

How to Scan

You may be able to scan directly from your scanner by pressing a button on it or by using the scanner software. For this tutorial, we will be scanning using a standard photo-editing program.

1. Open your graphics program.

The typical procedure is FILE -> IMPORT -> ACQUIRE -> TWAIN, although sometimes import and acquire are combined as a single step. You may also have a step to select your scanner to start the process.

2. Place your image face down in the scanner if you have not already done so.

3. PREVIEW: Select this option first, to see what the scanner sees. If your image is upside down or otherwise misplaced, adjust it and preview again

4. Select the area you wish to scan if the program did not do this for you automatically.

Left-click the mouse and drag across the area you wish to include in your scan. The area selected is shown by a box with dashed borders.

5. Save the file in the desired format (likely .jpg if you scanned a photo).

Make changes to the file, if desired, using photo-editing software.