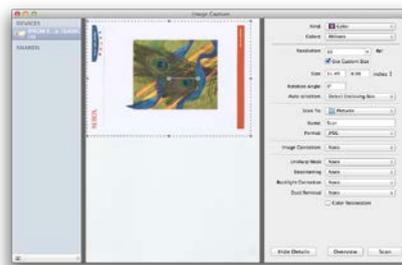# Scanning at uCreate
Quick Guide: Epson A3 scanners on iMac

uCreate

This guide is for scanning with the Epson Expression 1640XL or Epson GT15000 A3 scanners attached to iMacs in uCreate (KB Library Centre and Main Library).

- Place the document to be scanned face down on the scanner glass (avoid touching the glass). Use the black arrow and scale on the left of the scanner glass to position the document correctly.
- In the Applications folder, select **Image Capture** to open the scanning application.

- Click the **Show Details** button.

- In the menu on the right, select **Detect Enclosing Box** from the **Auto selection** drop-down menu, if you wish to capture all areas of the document to be scanned
- Change the position of the marquee edges (the dotted line around the image preview) to the required position.
- Change the save location to your Home drive or personal external device.
- Change any other settings as required.
- Click the **Scan** button to complete the scan.

Troubleshooting

If you are saving to your Home drive, please ensure you have enough space available to save your scanned image file. A high-resolution setting can create a large file.

When setting a location to save your scan to, an error message (e.g. **The selected folder is not writable**) may result if **Documents**, **Pictures** or **Desktop** are initially selected.

To resolve the issue, select the **Other** button. The save location can now be navigated to or chosen, including the original **Document**, **Pictures** and **Desktop** options (though this time they should be selected from the Finder sidebar). You should now be able to scan successfully.