Scanning Instructions

1. Open Photoshop

2. Go to File>Import>Images from Device. Place your artwork, face down, on the scanner.

3. In the next window first press the OVERVIEW button to refresh the scanner. (you may have to wait for it to warm up).

4. Check the settings of the scanner they should be as follows (see image)

Scan Mode: Flatbed

Kind: Color

Colors: Millions

Resolution: 300dpi (you can increase the dpi if your image is smaller than letter size)
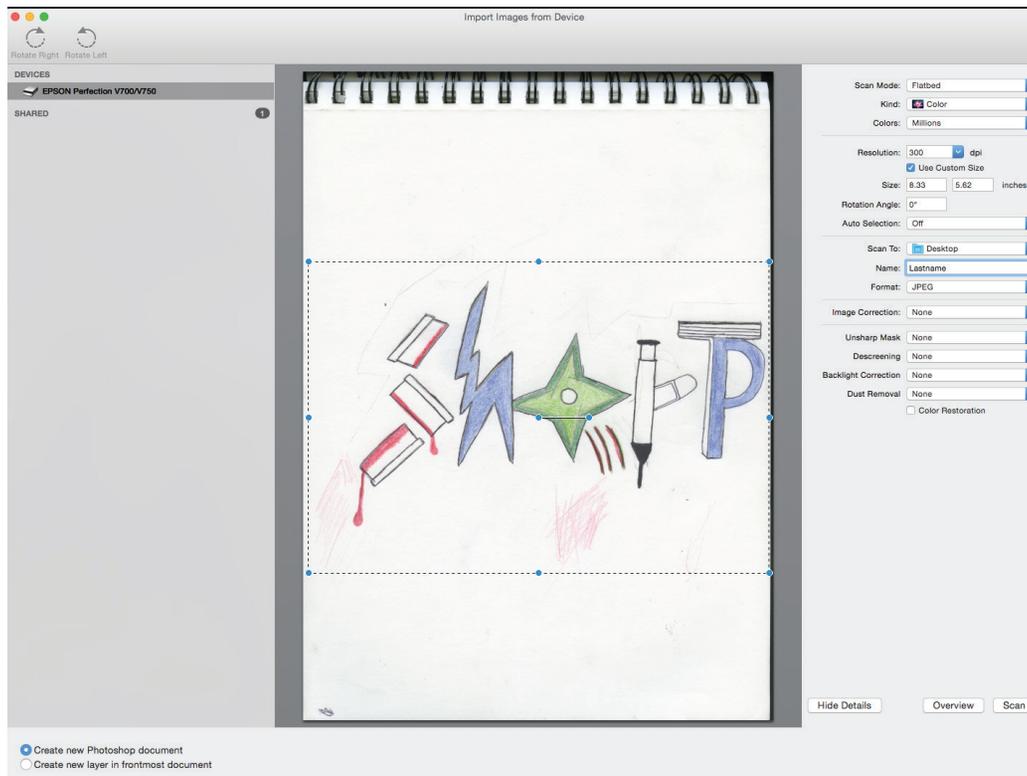
Use Custom Size: CHECK this box
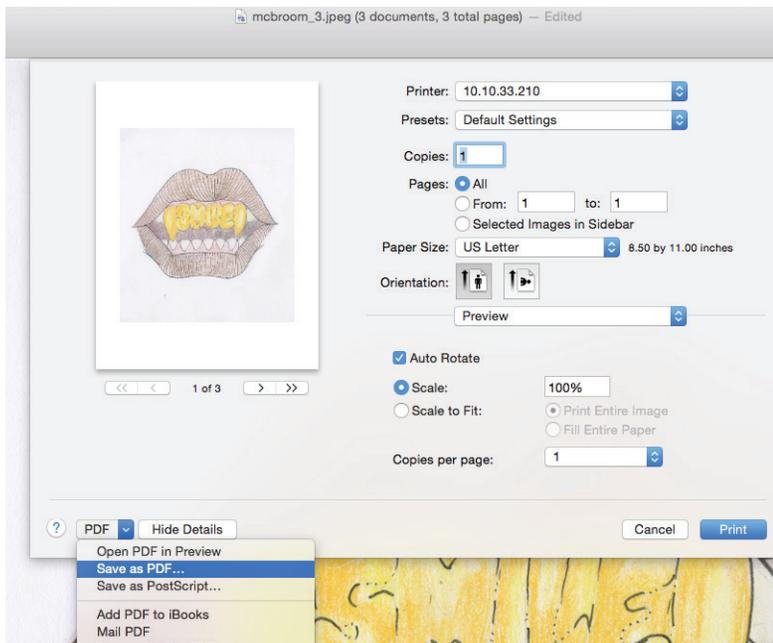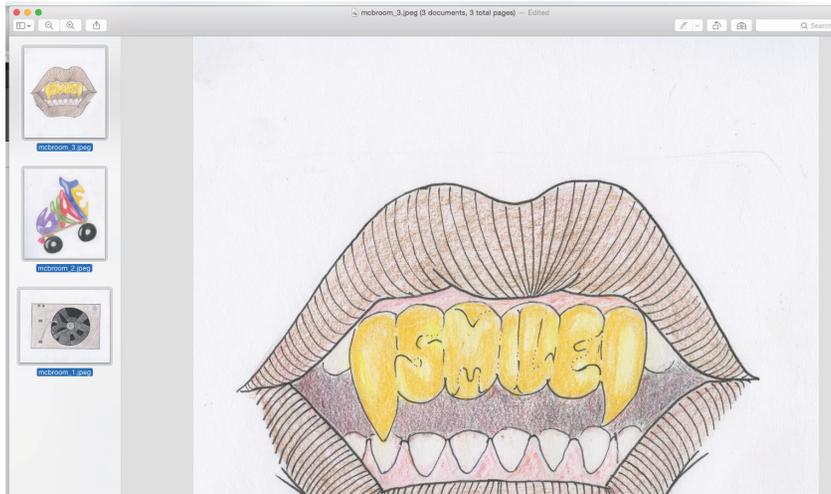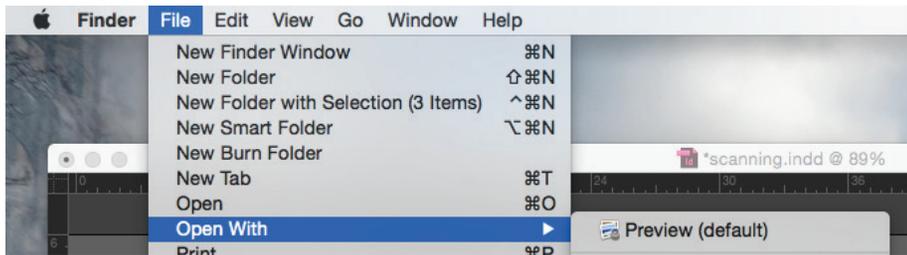
Auto Selection: OFF

Scan to: Desktop

Name: Add your name here

Format: JPEG (easy to use and small file), TIFF (high quality file but it will be large), PNG (high quality file but it will be large), PDF (can be read on all computers, may be large in size)

Leave all other fields below set to NONE.

Making a PDF of multiple documents

1. Select all your images. You can hold down SHIFT to select multiptle images on your desktop or in the file menu.

2. Go to File>Open with > Preview

3. The images will appear in Preview. If you need to rotate anyof the images there is a rotation button in the top right corner.

4. Select all the images in the left hand colume by clicking and holding SHIFT.

4. Next go got File > Print

5. In the Print window, click in the bottom left corner on the PDF button and choose **Save as PDF.**

6. Name your PDF. You can also add information to the other fields below file name (that is optional).

7. Make sure you take note what location you are saving to.

Desktop is a good place to save.

8. You now have a multi-page PDF on your desktop!