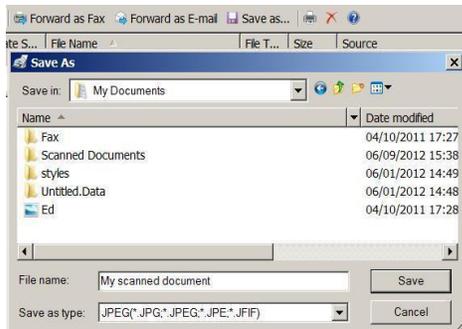
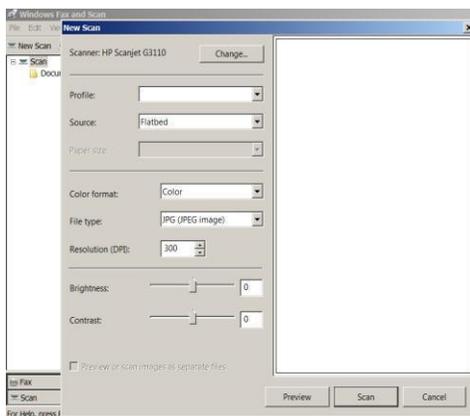


QUICK GUIDE TO SCANNING

This guide explains how to carry out a simple scan using either Windows Fax and Scan or Adobe Acrobat Pro, and how to then edit the scanned image using either Word or Photoshop.

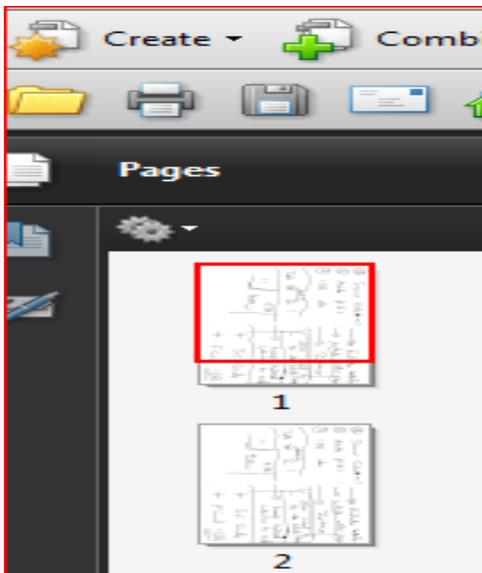
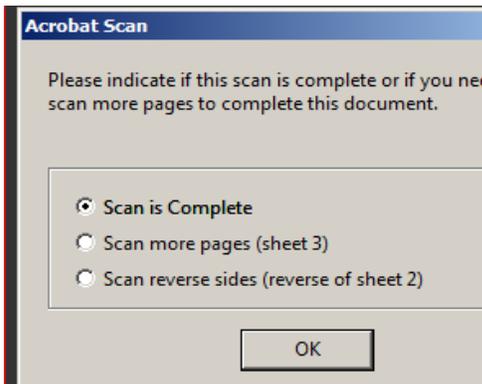
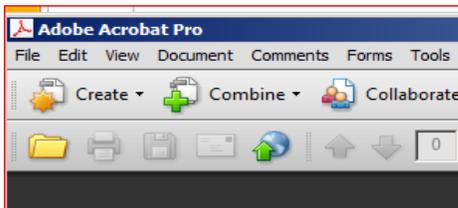
1 - Simple one-off scanning using Windows Fax and Scan



1. All our scanners are Scanjet G3110s, as pictured
2. Start **Windows Fax and Scan** – the quickest way to find it is by clicking on the start button at bottom left, typing scan and pressing the enter key
3. Lift the cover and place the document to be scanned on the glass
4. Click on **New Scan**
5. Select options from the dialogue box that appears – choose jpeg
6. Click on **Scan**
7. It may take a moment for the machine to warm up for the first scan; the progress bar will indicate progress
8. Once the scan has finished you should save a copy with a more useful name than 'image1'
9. Click on the file name in the list
10. Choose Save as
11. Save the file within My Documents

2 - Larger Scanning Jobs using Adobe Acrobat Pro

Using Adobe Acrobat Pro is a good choice if you need to scan a document which has multiple pages. The easiest way to find it is to go to programs and then choose Adobe from the menu list. When you enter **Adobe Acrobat**, you go to 'create' as shown in the screenshot below. Then go through the following steps:



1. On the create menu, choose 'PDF from Scanner'. You will then be asked to specify what type of document you wish to scan. In most cases, either 'black and white document' or 'color document' will be appropriate.
2. Place the first page of the document into the scanner as explained in the example above.
3. The page will then automatically scan.
4. When this is complete, you will be asked whether you wish to scan a further page, as shown above.
5. When you have finished, select 'scan is complete' and press 'OK'
6. A snapshot of all the pages that you have scanned will then be shown on the left of the screen. You can then save these as a PDF document

NB – Sometimes Adobe may have trouble in recognising the scanner. If this occurs, go to:

Create -> PDF from Scanner -> Configure Presets

Select either of the options (WIA or TWAIN) and then continue as set out in step 2 above.

3 - Cropping the Output using Word or Photoshop

You may cut out unwanted areas of the scanned image using either **Word** or **Photoshop**

Word

1. Add the picture to a document with Insert-Picture-From File
2. Click on the image to select it
3. On the picture toolbar, click on the crop tool 
4. Drag the black lines at the edges of the image to remove unwanted areas

Note that cropped areas are not removed for good – to restore a cropped picture, double click on it and choose Reset on the picture tab. Choose compress on the same tab to remove cropped areas completely – check the resolution options on the new window first.

Photoshop CS



1. Select the **crop tool**  from the **toolbox**
2. Click and drag on your image to define the area you wish to keep.
3. The boxes at each corner allow you to change the size and shape of the selection
4. The **status bar** has information – hit ENTER to crop, ESC to cancel. Press the ENTER key
5. Each tool has further options which are available immediately below the menu bar (if you cannot see them, choose Window – Show Options).



6. The **shield** option affects the way the cropped area is displayed on screen
7. Use the   icons to confirm or cancel a crop