Adobe Photoshop CS3 Extended

File Edit Image Layer Select Filter Analysis View Window Help

File menu:
- New...   Ctrl+N
- Open...   Ctrl+O
- Browse...   Alt+Ctrl+O
- Open As...   Alt+Shift+Ctrl+O
- Open As Smart Object...
- Open Recent   ▶
- 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

Import submenu:
- Variable Data Sets...
- Video Frames to Layers...
- Annotations...
- CanoScan 8400F...
- HP Officejet 7400 series TWAIN...
- WIA Support...

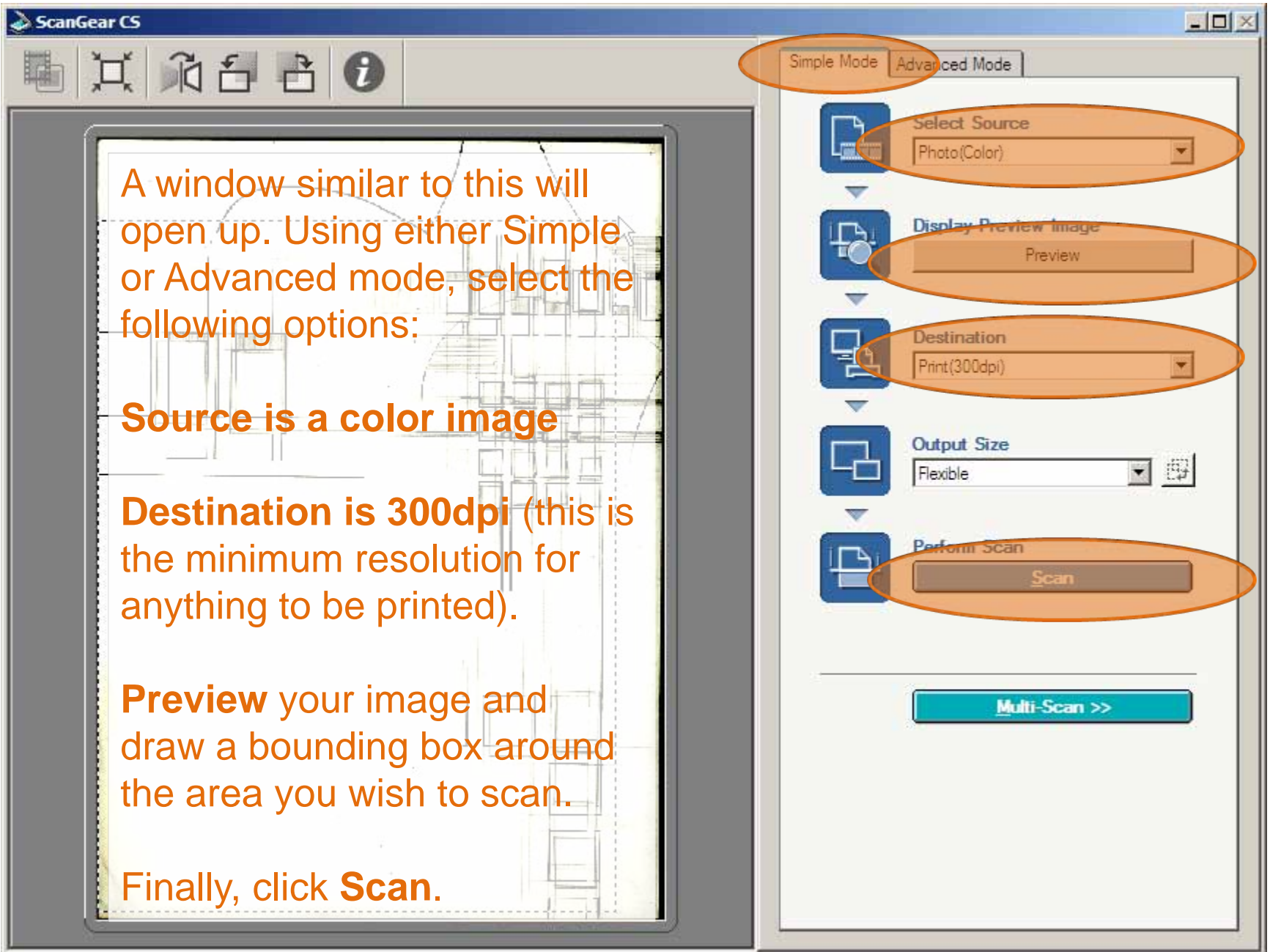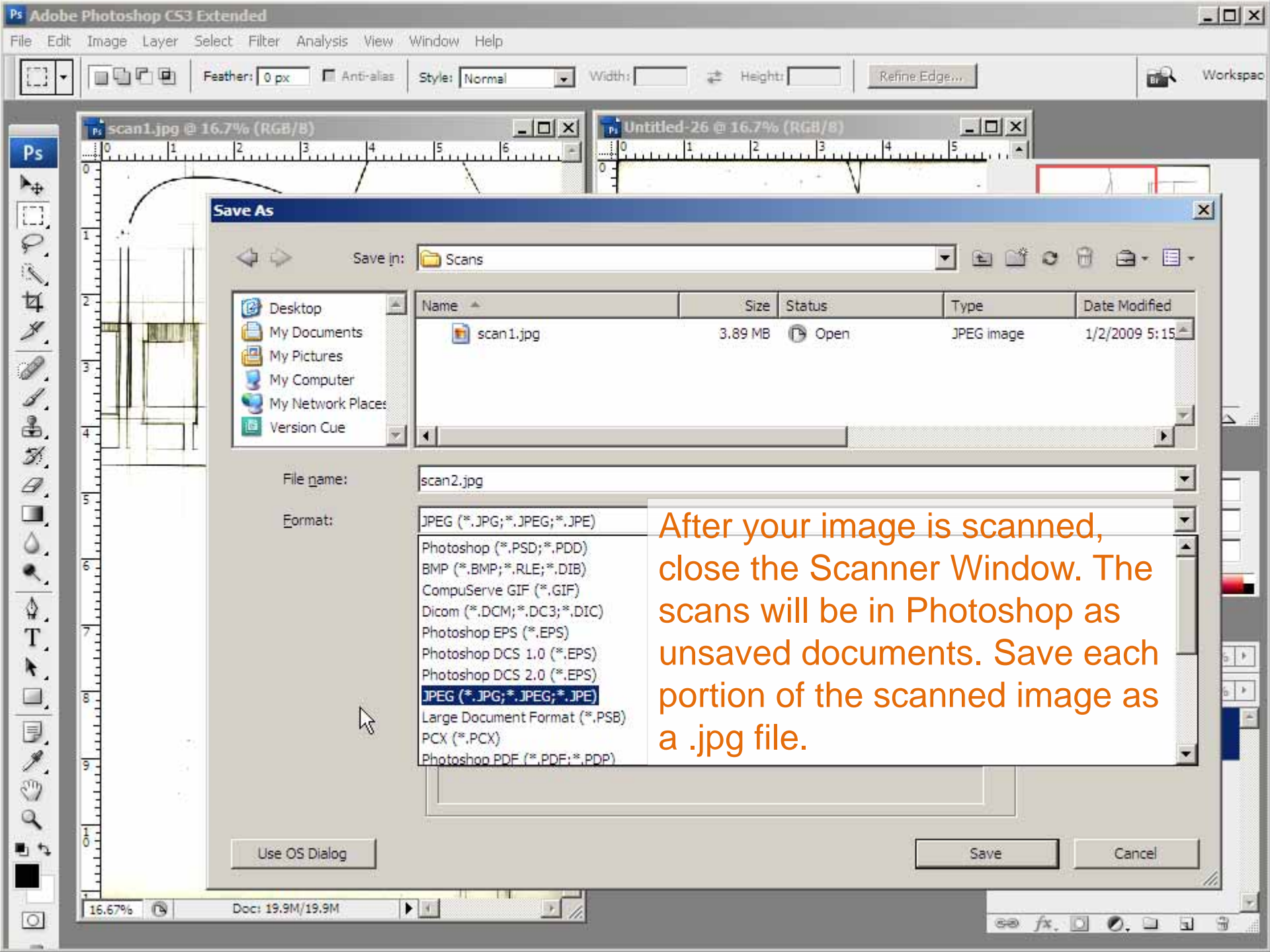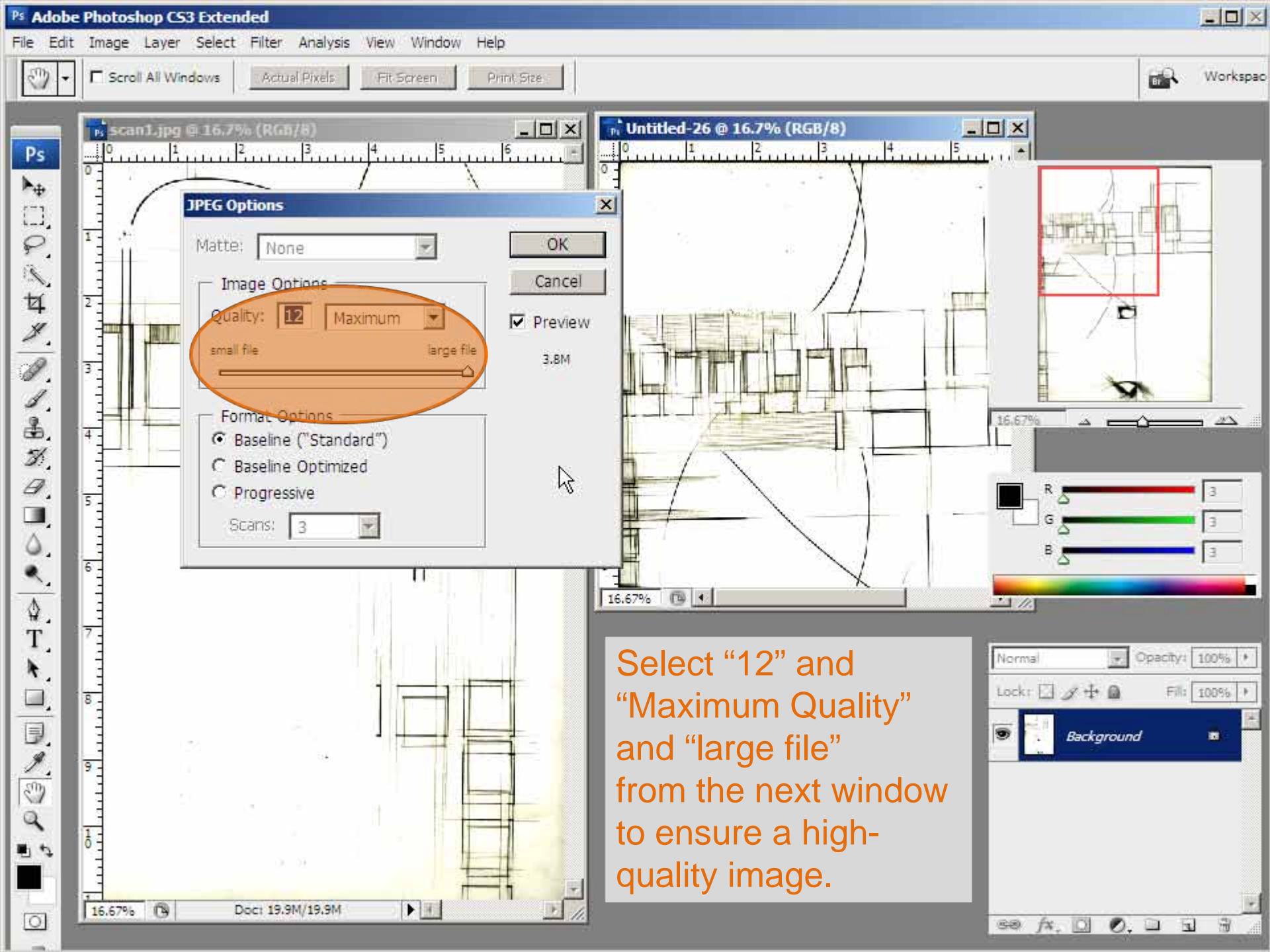Style: Normal   Width: Height: Refine Edge...   Workspace

On any lab computer with an attached scanner:
Turn the scanner on.
Open Photoshop.
Go to File>Import>ScannerName
The scanner will probably make some noise as it starts up.

Place your work on the glass bed of the scanner *facedown*. It's likely you'll have to scan your work in pieces if it's large.

R 3
G 3
B 3

Normal   Opacity:
Lock: ⊠ ✓ ✛ 🔒   Fill:

ScanGear CS

Simple Mode | Advanced Mode

Select Source
Photo(Color)

Display Preview Image
Preview

Destination
Print(300dpi)

Output Size
Flexible

Perform Scan
Scan

Multi-Scan >>

A window similar to this will open up. Using either Simple or Advanced mode, select the following options:

Source is a color image

Destination is 300dpi (this is the minimum resolution for anything to be printed).

Preview your image and draw a bounding box around the area you wish to scan.

Finally, click **Scan**.

After your image is scanned, close the Scanner Window. The scans will be in Photoshop as unsaved documents. Save each portion of the scanned image as a .jpg file.

Select "12" and "Maximum Quality" and "large file" from the next window to ensure a high-quality image.