

Using the Epson 1650 Scanner on the Mac

During one scanning session, all of the image files will appear on the desktop and they should not be moved into a folder until the session has been finished. The aim of the above is to allow the software to assign a unique name to each image file.

Open the lid and look for the white backing plate which is located on the under side of the lid. The plate must be in place in order to scan pictures and printed pages but it must be removed to scan positive or negative film.

To remove the backing plate, look for the small handle which is at the top when the lid is open. Pull the handle up (it requires some of force) and the backing plate will slide out of the two retaining slots. Notice the position of the slots; the two ears on the backing plate will be inside of the slots when the backing plate is installed.

Find the switch box which is behind the monitor; it must set to B. Restart the computer as indicated on the last page of this material.

1. Scan photos or printed pages:

Install the white backing plate; push it down carefully until you feel it snap into place. Place the items which are to be scanned face down on the glass (the glass may be completely covered) and close the lid. The Scan button on the front of the scanner looks like an arrow in a box; it must be lit. Press the Scan button*. The Image Capture window will open and a preview scan will appear on that window.

Place a marquee on one or more images which are on the preview scan. To place the marquee, move the mouse pointer to the upper left of the image/s, click and hold the mouse button down; then drag the pointer to lower right on the image/s and release the button. The material inside the box is the portion of the preview scan which will be scanned. The dots on the perimeter of the box may be used for fine adjustment. Notice that the Scan button at the lower right on the screen is now selected.

Find the Scan Mode box on the right; it should display the word Flatbed. If it doesn't, click the small triangles on the right and then click the word Flatbed.

The Document box is the next lower box and it should display "A Text, B/W Photo or Color Photo"; to change the document type click on the triangles as before and then click on the appropriate description of the item/s.

Set the Resolution at 300 dpi or higher. The Scan to Folder box should display the word "Desktop". The Name box should display the word "Scan". The Format box should display one of the words "TIFF, JPEG or PDF". This may be changed as before. Use JPEG for photos and any of the formats for a printed page.

Click the Scan button which is at the lower right on the Image Capture window. The file named Scan.____ appears on the screen and the image is displayed on the left. Click the red dot at the top left to close the large image. The item/s may be scanned over and over using different settings.

If more items remain in the preview scan view, place a marquee around the next item/s to be scanned. Double-click on a new item to remove the old marquee; place the new marquee as before and then click the Scan button on the screen.

Continue this procedure until all of the items have been scanned. At this point there may be several image files on the desktop.

If more items remain to be previewed and scanned, place them on the glass and press the Scan button* on the front of the scanner. Follow the same procedure discussed above.

When all of the scans have been completed, move the image files into a folder. To create and name a folder; close the Image Capture window by clicking on the words "Image Capture" at the top left of the screen and then click on the words "Quit Image Capture" on the drop-down menu. Look for the word "Finder" in the upper left corner. Click on the word "File" which is the next word on the right and then click on the words "New Folder". Type a name for the folder using the keyboard and then press the Return key on the keyboard. Drag and drop the image files into the folder to place the images in it.

The final step is to move the folder to a flash drive or onto a disk. After checking to be certain that the images have been transferred to the flash drive or the disk, please delete your folder from the desktop. Please leave the scanner power on and replace the white backing plate.

2. Scan 35mm slides

Open the scanner lid and remove the white backing plate. Pull the backing plate up using the handle which is at the top of the plate and a fair amount of force. Look for the slots at the bottom of the lid; the ears on the plate must slide into the slots when the plate is replaced. The slide holder has four 2X2 holes in it; place it on the glass with the printing up, the tab "C" on the left and the edge of the holder against the rim of the scanner.

Place one to four slides in the 2X2 holes with their faces down and the sky toward the hinge of the lid; the slide number will be up. Close the lid. The Scan button should be lit; it looks like a rectangle with an arrow inside it. Press the Scan* button.

The Image Capture window will open and a preview scan will appear on that window. Locate the Scan Mode box on the top right; it should contain the word Transparency. If it does not contain that word, click on the black triangles at the right end of the box and then click on the word Transparency.

The next lower box is the Document box; it should contain the words Color Slide. Find the Resolution box and set it to 300 dpi or higher. Set the Format box to JPEG.

Place a marquee on an image. Move the mouse pointer to the upper left of the image; depress the mouse button and hold it down. Then move the mouse to expand the marquee to the lower right of the image; release the button. Drag one or more circles on the marquee for fine adjustment.

Notice that the scan button at the lower right of the window is now highlighted; click it. The file Scan.jpeg will appear on the desktop. A large image will also be on screen; close it by clicking on the red dot at the upper left. The slide may be scanned over and over with different settings.

Double click on the next image to eliminate the previous marquee. Then place a marquee on the next image as before and click the Scan button on the screen. Repeat the procedure until all of the images have been scanned.

Place a new set of slides in the holder and scan them using the steps discussed above. When the process has been completed, all of the image files should be on the desktop. The next step is to move the image files into a folder.

To create a folder, close the Image Capture window by clicking on the words "Image Capture" at the top left of the screen and then click on the words "Quit Image Capture" on the drop-down menu. Look for the word "Finder" in the upper left corner. Click on the word "File" which is the next word to the right and then click the words "New Folder" on the drop down menu. Type a name for the folder using the keyboard and then press the Return key on the keyboard. Drag and drop all of the image files into the folder.

The final step is to move the folder to a flash drive or onto a disk.

After checking to be certain that the images have been transferred to the flash drive or the disk, please delete your folder from the desktop. Please leave the scanner power on and replace the white backing plate.

*If nothing happens, look at the upper left of the screen for the words "Image Capture". Click on those words and then click on the words "Quit Image Capture" on the drop-down menu. Press the Scan button on the front of the scanner again.

Restart the computer:

1. Find the black apple at the upper left of the screen and click it.
2. Find the word "Restart" on the drop-down menu and click it.
3. Click Restart on the menu which appears.
4. The screen will blacken for about 30 seconds and then light up again.
5. Begin scanning.
6. Restart again if nothing happens whenever a preview or a scan is initiated.