
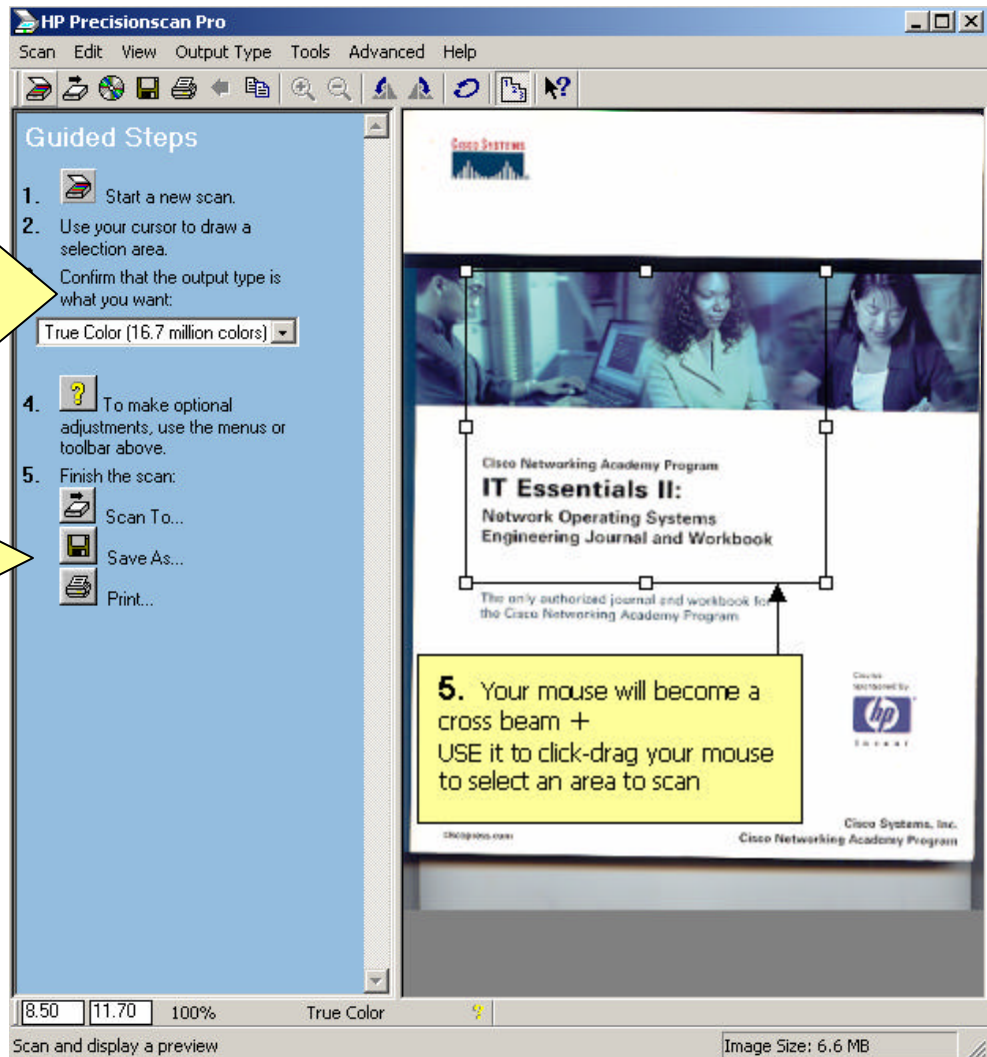


How to Scan a Picture

1. Place your picture on the scanner, with the top towards the top- upper right hand corner.
2. Press the scan button on the scanner 
3. Wait for the application to load, closing the HP tutorial screen so that all you have open is the scanning application:

4. Check the resolution setting:
1. B/W
2. True Color
3. 256 colors
4. Gray scale
5. OCR

6. Select SAVE AS to save the file properly.
(see next page for details)



The scanner may say “Warming Lamp” – be patient. Also note that the scanner will perform a “pre-scan” – lower resolution view of the object to be scanned before the final scan.

Saving the File

Saving a file requires three bits of DATA!

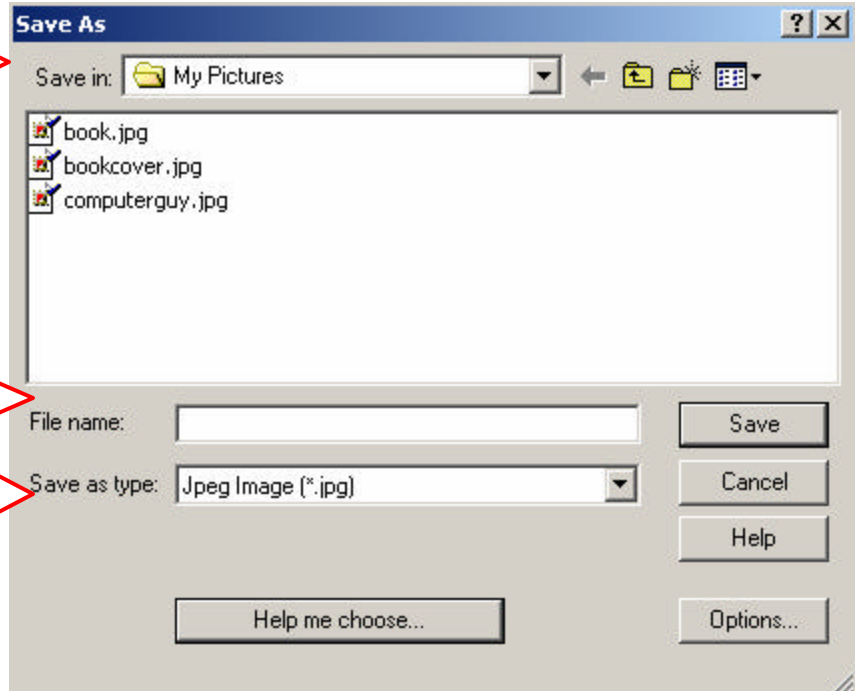
Where to SAVE to...

You always save the file in your RAIDZONE – and put images in the “MY PICTURES” folder you create

What to NAME the file?

What type of file is it?

You want most your files to be saved as JPG files (JPEG)



CLOSE THE APPLICATION



Once the file is saved, you will open the file in **PHOTOSHOP** so that the file can be properly resized.

OPEN PHOTOSHOP

- 1. Select FILE → OPEN**
- 2. Find your image file**
- 3. Check the viewable size – be sure it is at 100% (if not, click in the lower left corner and change the percentage to 100).**
- 4. Go to IMAGE → IMAGE SIZE**

Choose the **LARGEST** number in the Pixel Dimensions area. (NOTE the file size is mentioned (5.75 M))

Always reduce it down to 800 pixels or less (checking your image to see file size and appropriate changes) If it needs to go smaller, you can repeat this process until you get the right dimensions.

Only change the larger number, as the lower number will automatically change proportionately.

When done – Click OK

