

TFT Help Me How-To Sheet



Scan a document or image using Photoshop Elements 4.0



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 4.0 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 a CanoScan LiDE 70 choose: CanoScan LiDE 70

PREVIEW & CROP PICTURE

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

CHECK SCAN SETTINGS

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

SCAN IMAGE

12. Select Scan
13. A pop-up window will appear asking if you would like to scan more images, or if you would like to go to Photoshop Elements for editing. Once you are finished scanning, choose the option that will take you to Photoshop Elements.

SAVE IMAGE

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

