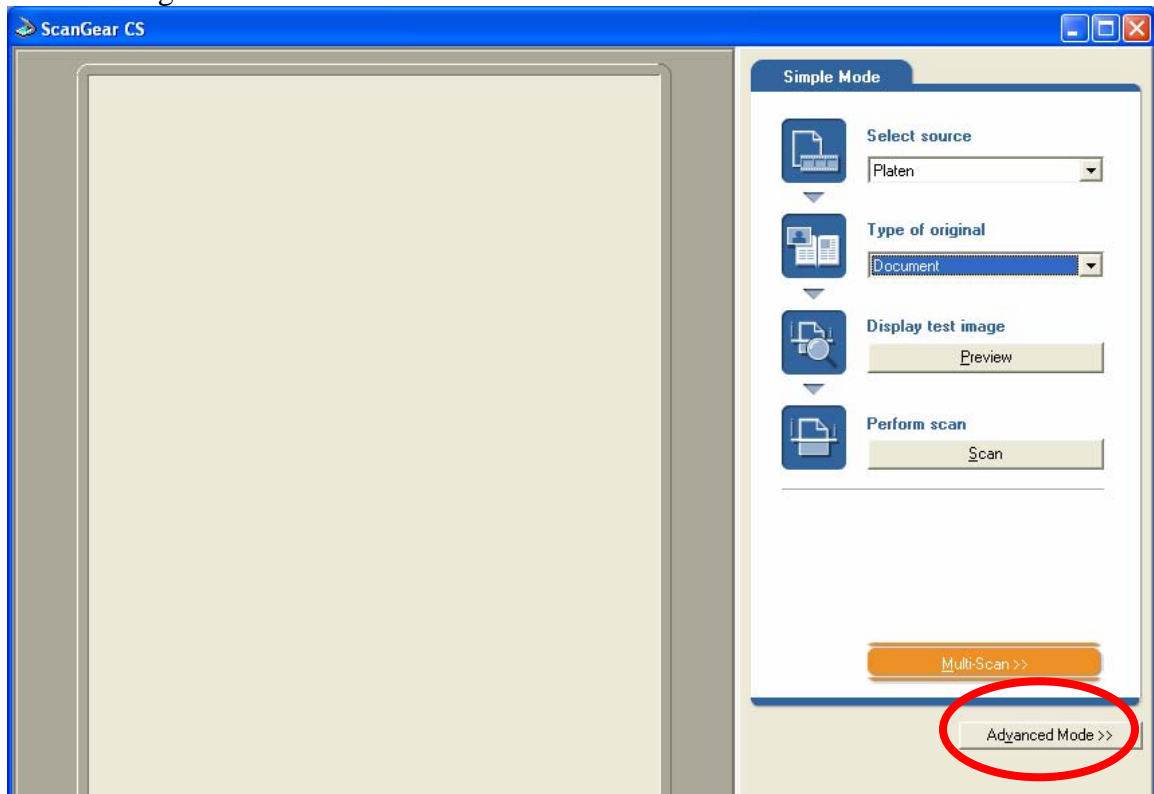


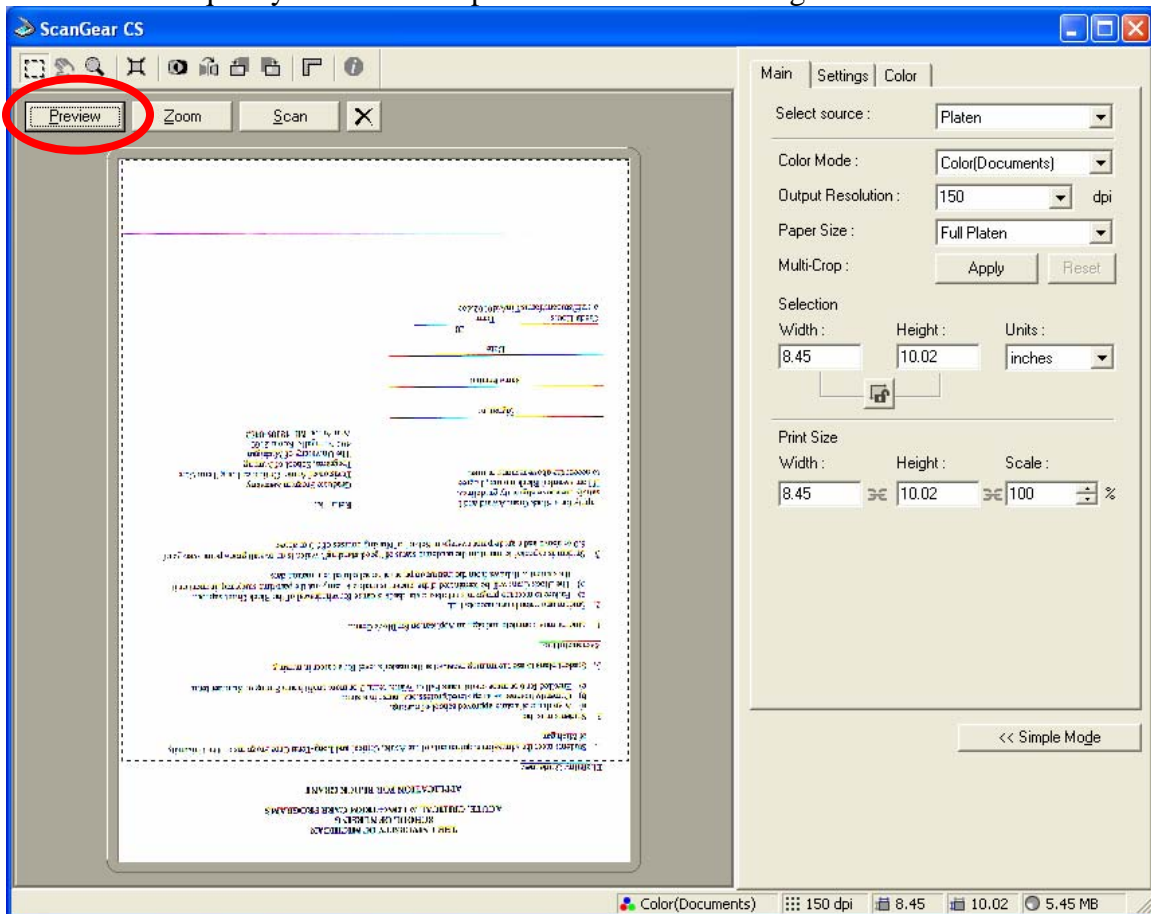
Scanning documents to include in PowerPoint slides or Word documents

These instructions are for the Windows computer in the SITES computer lab on the 4th floor of the 400 North Ingalls building. Last updated Tuesday, January 03, 2006.

- Log into the Windows computer with the scanner (just behind the drinking fountain).
- Place your first document face-down on the scanner and close the lid. If it's a transparency, put a sheet of white paper behind it.
- Go to the Start Menu → Programs → Image Creation → Adobe Photoshop.
- Once Photoshop loads, go to the File Menu → Import → CanoScanLiDE.
- A window will appear that lets you set your scanning preferences.
- If your screen looks like the one below, click the "Advanced Mode" button in the lower-right corner

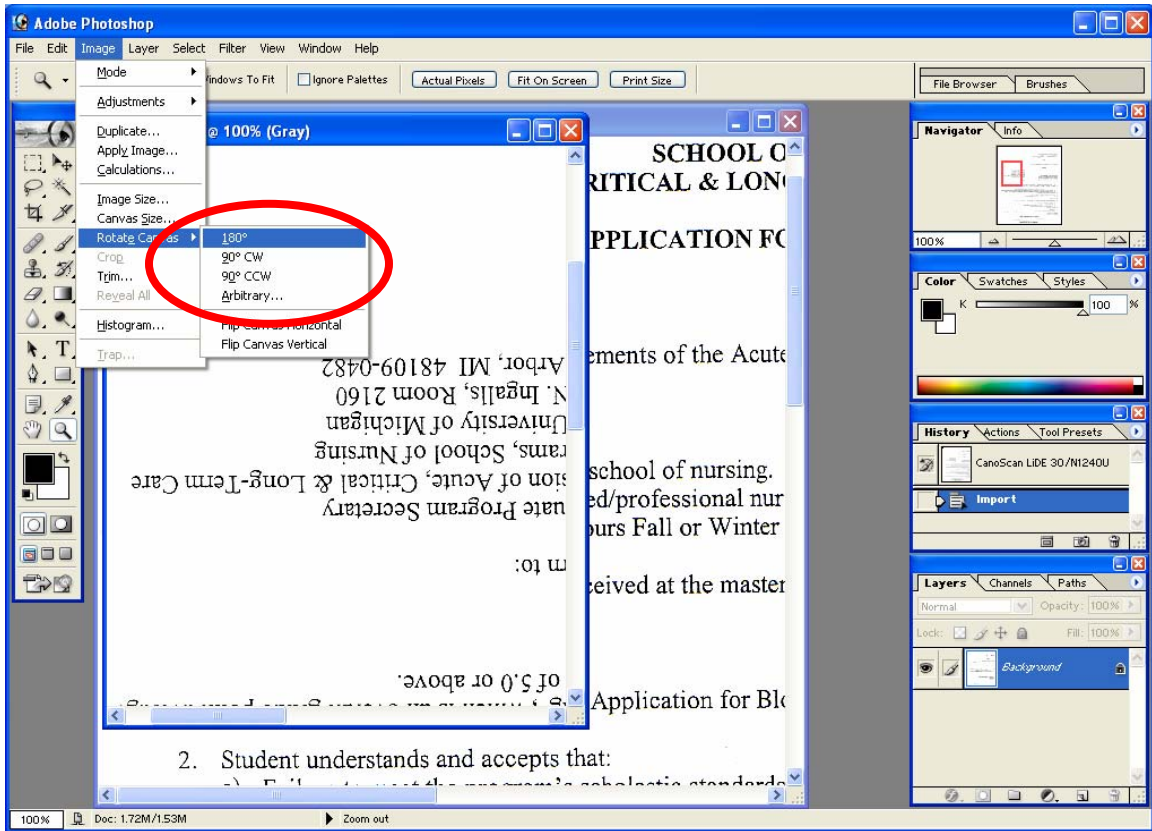


- When your screen looks like the one below, set your preferences to:
 - Set the “Source” as “Platen”
 - Set the “Type of original” as “Grayscale,” “Color(Documents),” or “Color(Photo)” according to the type of document you’re scanning. Don’t use “Black and white.”
 - **Important:** Set the Output Resolution to 150. This will give you good quality scans and keep the file size small enough to use on the web.



- When your settings are correct, click the Preview button in the upper-right corner. Don’t worry if this preview doesn’t look perfect; it’s more to give you an idea of the area of the page that’s going to be scanned in the next step.
- Adjust the area to be scanned by dragging the dotted rectangle in the preview so it encloses your entire document, but not any blank borders around the document.
- When you have the dotted rectangle around everything you want to scan, click the Scan button.
- **Important:** When the scan is complete, close the scanner window. If you don’t close the scanner window, when you return to Photoshop, you won’t be able to click on any menus.

- If needed, you can rotate the page choosing Image Menu → Rotate Canvas → 180 Degrees



- Now save the document to your disk.
 - Choose File Menu → Save
 - Choose the location (disk) to save your document.
 - Give it a logical title.
 - **Important:** Choose the correct file format.
 - **For text documents and line art** (cartoon-like sketches), choose “Compuserve GIF”
 - When asked if you want “Normal row order” or “interlaced,” choose “Normal row order.”
 - **For photographs**, choose JPEG as the format.
 - When asked, choose “medium” as the image quality.
- Repeat the procedure for each of the items you need to scan. Then go into Word or PowerPoint and insert the images you just saved.