



## Scanning Pictures with the Epson Perfection 1660 Scanner

The scanner is located in the **Library Reference Area** near the photocopier in Bedford and at the **reference desk** in Lowell.

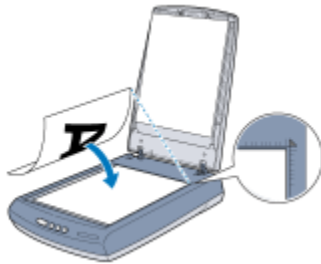


- Double click on **EPSON Smart Panel** on the desktop or in the Programs Group,

*This will launch the software for the Epson Perfection 1660 Scanner.*

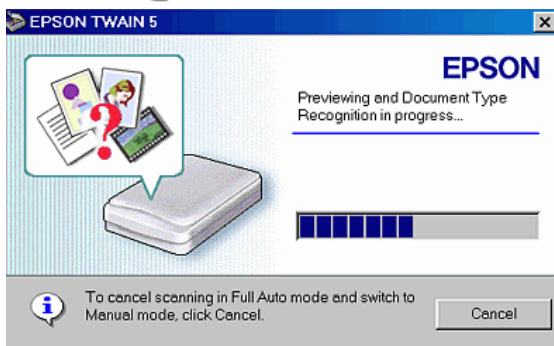
- Lift the cover of the flatbed and place your document in line with **LTR** in the upper left hand corner of the scanner



*A small section at the edge will not be scanned.*



- Close the cover and select Scan to file.

*Scanning will begin in auto mode. To create a more useable image for your PowerPoint presentation you might want to cancel auto mode and change the resolution setting with manual overrides. If you choose to make no changes, the image will be created in Epson Twain Format and display a thumbnail view that says Scan to file.*



-  or  as needed if this is a multi-page document.
- You may want to preview the images before saving these to your desktop, floppy, jump drive or CD.

- When all your images have been scanned, Double click on each image to preview in closer detail what you have scanned.

- Depending on the resolution settings of your scanned image, the size might be larger than needed. By selecting view->Zoom->25% the image will appear more realistic.

Reducing the size for preview will not reduce the size of the image in your document. Remember if you are planning to load the image to your Blackboard course or mailing it to a friend large file sizes can be a problem.

- Assuming it looks good rename the image and save the files to your chosen location with a name that is simple and clear.

### File options

JPEG—good quality image format used for photos with relatively smaller file sizes on the web

BMP—default image file type used by Microsoft Office applications

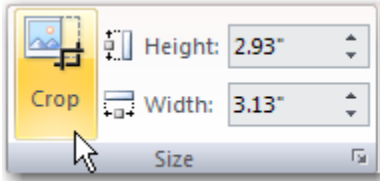
TIF—highest quality image used by magazines

- In most cases, you might want to crop or resize the image further. For this, I would suggest using Microsoft word.

### Cropping or resizing in Microsoft word

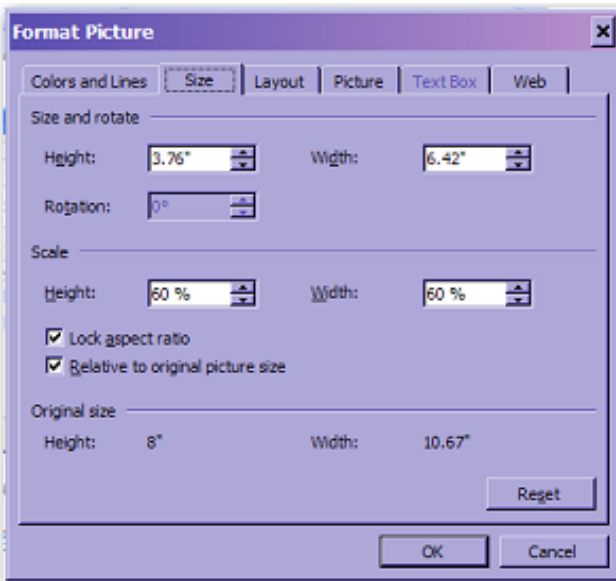
If you are adding the images to a document you are creating, you will most likely want to resize the images. PowerPoint will resize them for you when you add them to a slide. Word 2007 offers tools to resize as well.

- Load Microsoft word
- Open your image from your disk, jump or floppy drive.
- Insert picture into a document
- Double Click on the image to bring up the Picture tools editor in Word 2007



Use the cropping tool and image proportion box to resize the image by using the drop-down arrows.

Microsoft Paint, which comes with your machine, will also offer the option of resizing while maintaining the image in its original format (gif, jpg, etc.) For additional information, contact [Laura Horgan](#).



**Size:** Make sure the **Lock aspect ratio** box is checked.

Change the height or width to the desired size. If the ratio box is not checked, your image will become blurry.

**Layout:** Allows you to position your image in your document especially if you are combining it with text. Using the behind and in front of text allows you to layer images to create a new look.

