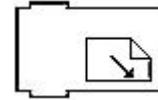




how to **Scan pictures**

- Lift the scanner lid and place image to be scanned on the glass, lined up so the top right-hand corner of your document is aligned against the symbol in the bottom right-hand corner



- Click on **Start, All Programs, Adobe Master Collection CS5, Adobe Photoshop CS5.**
- Click on **File, Import, WIA Support.** Click on the **Start** button and then click on **OK.**
- Select the type of picture you wish to scan then click on the **Preview** button. The scanner switches itself on and does a preview scan of the page on the scanner.
- Select the area to be scanned by placing the mouse cursor over a square on the dotted lines so it becomes a two-headed arrow, holding down the mouse button and dragging the lines to surround the required area.
- Click the **Scan** button to scan image into Photoshop.
- You can then edit the picture in Photoshop.
- To save your image, click **File**, then **Save** or **Save As**. Choose from a wide variety of formats. For best results, choose either **JPEG** for photographs or pictures with subtle shades, or **GIF** for black & white diagrams or images with solid blocks of colour (e.g. cartoons).

If you want to put your picture in a webpage:

- Click on **File** and **Save For Web & Devices**. Under **Preset** on the right hand side of the screen, choose **JPEG** format if you are scanning a photograph, or **GIF** if you are scanning a diagram. Below your image on the left, information is displayed to tell you how big your image will be if saved in various formats, and how long it will take to load them on a slow Internet connection.
- Click on **Save**. Click in the **Save In** box at the top of the dialog box to choose either **A: drive** or **M: drive**. Click in **File name** to give your image a name. Click on **Save**.