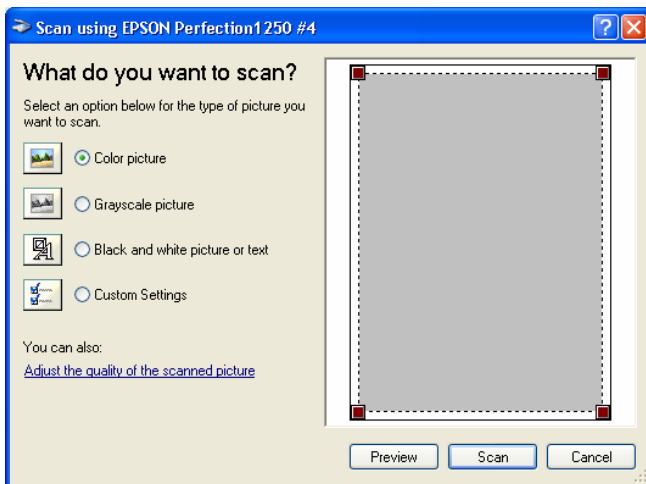
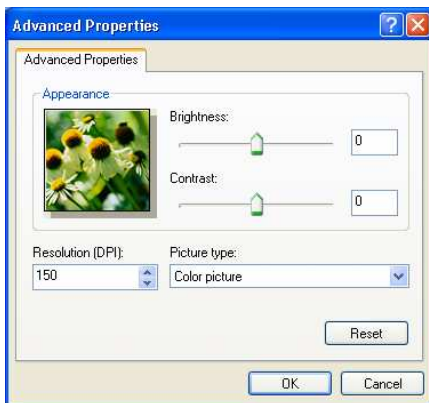


## Scanning Pictures at the Centre

1. Use the station with the computer Peg.
2. Turn on the computer and the scanner Epson Perfection 1250.
3. Click on Start, then All Programs, then Graphics Programs then Adobe Photoshop Elements 2.0.
4. The Photoshop program will start. Click on the button Exit Welcome Screen near the bottom of the welcome screen.
5. Put a picture, face down, on the scanning bed. Make sure that it is oriented properly by putting its edge or top against the scanning area edges.
6. Click on File in the top, left corner of the screen, then on Import and then on WIA-EPSON Perfection1250. The scanner will start up.



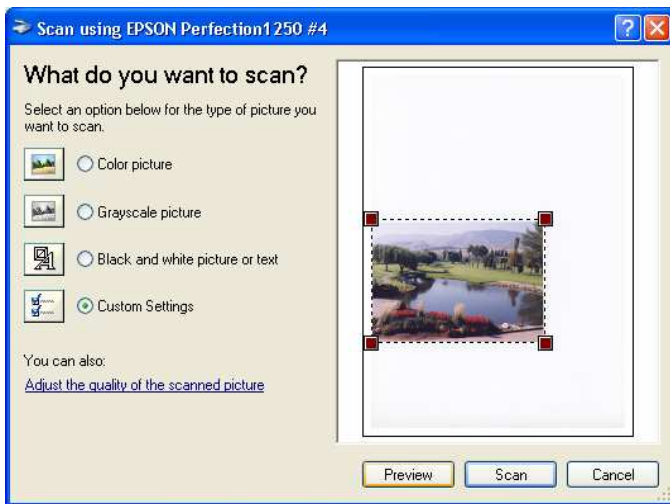
7. Click on Adjust the quality of the scanned picture.



8. In the box labeled Resolution (DPI) type in the resolution you wish to use such as 400 (dots per inch) then click on OK.

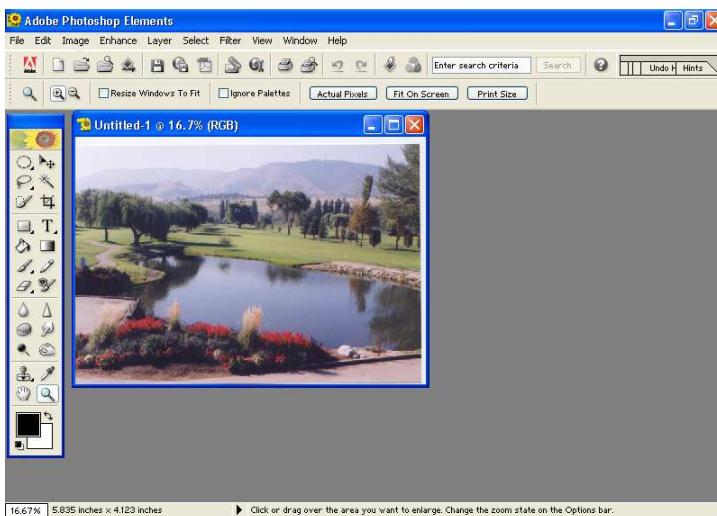
9. Back in the *What do you want to scan?* window click on one of the selection buttons to select that you are scanning a colour picture, a grayscale picture (eg a black and white photograph), or a black and white picture (eg, text or line drawing which has no gray in it).

10. Click on the Preview button. The scanner will warm up, if necessary, then It will scan the whole scanning area to show what picture has been put into the scanner.



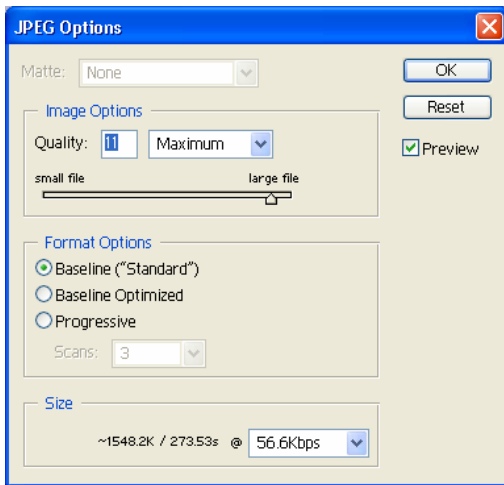
11. Adjust the little squares at the corners of the picture so that the Dotted line outlines the part of the picture you wish to scan. For example make sure that no white space exists between the edges of the picture and the dotted line. That is, use the dotted rectangle to indicate how you wish to crop the picture.

12. Click on the Scan button. The area within the dotted crop rectangle will be scanned and shown in the Photoshop window.



13. At this point you can use any of the Photoshop features to edit (brighten, change contrast, clip and so forth) the picture.

14. When the picture is ready to save as a file click on File at the top, left corner of the window and then Save As.. Browse to find the folder you wish to save the picture file in, type the name that you wish to use for this picture file (likely just using the default .jpg extension) and click on the Save button. A window will appear requesting that you select the quality to use for the jpg picture.



15. Normally you will simply leave the quality as *Maximum* and just click on the OK button to save the picture file. The picture file will now be saved in the folder you selected.

16. Click on the X in the red box at the top, right corner of the window to close down the scanned picture.

17. Remove the picture that was scanned from the scanner.

18. If other pictures are to be scanned and saved, repeat the above procedure starting at step 5.

19. Click on the X in the red box in the top, right corner of the Photoshop window to shut down the program. Turn off the scanner and computer.