

# Scanning Photos with the ScanSnap iX1600

1. **Click the ScanSnap Home icon** in the dock at the bottom of the computer screen to open the SnapScan Home software. This needs to be running for the scanner to communicate with the computer. You can minimize the ScanSnap Home window once it opens.

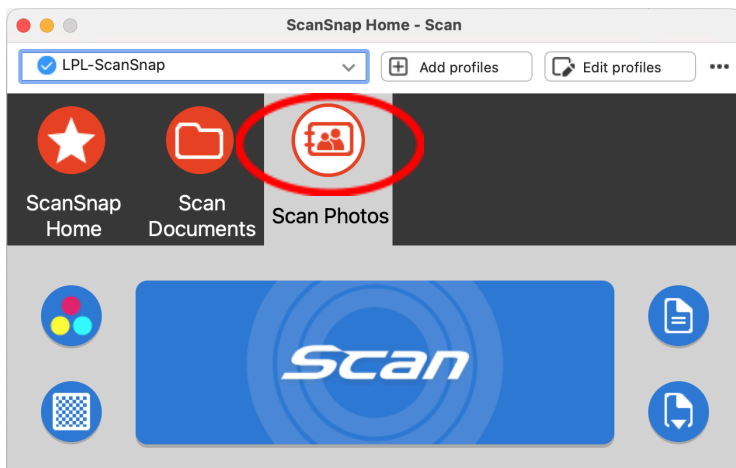


2. **Open the ScanSnap scanner lid** to turn it on.



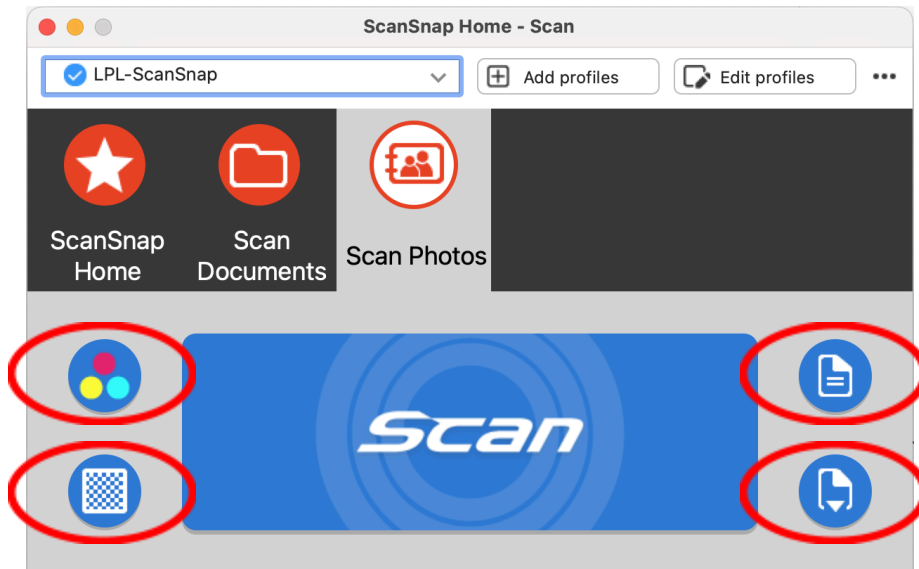
3. **Place a stack of up to 30 photos in the top scanner tray** facing away from you and upside down. Don't worry if some photos aren't rotated correctly - the scanner should auto-rotate photos containing humans and text. You'll also have a chance to rotate images after scanning.

4. **On the scanner's touch screen, select Scan Photos.** This setting will scan your photos as separate JPEG images files.



5. **Adjust your scan settings** if desired. The default settings are appropriate for most users.

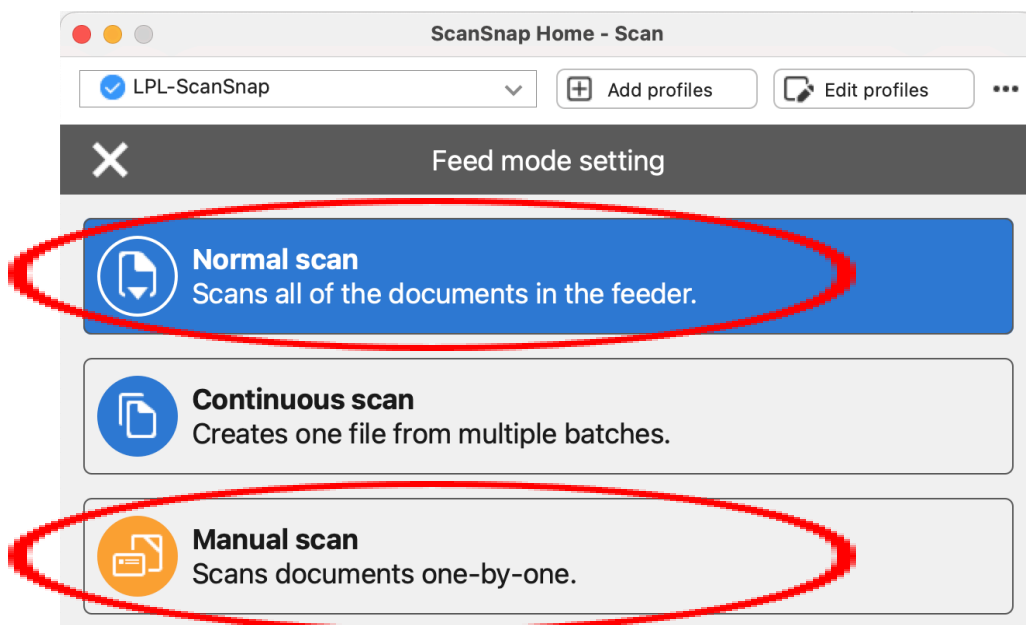
- Color / Black and White (default is color)
- Resolution 150, 200, 300, or 600 dpi (default 600 dpi is recommended)
- Simplex / Duplex (single-sided or double-sided) (default is duplex)
- Normal Scan, Continuous Scan, or Manual Scan (see below)



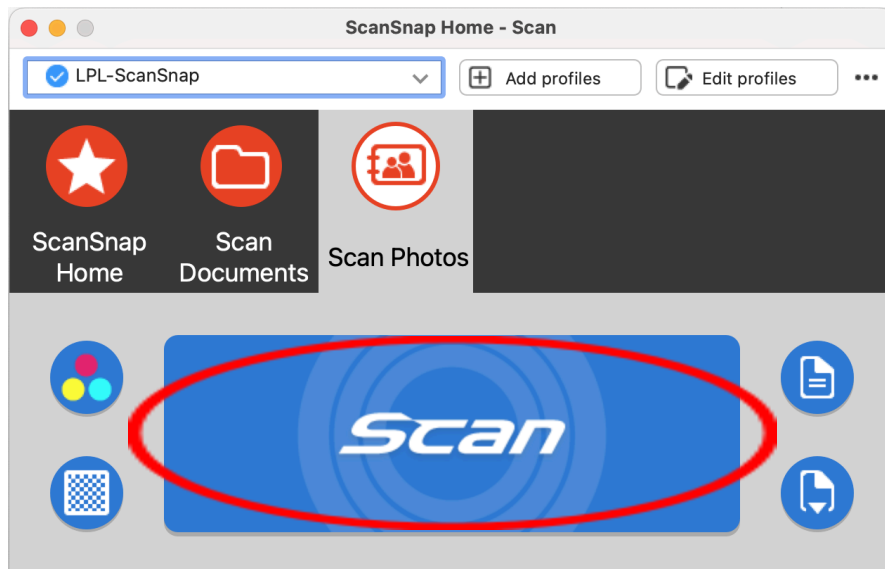
**Normal scan** should work well for most users.

**Continuous scan** typically applies to documents, not photos.

**Manual scan** allows you to feed each photo in by hand. This is useful if you have different size photos which can be difficult to stack.



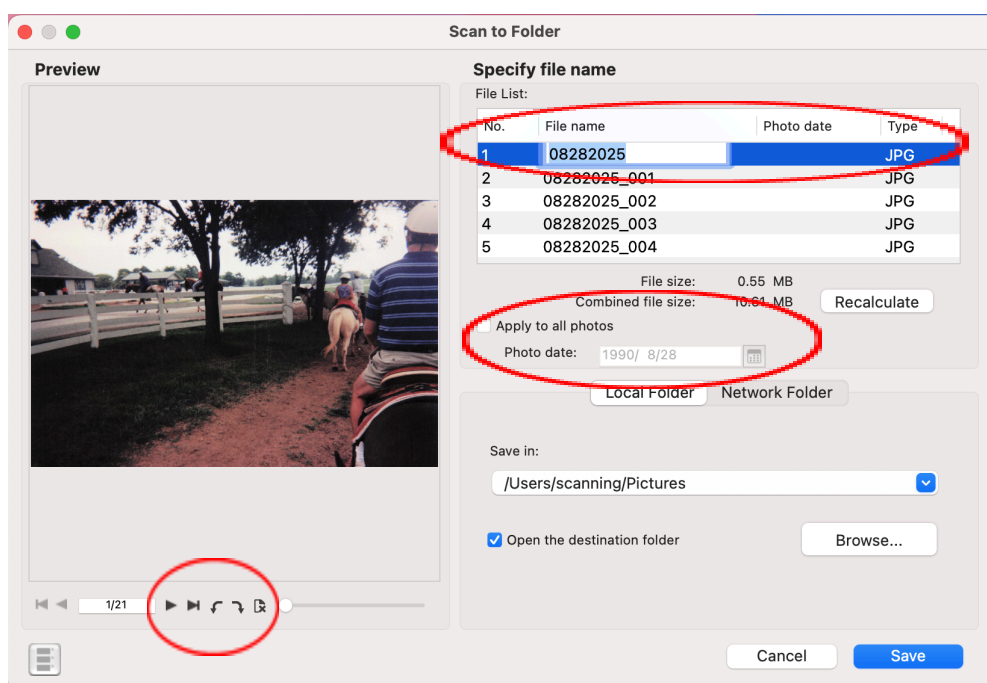
6. **Press the large blue scan button** in the middle of the screen to begin scanning. It should take about 60 seconds to scan a stack of 30 photos.



7. During scanning, your photos will appear in a small window at the lower right hand corner of the screen. When scanning is complete, a list of your images will automatically display in a Scan to Folder window.

Here, you can:

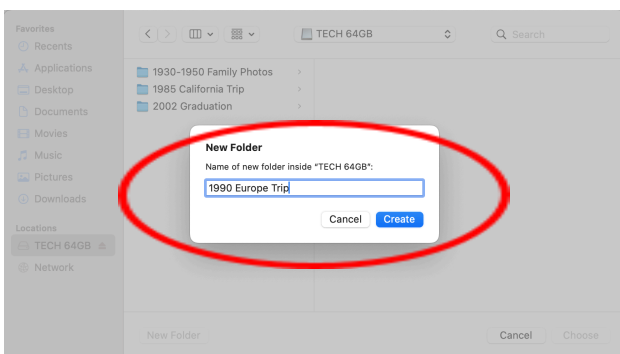
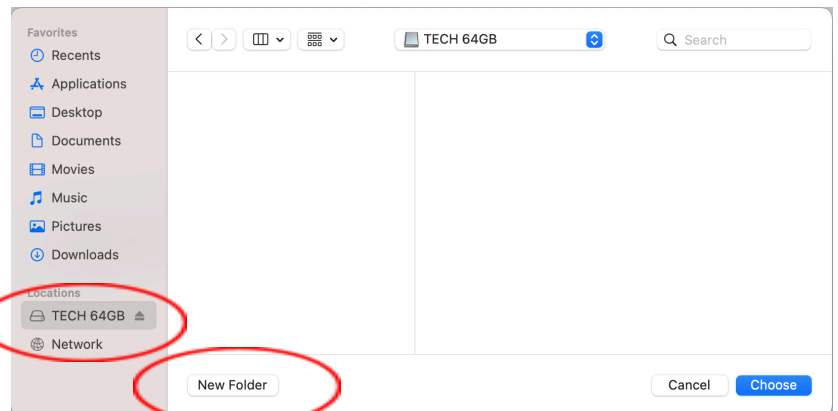
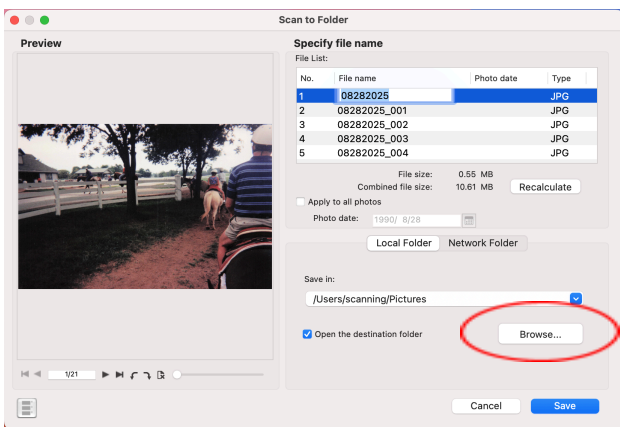
- Rename images** (if desired)
- Rotate images** using the arrow buttons at the bottom left
- Delete unwanted images**
- Apply a date** to the photos if you wish



## 8. Save and organize your files carefully.

If you immediately press Save, your files will be saved in the Pictures folder on the Mac. This can work, but we recommend saving your files straight to your storage drive and organizing them into separate folders based on their subject. Here's how:

1. **Click Browse**
2. **Insert your storage device** into the hub below the computer monitor.
3. **Select your storage device** in the left hand side bar.
4. **Create a new folder** and name it based on the subject of the photos in the stack. When naming, it is best practice to include the year first so multiple folders will appear in chronological order from top to bottom. (e.g. "1990 Europe Trip" or "1930-1950 Family Photos").
5. **Click Choose.**



**Press Save** to save your scanned photos to your newly created folder. All subsequent scans will now be saved to this folder.

When you are ready to begin a new set of photos in a new subject folder, repeat the process:

1. Scan a stack of photos
2. Browse
3. Create a new folder on your storage drive
4. Save to the new folder.

This is only a recommendation based on what works best for most people. Staff are happy to answer any questions or to make sure you have your files saved on your storage device. **Please note that the memory lab computers erase all personal data upon restart**, so it is imperative that you make sure all your files are saved on your removable storage device.

When you are finished scanning multiple sets of photos, your storage drive might look something like this. When you are sure your files are saved correctly, you can eject and remove your storage drive.

