

## Using the Flatbed Scanner (Mikrotek ScanMaker i900)

### Scanning Basics: Scanning Prints

1. Launch **Microtek ScanWizard Pro** by double-clicking the icon on the desktop.
2. Place your image face down on the scanner's glass bed.
3. In the **Preview** window, click the **Scan Material** icon (photo of girl with a hat in the upper right corner) and choose *Reflective*.
4. In the **Settings** window, click on **Type** and choose the appropriate image type in the drop-down menu.
5. Click the **Overview** button and your image will appear in the preview window.
6. In the **Settings** window, choose the resolution you would like to scan at from the drop down menu in the **Res** edit box.
7. Select the **Scan Frame** tool from the toolbar (dotted line frame) and choose the area you want to scan by clicking and dragging a rectangle around it. A flashing frame (marquee) will be around the selected image.
8. Click the **Batch** button to start scanning.
9. Specify where you want to save the file by clicking the folder icon on the top right corner to select a destination. If the file is temporary, you may save in **My Pictures**. Create a file name, choose file type, and click the **Save** button. Click **Done** to scan.
10. A dialog box with "Batch Scan Results" will appear when the scan is complete. Click **Done**.

## Using the Flatbed Scanner (Mikrotek ScanMaker i900)

### Scanning Basics: Scanning Transparencies/Negatives

1. Launch **Microtek ScanWizard Pro** by double-clicking the icon on the desktop.
2. Place the slide on the appropriate template and insert the template into the Main Holder. Insert the whole assembly into the scanner's lower bed.
  - There are holders available for slides, 35mm filmstrips, medium format film (for 6 x 4.5cm, 6 x 6cm, 6 x 7cm, and 6 x 9cm), 4x5 film, and glass holder (for non-standard transparencies)
  - HINT: To position correctly, place the transparency so that the image appears to be backwards and upside down to you.
3. In the **Preview** window, click the **Scan Material** icon (photo of girl with a hat in the upper right corner) and choose:
  - *Reflective* (for prints)
  - *Positive Transparency* (for slide or other positive transparency)
  - *Negative Film* (for photographic negative)
4. In the **Settings** window, click on **Type** and choose the appropriate image type in the drop-down menu.
5. Click the **Overview** button and your image will appear in the preview window.
6. In the **Settings** window, choose the resolution you would like to scan at from the drop down menu in the **Res** edit box.
7. Select the **Scan Frame** tool from the toolbar (dotted line frame) and choose the area you want to scan by clicking and dragging a rectangle around it. A flashing frame (marquee) will be around the selected image.
8. Click the **Batch** button to start scanning.
9. Specify where you want to save the file by clicking the folder icon on the top right corner to select a destination. If the file is temporary, you may save in **My Pictures**. Create a file name, choose file type, and click the **Save** button. Click **Done** to scan.
10. A dialog box with "Batch Scan Results" will appear when the scan is complete. Click **Done**.