



Scanning Pictures at the Centre

Introduction

The Brother MFC-465CN All-In-One printer, copier, scanner at the *Penticton Seniors' Computer Club* is connected to the network that all the student computers are connected to. As a result, it can be used at any student computer to scan pictures as well as to print documents.

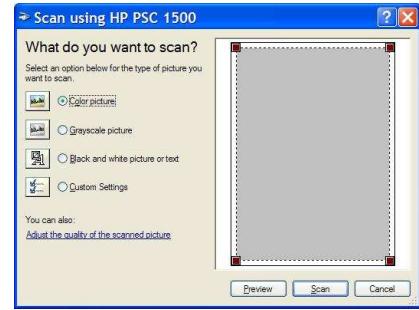
Making the Scanner Available

Before trying to scan pictures with the scanner you must ensure that it is available from the computer you are using at the center.

1. Make sure that the power to the *MFC-465CN* printer/scanner is on.
2. Make sure that your computer has access to it. Click on *Start*, then *Control Panel*, then double click on *Printers and Faxes*. Check to see that the *MFC-465CN* printer/scanner is listed. Click on *X* in the top, right corner to shut down the window.

Scanning Pictures

1. Click on *Start*, then *All Programs*, then *Graphic Programs*, then *Adobe Photoshop Elements 2.0*. The *Photoshop* program will start. Click on *Quickly Fix Photos*. When the program loads if a welcoming window appears click on the *X* in the top, right to close it.
2. Lift the cover on the scanner and place photo(s) to be scanned face down on the glass surface. Put the top of the pictures towards the left edge of the glass surface.
3. Click on *File* then *Import* then *WIA-Brother MFC-465CN*. The scanner window will show as shown above on the right.
4. Click on *Adjust the quality of the scanned picture* to get the *Advanced Quality* window.
5. Use the up/down arrows of the *Resolution (DPI)* box to change the dots/inch to at least 300. The larger this number the larger the picture in the scanned file will be. A picture for, say, a web page can be scanned at 100 dpi but should be at least 300 for printing.
6. Select the Picture type to be *Color picture* or *Grayscale picture*. Click on *OK*.
7. Click on the *Preview* button. The scanner will scan the whole scanning area and show the picture(s) in the preview area. A dotted rectangle with little square adjusting handles will appear to show what the program thinks you want scanned. Move the mouse cursor to be over any one of the handles, hold the left mouse button down and move the handle to adjust this rectangle. Repeat with the other handles as necessary to have the rectangle outline the actual picture or part of a picture that you wish to scan. You can also move the cursor to be over any of the rectangle edges to move them.



8. Once the area to be scanned has been selected, click on the Scan button. The scanner will scan just the area within the dotted rectangle. The scanner window will disappear and the scanned picture will now appear in the editing area of the *Photoshop* window.
9. Use the facilities of *Photoshop* to edit the picture if necessary. For example, you may wish to crop it to remove white edges from it or you may wish to change its brightness and/or contrast.
10. Click on **File** then **Save As...** then browse to find the disk and folder you wish to store the picture in. Use the little down arrow of the *Format* text box to select that you wish to store the picture as a **jpeg** file or whatever type you wish. Type the name you wish to use for the picture file in the *File name* box. Click on **Save**.
11. If you selected to save the picture as a jpeg file, then the *JPEG Options* window will appear. Use the down arrow of the *Quality* list box to select *Maximum* then click on **OK**. The picture will be stored in the folder you selected.
12. Click on **File** then **Close** to remove the picture from the Photoshop editing area.
13. To scan another picture repeat steps 2 to 12 above as necessary. If the next picture is already been placed in the scanner, step 2 can be omitted.

Closing Down Photoshop

When finished scanning pictures, close down *Photoshop* by clicking on the X in the top, right corner.

Using Other Programs Instead of Photoshop

If the computer being used does not have *Adobe Photoshop Elements 2.0* on it, another graphic program can likely be used. For example another version of *Photoshop* can be used with the same instructions as above. However, some programs may require slightly different instructions from those above. For example, if you used *Microsoft Paint* instead of *Photoshop*, then to call the scanner into use you would click on **File**, then on **From scanner or camera**. Also with *Paint* after the picture is scanned you cannot do much editing of the picture—just save it into a file.