

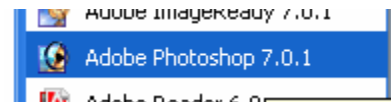


# SCANNING HELP



## TO SCAN AN IMAGE:

Open Adobe Photoshop by clicking on  
*Start – All Programs – Adobe Photoshop 7.0.1*

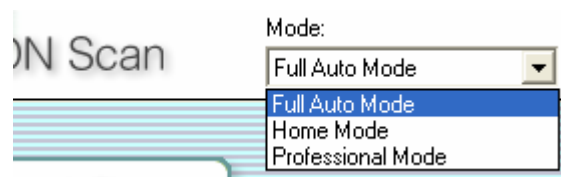


Put your document on the scanner in the top left corner with the top of the image towards you.

Go to *File – Import – EPSON Perfection 1670*.

This will begin scanning your image, automatically detect the correct settings to use, and put your image into Photoshop.

If you want more advanced options you can choose custom scan options by changing the Scan Mode when the scanning window first appears.



## EDITING YOUR IMAGE:

If you wish to change anything with your image use Photoshop's functions to do this. If you are looking for specific functions use the help feature by pressing the F1 key.

## TO SAVE YOUR SCANNED IMAGE:

Click on *File* and choose *Save As*.

Browse to a location to save the image (NOT the My Documents Folder), most likely a floppy or zip disk.

Enter a file name in the File Name box or use the default name (Untitled-x).

Click the arrow next to format and choose *JPEG* (this is the most common format to use).

