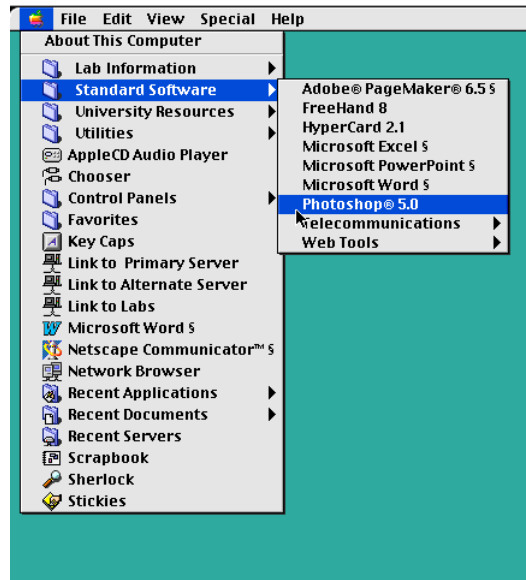


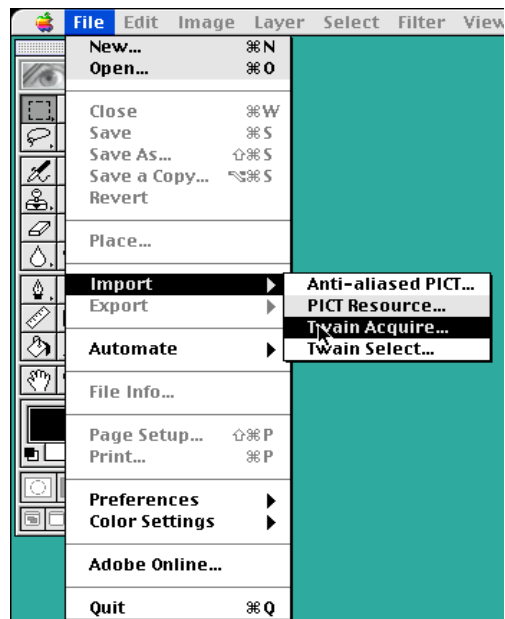
## Scanning graphics using PhotoShop

Begin by opening the PhotoShop application:  
click on the apple—Standard Software--  
PhotoShop ® 5.0



Place the picture(or whatever it is) you want to scan face down on the scanner and close the top over it. (For this documentation, I didn't have a photo handy so I scanned some original button covers [created by my husband, James] on a display stand—I simply put the buttons as flat as possible on the scanner glass and closed the cover as much as I could. As you'll see, it worked out pretty well.)

In Photo Shop, open File—Import—Twain Acquire. (When you release the mouse button, the program will begin scanning.)



A DeskScan II window will appear :



As it scans a small representation of your picture will appear in white field (Preview button depresses automatically).

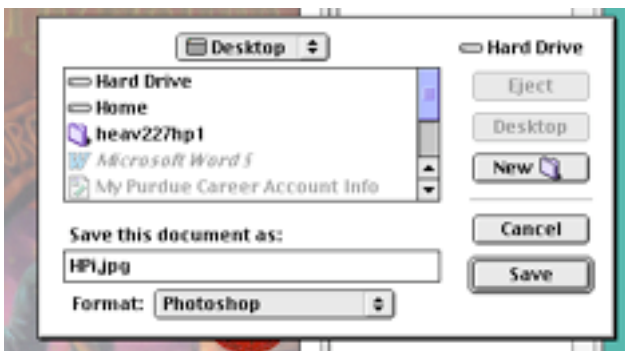
In a moment, the scanned image will appear in the white field. The dotted line around the image allows you to crop the picture by moving the lines. Once you have cropped the picture to your satisfaction, click on zoom to see a larger, clearer picture of the cropped area. (Note: don't be alarmed at the quality of the picture in DeskScan—it will be much better in PhotoShop). [See example below]



When you are satisfied with the picture in the cropped area, click on final. The image will be scanned into a PhotoShop document somewhat like the one below.

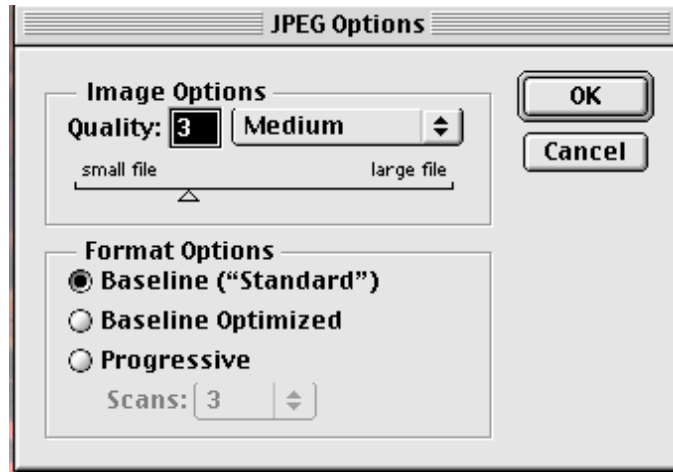


Immediately, you should save the picture by selecting File—Save As. When you do so you will be given a dialog box like the one below.



Name the file with a .jpg extension, select Desktop (or the file to which you wish to save the picture), then **[and this is important]** click on the scroll down arrow next to Format (where it says PhotoShop) and select JPEG. Then click on the Save button.

At that point (after you've clicked on Save) you will be offered a dialog box like the one shown here. It asks you to choose the image quality before it saves the file. I suggest you choose maximum (8) for the highest quality resolution on the screen. You can always make the file smaller in PhotoShop (and believe me when it comes to quality of resolution you always want to go from larger to smaller in PhotoShop—never the other way around)



When you have selected the image quality you want, click on Okay (or hit return) and the file will be saved to the location you've specified in the previous dialog box. A miniature of the scanned picture will appear above the filename.

**One last suggestion:** If you want to make changes to your picture before you include it in a document, *always make a duplicate and save your original in its original condition.* Make the changes you want to make to your duplicate copy, and when you're satisfied with it, save it under another name. In my experience, PhotoShop is very unforgiving when it comes to correcting mistakes or trying to change back something you've decided you "liked better the other way." If you make your mistakes on a copy, at least you'll have the original to start over with. Oh, yes, and (I know, I know. I said *one* last suggestion—so sue me.) each time you make changes that you *are* satisfied with, you should save them immediately. Okay, that's it. ~\_~