

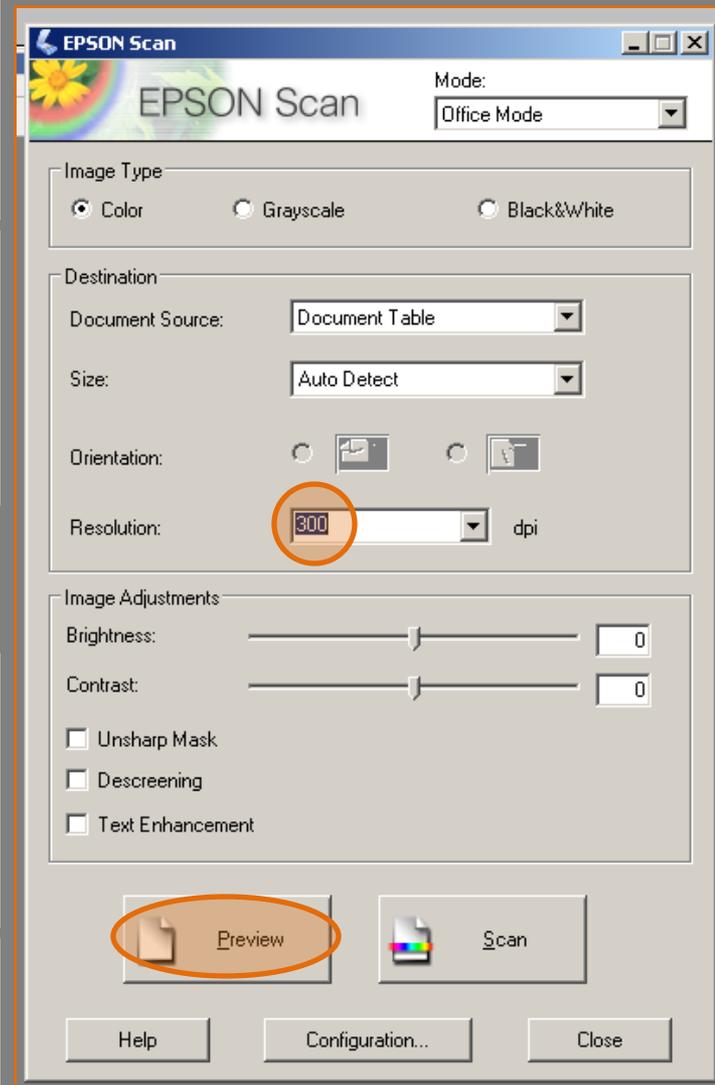
# Sample Interface 1

Turn on the scanner attached to the computer and place your work facedown on the glass.

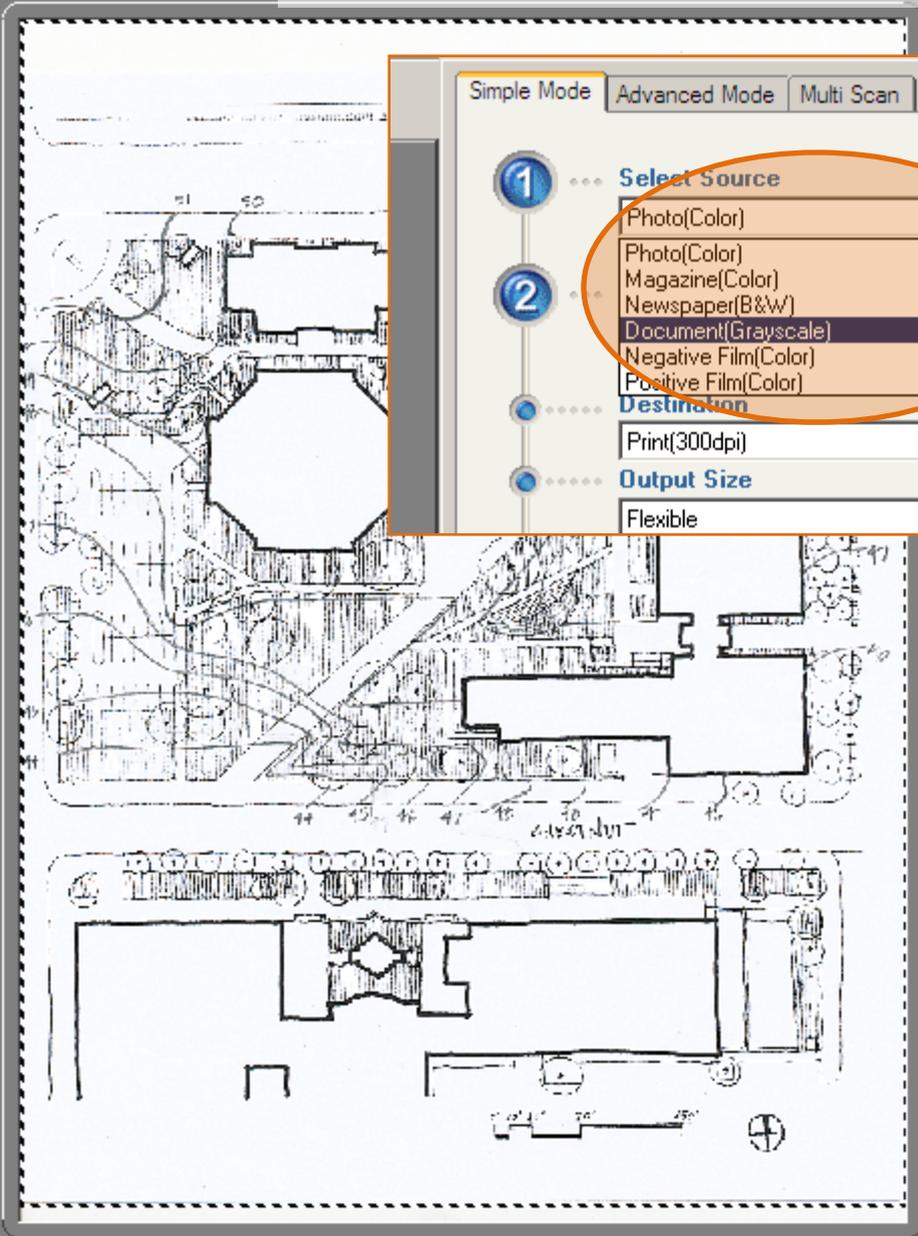
Open Photoshop (Start menu > Adobe Master Collection CS4 > Adobe Photoshop CS4)

Then, open the scanner software:  
**File menu > Import > ScannerName**

Adjust the scanner settings to **300dpi** and select **Grayscale** or **Color**. Select **Preview**.



# Sample Interface 2



Simple Mode | Advanced Mode | Multi Scan

- 1 ... Select Source  
Photo(Color)
- 2 ... Destination  
Print(300dpi)
- ..... Output Size  
Flexible

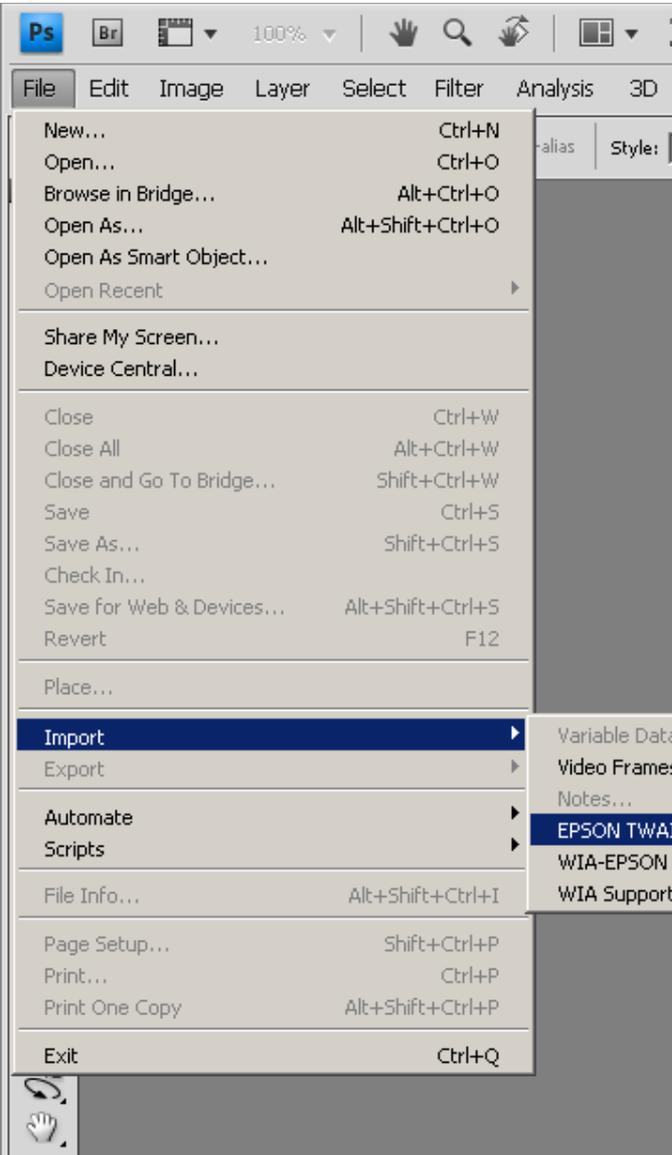
Simple Mode | Advanced Mode | Multi Scan

- 1 ... Select Source  
Photo(Color)
- 2 ... Display Preview Image  
Preview
- ..... Destination  
Print(300dpi)
- ..... Output Size  
Flexible  
Invert aspect ratio
- ..... Adjust cropping frames
- ..... Image corrections  
 Fading correction  
 Backlight correction  
 Gutter shadow correction  
Color Pattern...
- 3 ... Perform Scan  
Scan

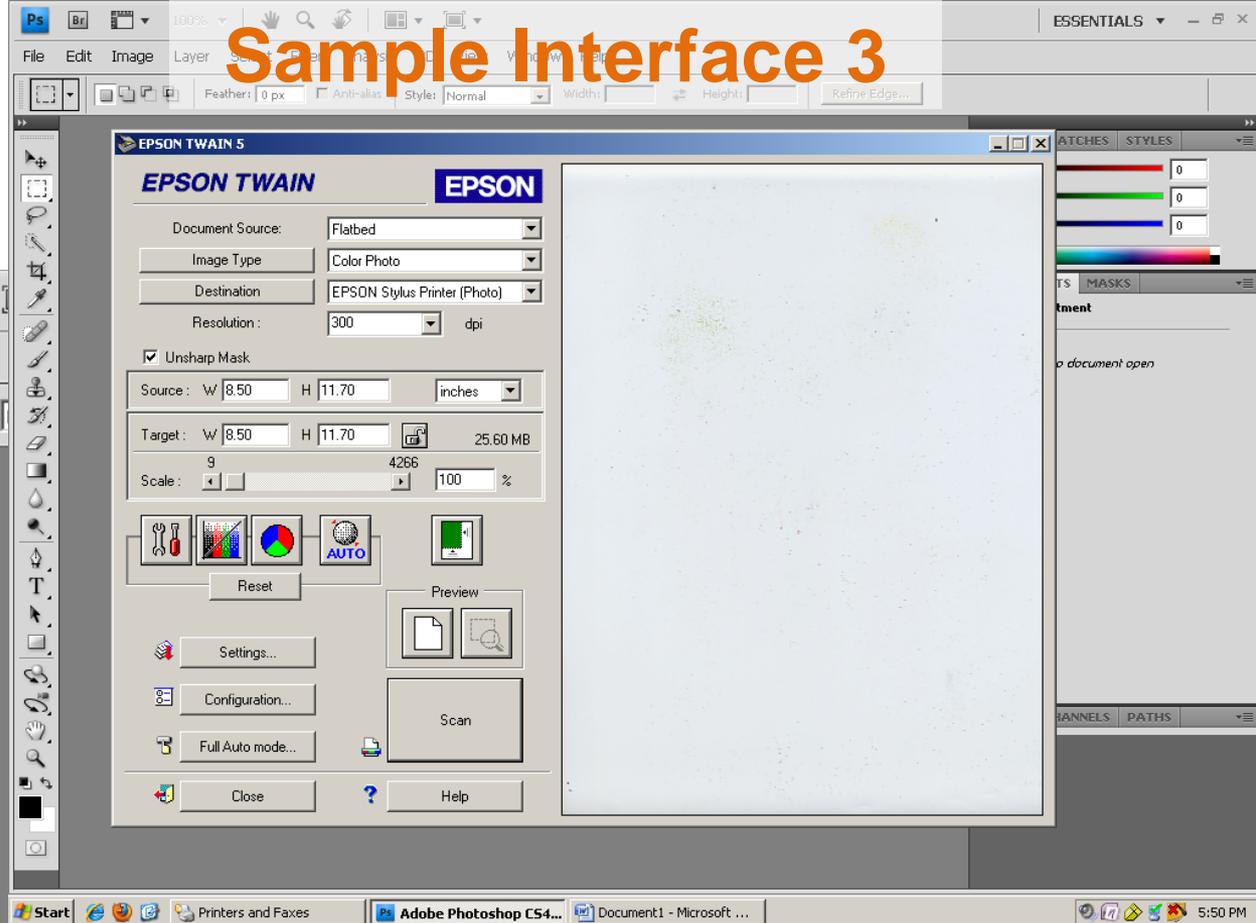
Adjust the scanner settings to **300dpi** and select **Grayscale** or **Color**. Select **Preview**.

On 3201 Arch computers:

**File > Import >  
Epson Twain 5**

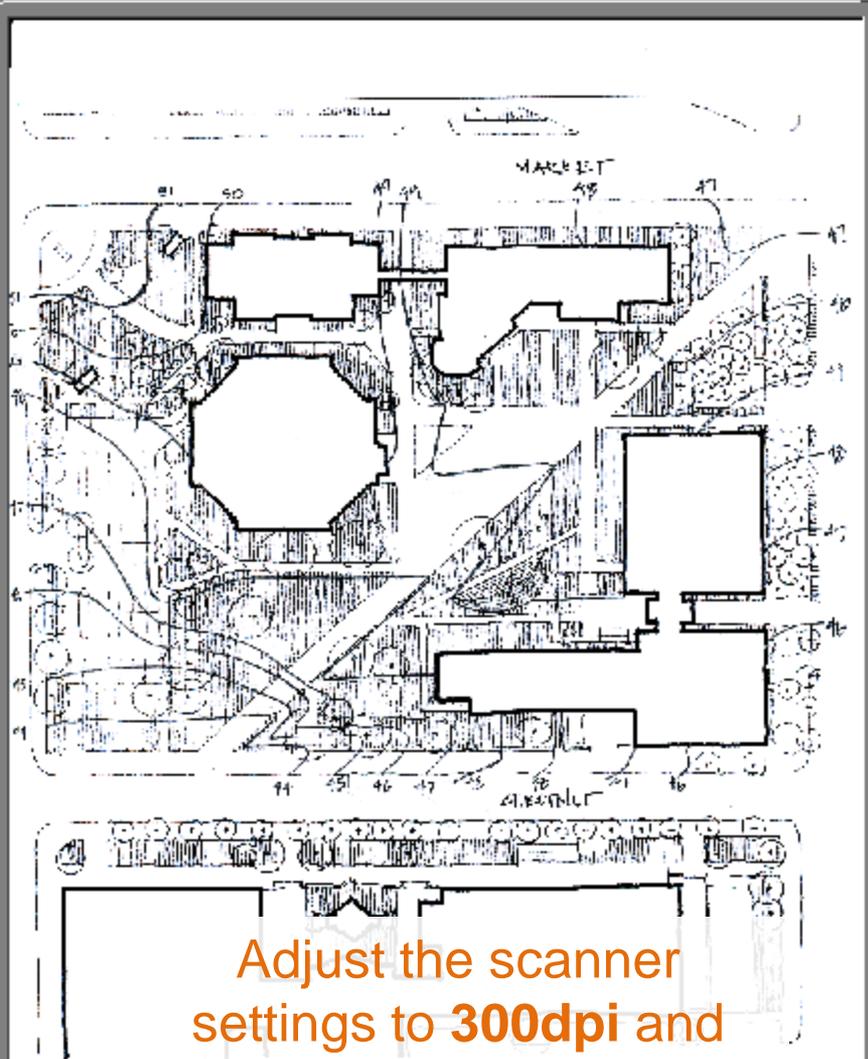


# Sample Interface 3



Then select **manual settings** to make additional selections.

# Sample Interface 4



Adjust the scanner settings to **300dpi** and select **Grayscale** or **Color**. Select **Preview**.

Simple Mode **Advanced Mode** Multi Scan

**Favorite Settings** User defined

**Input Settings**

Select Source : Platen

Paper Size : Full Platen

Color Mode : **Color**

8.50 11.69 inches

**Output Settings**

Output Resolution : **300** dpi

Output Size : Flexible

8.50 11.69 100 %

Data Size : 25.61 MB

**Image Settings**

Auto Tone : ON

Unsharp Mask : ON

Descreen : OFF

Reduce Dust and Scratches : None

Fading Correction : None

Grain Correction : None

Backlight Correction : None

Custom

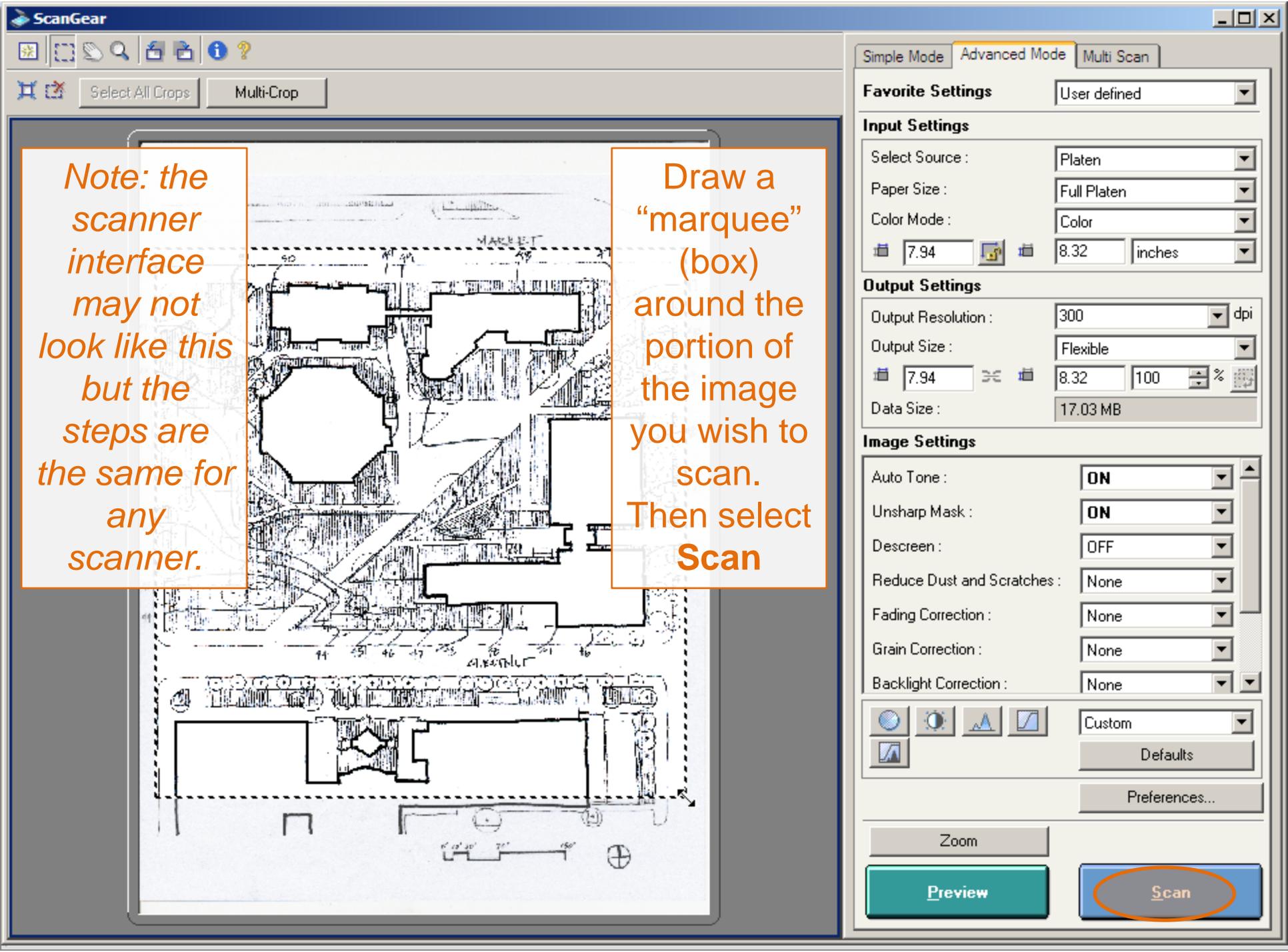
Defaults

Preferences...

Zoom

**Preview**

Scan



*Note: the scanner interface may not look like this but the steps are the same for any scanner.*

Draw a "marquee" (box) around the portion of the image you wish to scan. Then select **Scan**

Simple Mode **Advanced Mode** Multi Scan

**Favorite Settings** User defined

**Input Settings**

Select Source : Platen  
Paper Size : Full Platen  
Color Mode : Color  
7.94 8.32 inches

**Output Settings**

Output Resolution : 300 dpi  
Output Size : Flexible  
7.94 8.32 100 %  
Data Size : 17.03 MB

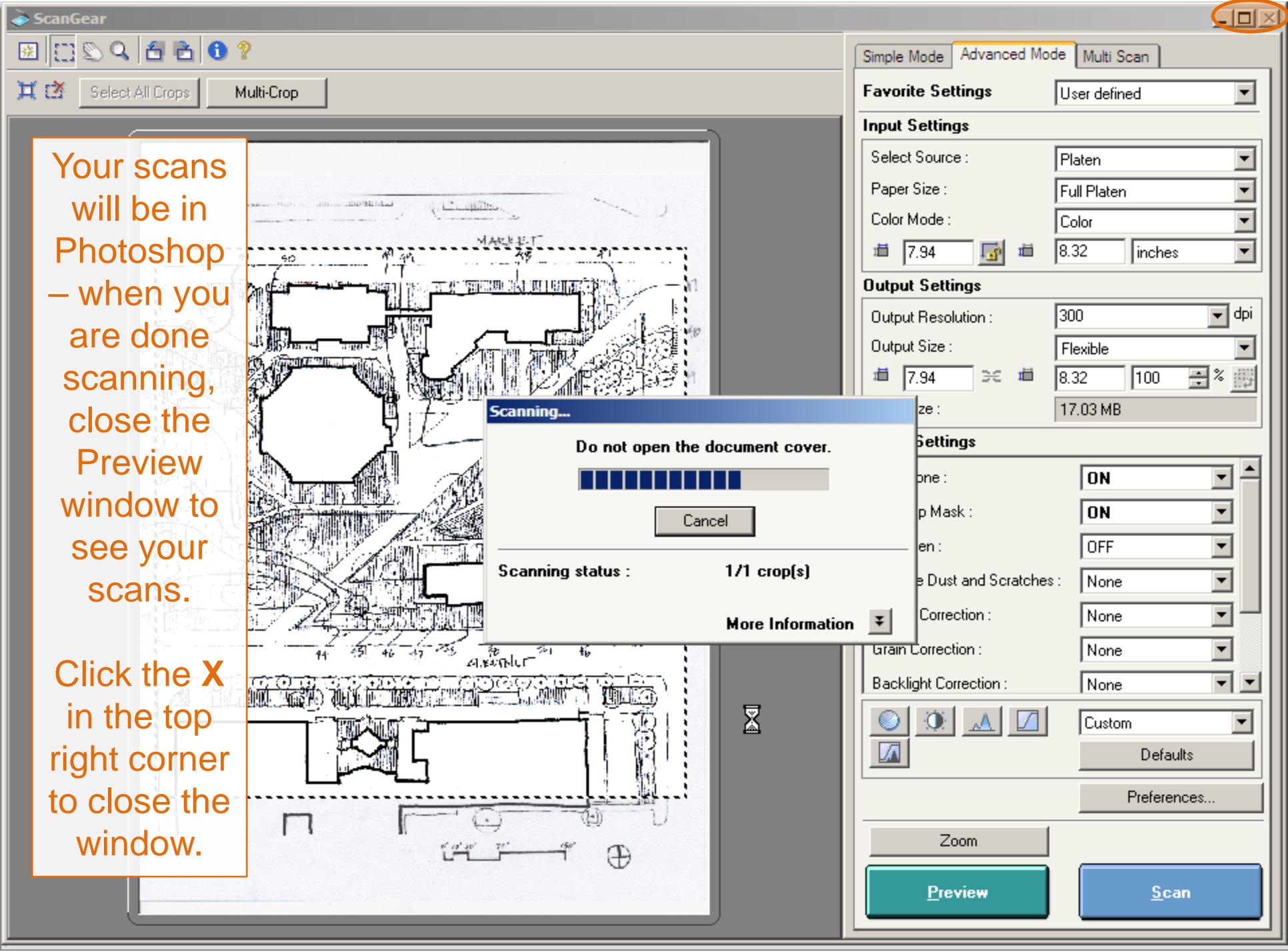
**Image Settings**

Auto Tone : ON  
Unsharp Mask : ON  
Descreen : OFF  
Reduce Dust and Scratches : None  
Fading Correction : None  
Grain Correction : None  
Backlight Correction : None

Custom Defaults Preferences...

Zoom

Preview **Scan**



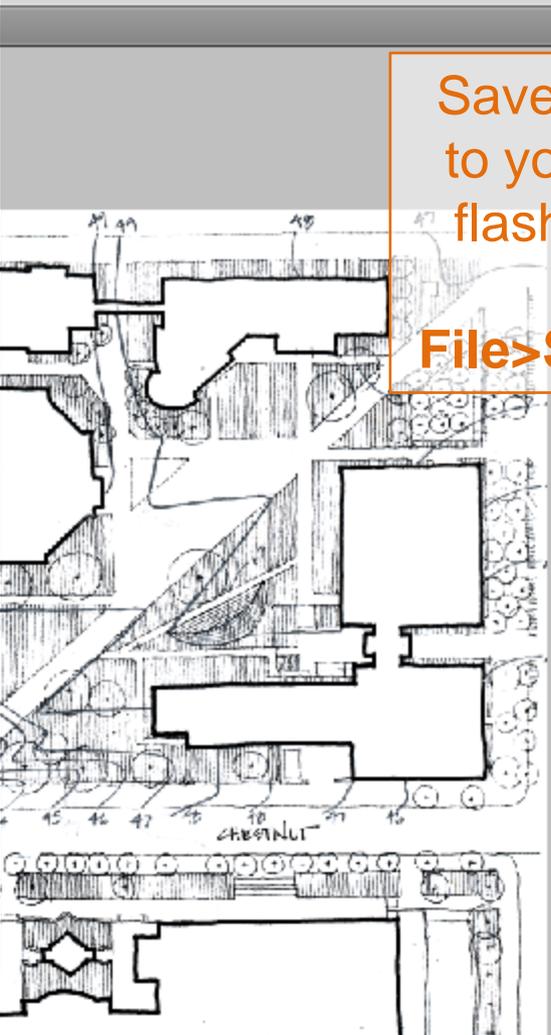
Your scans will be in Photoshop – when you are done scanning, close the Preview window to see your scans.

Click the X in the top right corner to close the window.



- New... Ctrl+N
- Open... Ctrl+O
- Browse in Bridge... Alt+Ctrl+O
- Open As... Alt+Shift+Ctrl+O
- Open As Smart Object...
- Open Recent
- Share My Screen...
- Device Central...
- Close Ctrl+W
- Close All Alt+Ctrl+W
- Close and Go To Bridge... Shift+Ctrl+W
- Save Ctrl+S
- Save As... Shift+Ctrl+S**
- Check In...
- Save for Web & Devices... Alt+Shift+Ctrl+S
- Revert F12
- Place...
- Import
- Export
- Automate
- Scripts
- File Info... Alt+Shift+Ctrl+I
- Page Setup... Shift+Ctrl+P
- Print... Ctrl+P
- Print One Copy Alt+Shift+Ctrl+P
- Exit Ctrl+Q

Windows Actual Pixels Fit Screen Fill Screen Print Size



Save the file to your own flash drive:  
**File>Save As**

COLOR SWATCHES STYLES

R 0  
G 0  
B 0

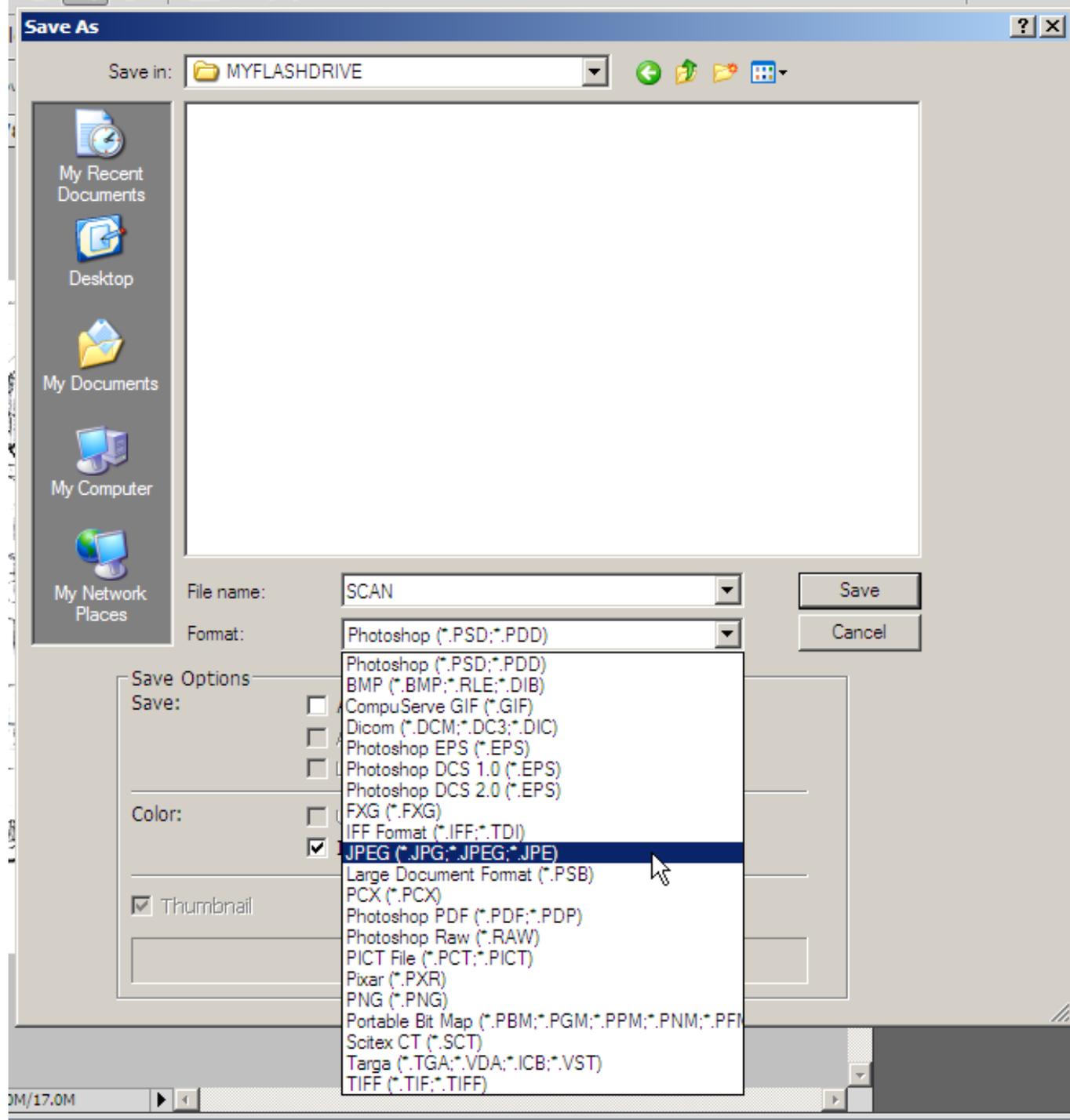
ADJUSTMENTS MASKS

Add an adjustment

Levels Presets  
Curves Presets  
Exposure Presets  
Hue/Saturation Presets  
Black & White Presets  
Channel Mixer Presets  
Selective Color Presets

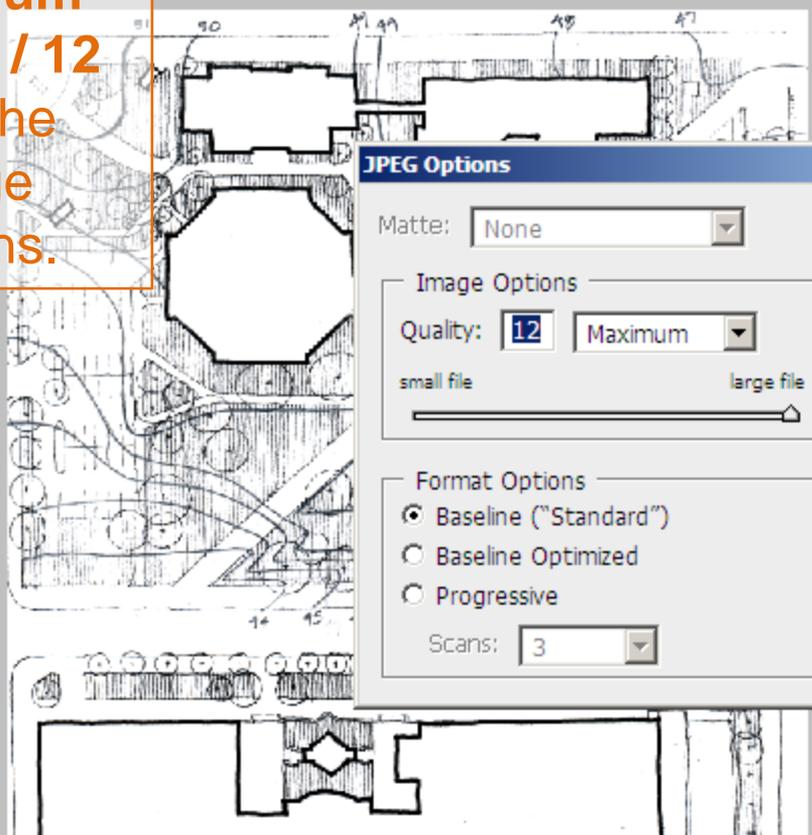
LAYERS CHANNELS PATHS

Save this image as a .JPG:  
from the Format menu, select **JPG**



Untitled-1 @ 16.7% (RGB/8) \* x

Select Maximum Quality / 12 from the Image Options.



**JPEG Options**

Matte: None

Image Options

Quality: 12 Maximum

small file large file

Format Options

- Baseline ("Standard")
- Baseline Optimized
- Progressive

Scans: 3

OK Cancel

Preview 4.8M

COLOR SWATCHES STYLES

R 0

G 0

B 0

ADJUSTMENTS MASKS

Add an adjustment

Levels Presets

Curves Presets

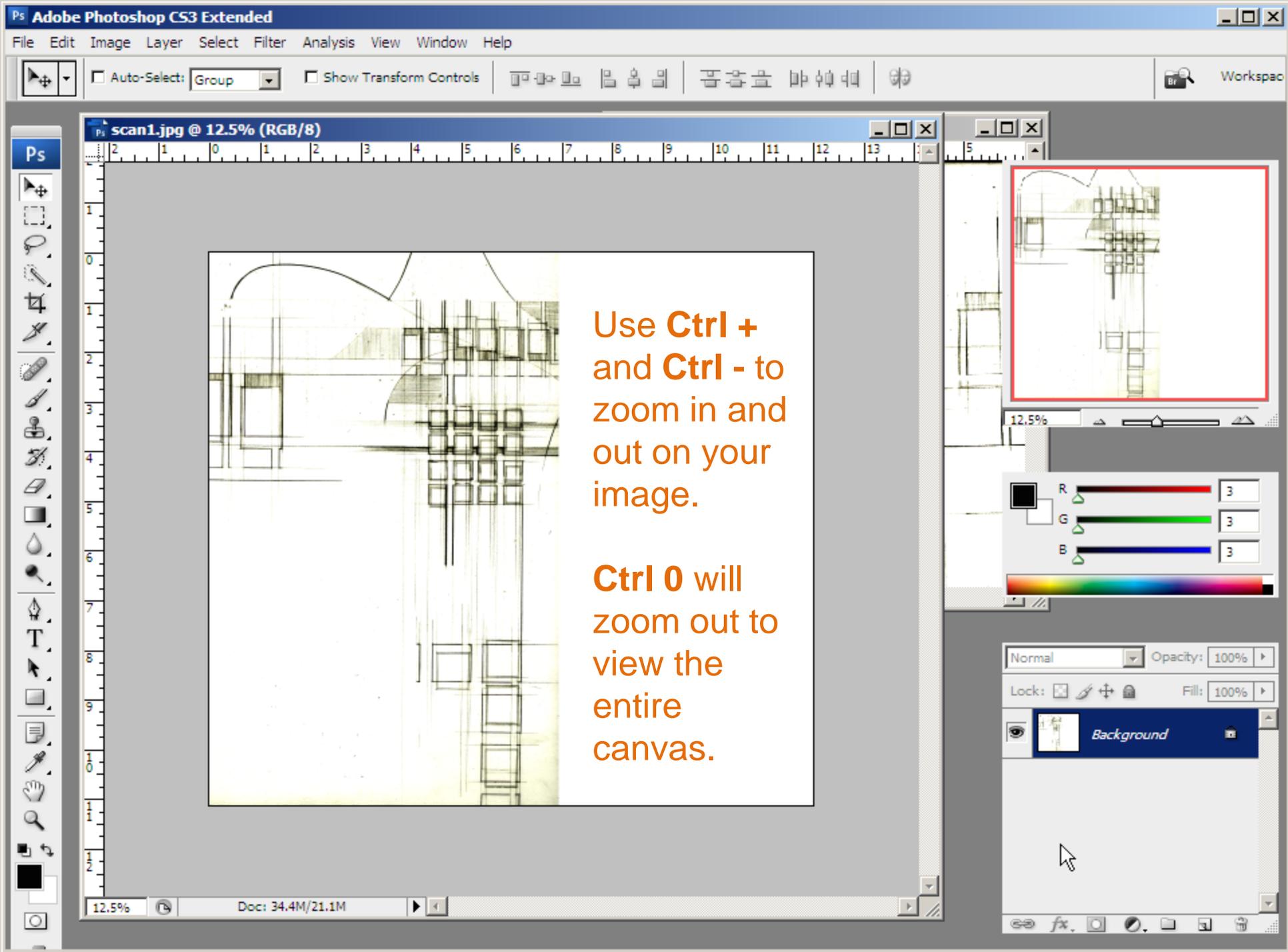
Exposure Presets

Hue/Saturation Presets

Black & White Presets

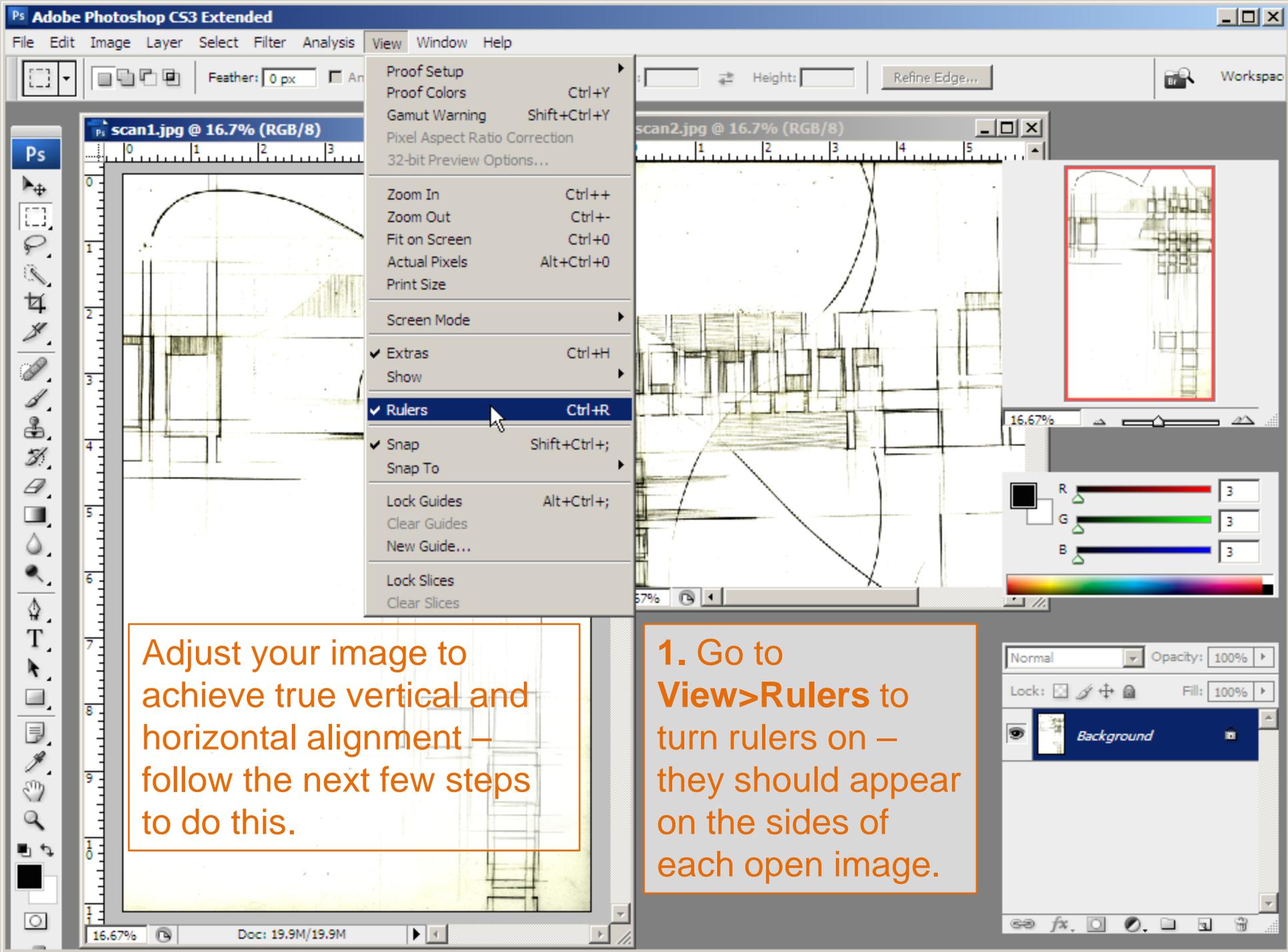
Channel Mixer Presets

Selective Color Presets



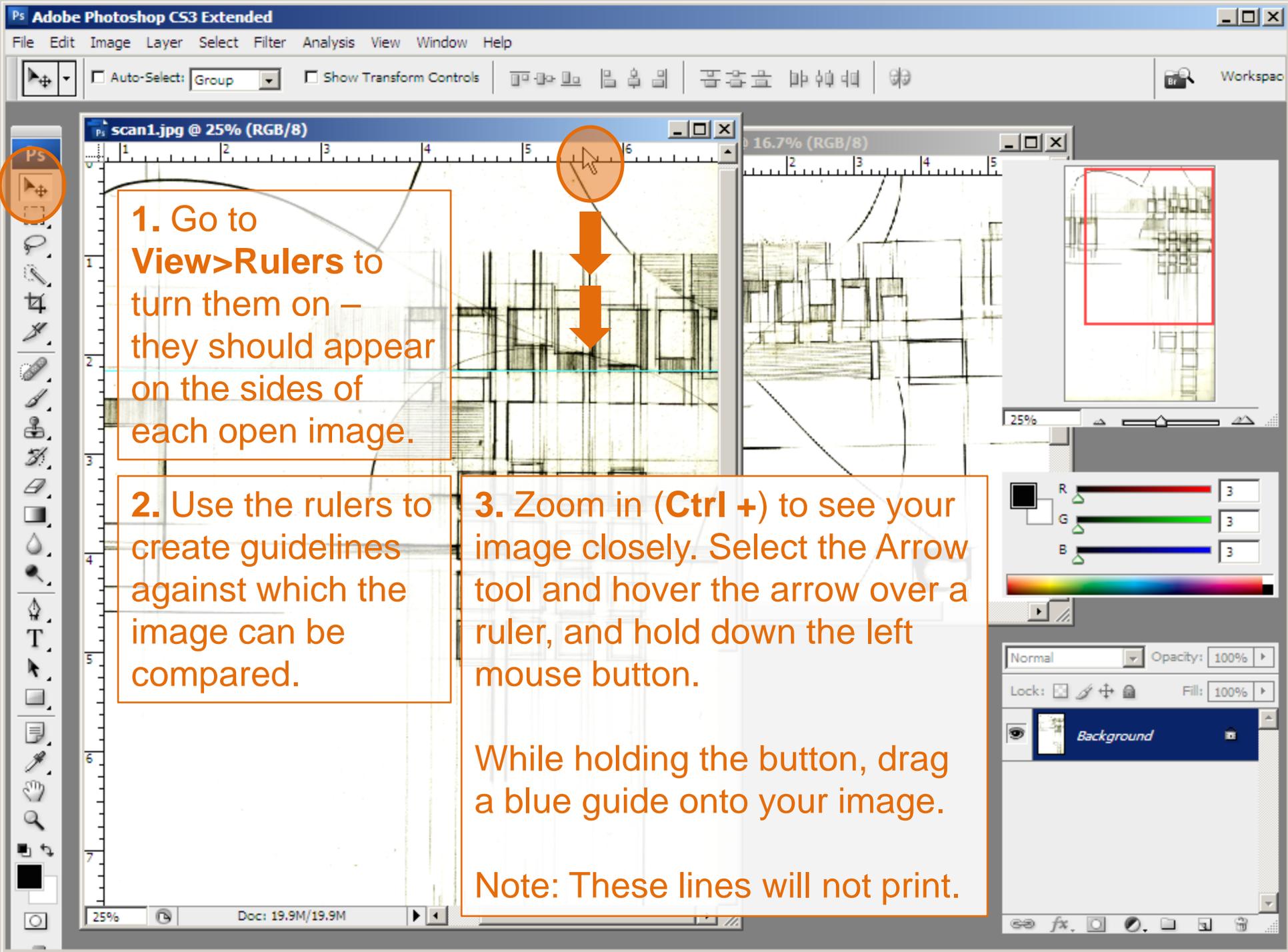
Use **Ctrl +** and **Ctrl -** to zoom in and out on your image.

**Ctrl 0** will zoom out to view the entire canvas.



Adjust your image to achieve true vertical and horizontal alignment – follow the next few steps to do this.

1. Go to **View>Rulers** to turn rulers on – they should appear on the sides of each open image.



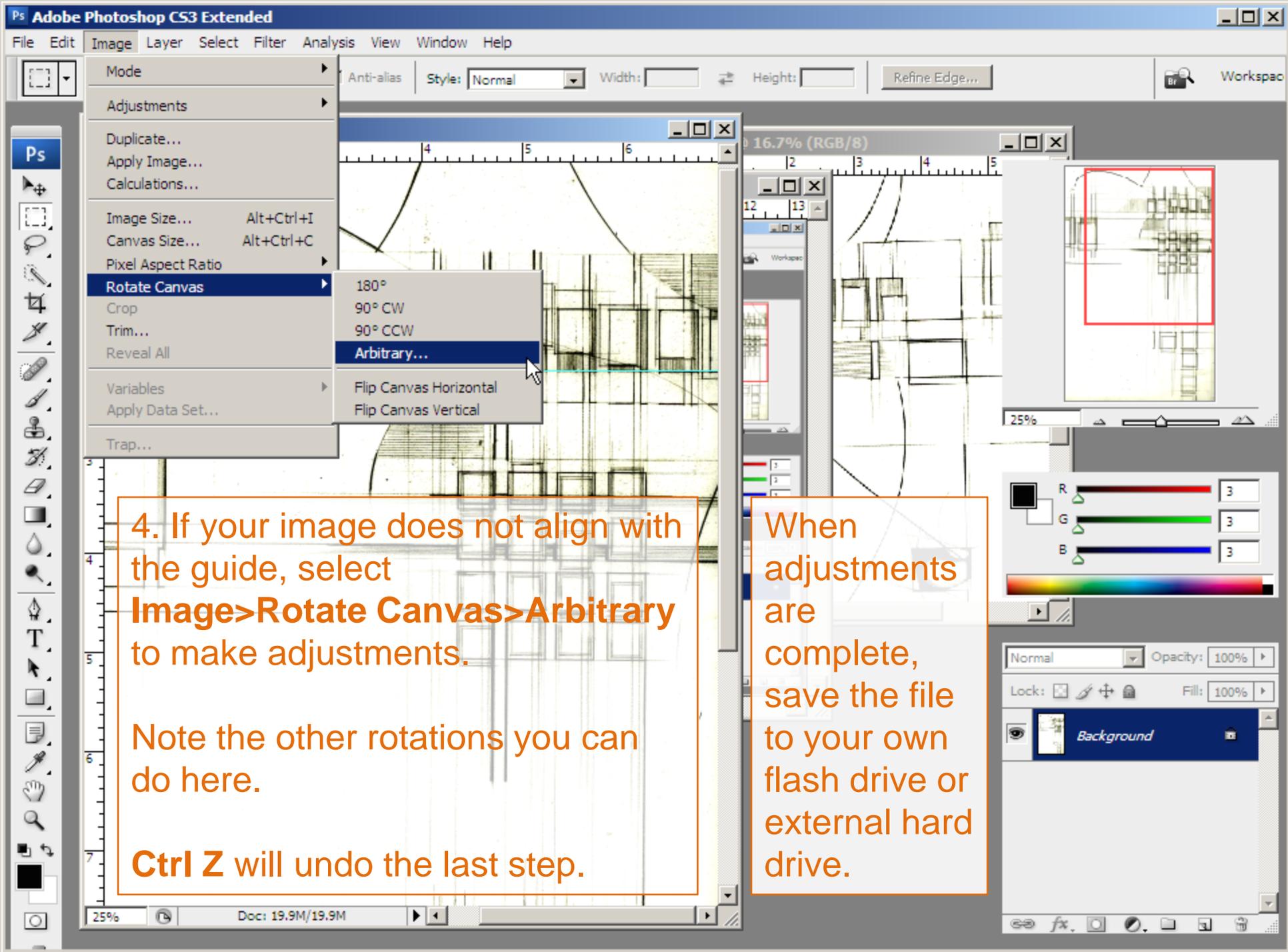
1. Go to **View>Rulers** to turn them on – they should appear on the sides of each open image.

2. Use the rulers to create guidelines against which the image can be compared.

3. Zoom in (**Ctrl +**) to see your image closely. Select the Arrow tool and hover the arrow over a ruler, and hold down the left mouse button.

While holding the button, drag a blue guide onto your image.

Note: These lines will not print.



4. If your image does not align with the guide, select **Image>Rotate Canvas>Arbitrary** to make adjustments.

Note the other rotations you can do here.

**Ctrl Z** will undo the last step.

When adjustments are complete, save the file to your own flash drive or external hard drive.