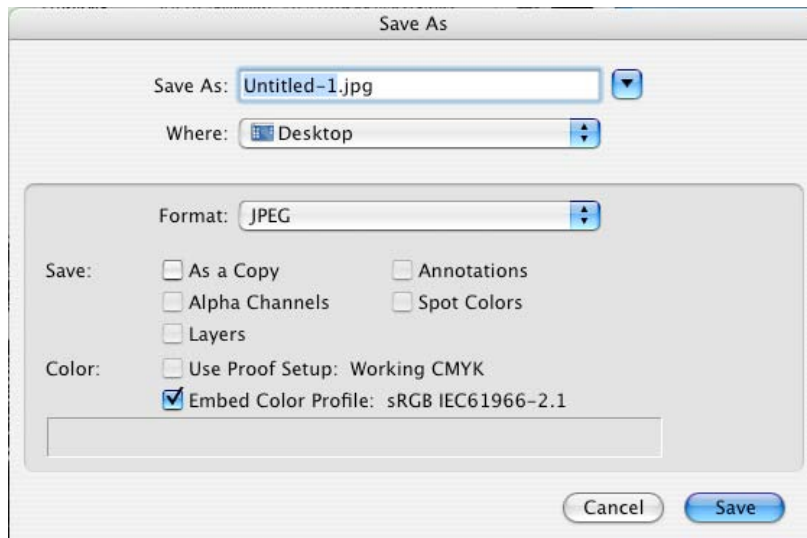
However you may need to create the dotted

lines around the area of the image you want scanned (unless you are just scanning the whole page). To create those dotted lines simply take your cursor to the top left hand corner of the image, click, hold down and drag it to the bottom right hand corner of the image.

8. Once the preview looks like the above picture hit the “Scan” button.

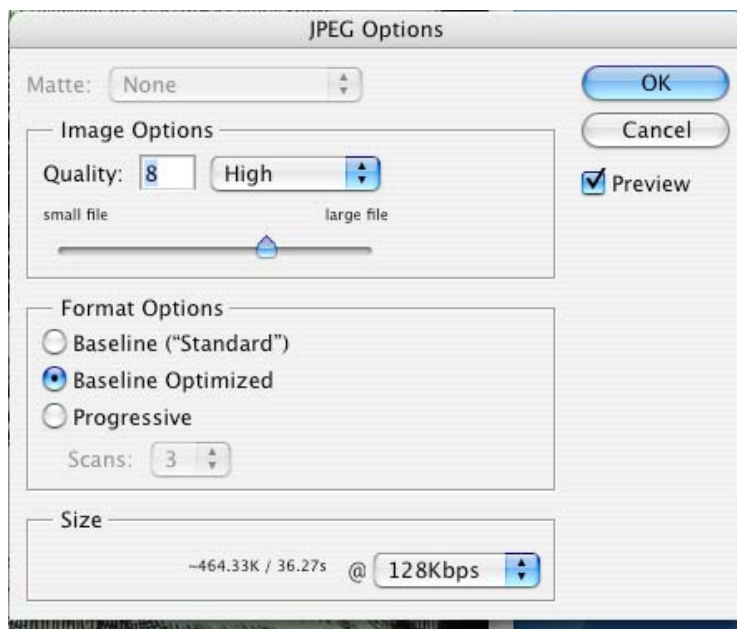
9. Once scanned the Epson Scanning window will close and you will be back in Photoshop with the image.

10. If the image is to your liking, GO TO FILE→SAVE AS a new window will open:



11. Make sure the Format is set to JPEG and save all files onto the Desktop (see above image)

12. After you click on the save button another window will come up:



A quality of 8 is more than sufficient for Power Point Presentations. I don't recommend a higher quality setting because it will make the image much too large.