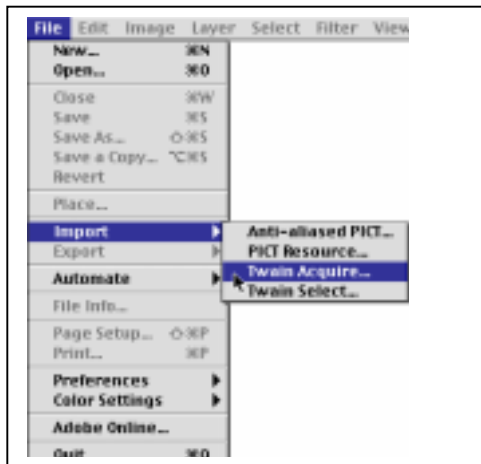


## How to Scan in the MacLab

Here is a very quick and dirty guide to using the scanner in the MacLab. You can only scan (digitize) images from one computer in the Lab.

1. Make sure the computer and the scanner are turned on.
2. Open Adobe Photoshop (in the Multimedia Applications:Adobe Photoshop folder)



- a. Place the item you wish to scan on the scanner bed.
- b. To begin scanning, go to the File:Import:Twain Acquire. This will open the application DeskScan II (for use with HP Scanners).

3. Use DeskScan II to “scan” the picture. You can change the “dancing ants” to change the “preview” area. Zoom in to the area you wish to scan. You can “preview” the image you’re about to scan before you actually digitize it. When you’ve got the exact screen image you want then press the “Final” button. The scanner will then make a few noises and actually digitize the image.



4. You now have the image digitized into Photoshop, and you'll see the following image. (Notice how the image, matches the area of the "dancing ants" from the previous page.)



5. You can edit the image as you want in Photoshop. Go ahead and play around with the image.

6. When you're done, you can save the file as a GIF (which is one of the two common file types for images used on the Web, the other is JPEG).



7. Remember to remove the item you scanned from the scanner!