

How to Scan Your Photos

You can scan your photos for **free** in our Makerspace at our Main branch. Sign in to the computer with the flatbed scanner attached using your Brantford Public Library card and PIN.

Click the **Image Capture** icon to open the scanning program. 

When the Image Capture program loads, click the small picture of the scanner in the top left corner.

To save your photos to your USB stick, insert your USB stick into the back of the computer monitor and click **Pictures**, then **Other**. Click your USB stick listed under **Devices** then click **Choose**.

Click **Show Details** and change the scanners DPI (Dots Per Inch) to 300 or more for high quality scans.

The scanner will automatically assign the name Scan 1, Scan 2.... to your scans. You can also name each photo individually if you want.

Press the **Auto Scan** button on the scanner or click **Overview** and you will see a preview of the scan. You can also adjust the area of the photo to be scanned. If you do not make any adjustments the entire photo will be scanned.

Click **Scan** to complete the scanning process and save it to your USB stick.

To remove your USB stick, click and drag it to the Trash icon at the bottom of the screen.