

# TFT Help Me How-To Sheet



## Scan a document or image using Photoshop Elements 2.0



You have a document or picture that you need to have in digital format. You need to scan the item in, but you do not know how.

### SET UP

1. Make sure that a scanner is plugged into the computer at which you are seated.
2. Turn on the computer (if it is not on already)
3. Log into the computer.
4. Click on the Photoshop Elements 2.0 Icon in the dock.

### IMPORTING THE IMAGE

5. Place document or image in the scanner. Use the arrow on the scanning bed to line up the picture.
6. Go to File > Import... > Choose the appropriate option based on your scanner.
  - For a CanoScan LIDE 60 choose: CanoScan LIDE60
  - For everything else choose: ScanGear CS 7.0x
7. The scanner should make noise at this point.

### PREVIEW & CROP PICTURE

8. Click Preview in order to get an idea of what the scan will look like.
9. Adjust the dotted box around your picture in order to outline the selection you would like to scan.

### CHECK SCAN SETTINGS

10. Select Advanced Mode
11. Make sure the Scan Mode is set to Color
12. Set your output resolution (Web = 75dpi, Print = 300dpi)

### SCAN IMAGE

13. Select Scan
14. Close the ScanGear window in order to return to Photoshop Elements 2.0

### SAVE IMAGE

15. Select Save As... from the File menu
16. Choose the correct format for your final file (usually JPEG).

