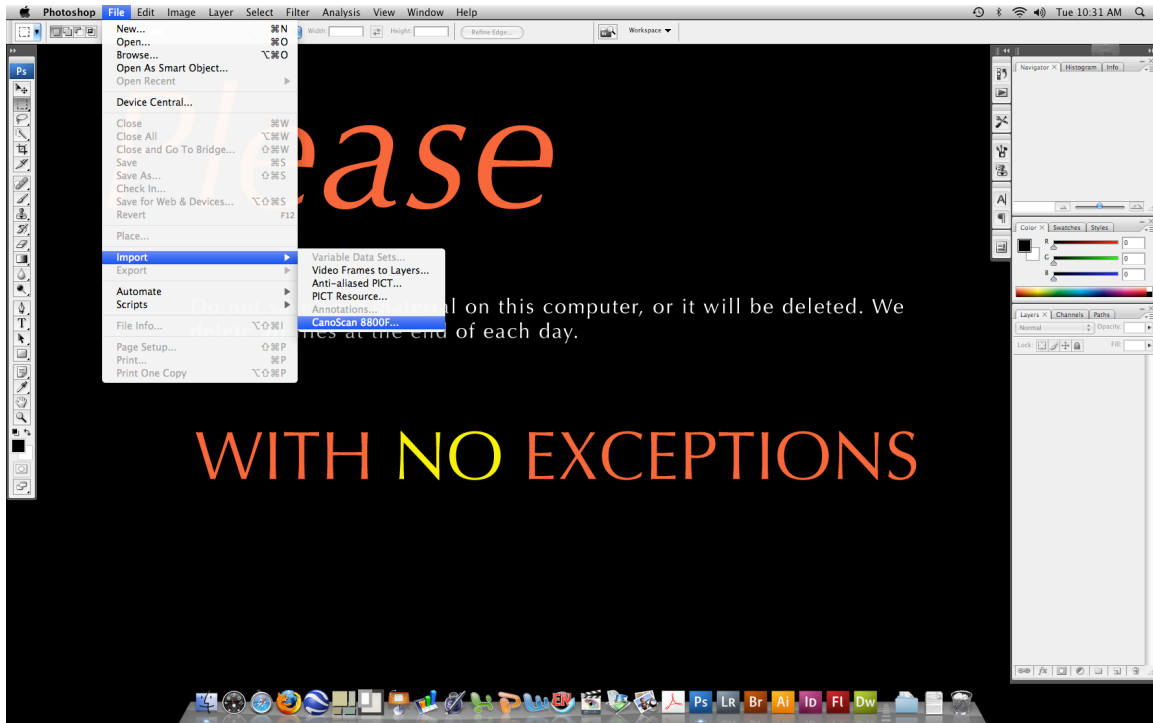


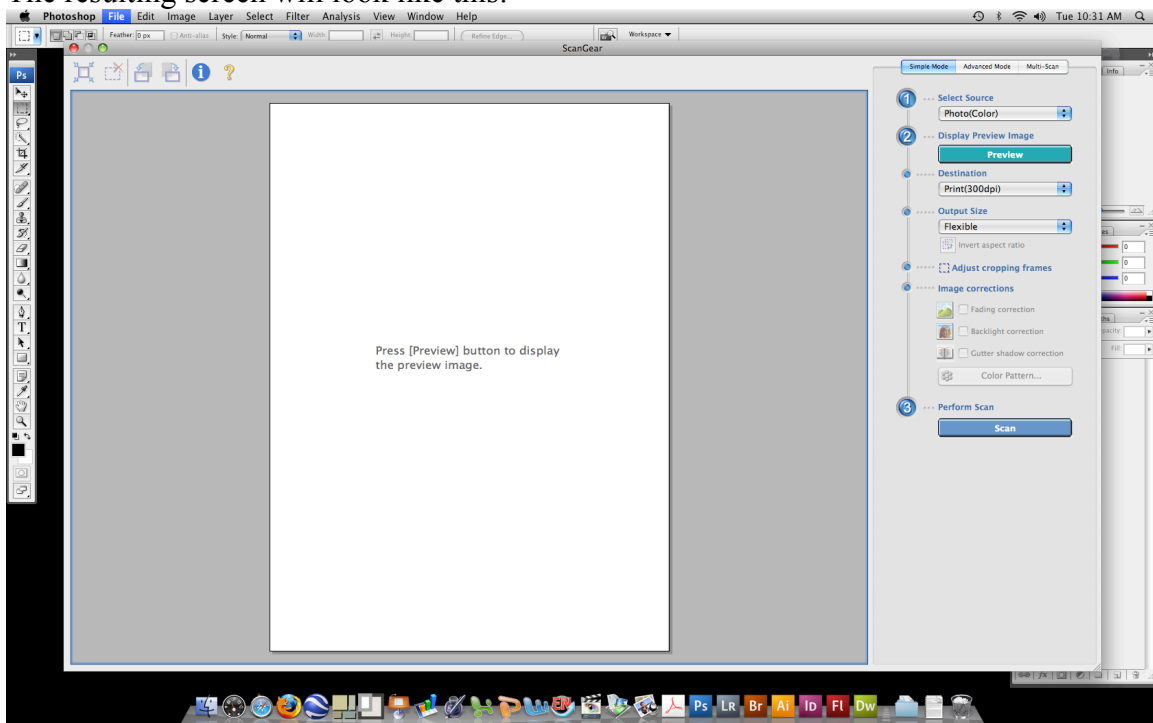
## viScanning For All Occasions



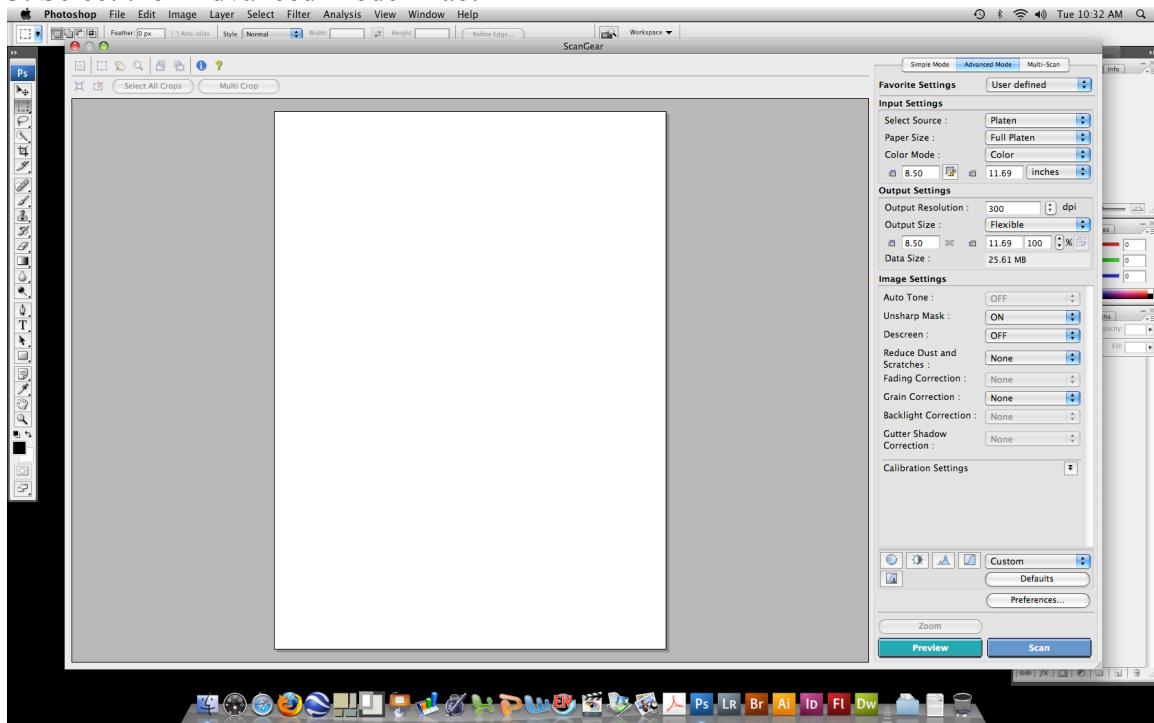
1. Launch Photoshop ( in the dock.).
2. File → Import → CanoScan 8800F...



The resulting screen will look like this:



### 3. Select the “Advanced Mode” Tab.



4. Here is where you will make all of you scanning choices.

The first of which will be selecting your *Source*.

| Source                   | Material                                     |
|--------------------------|--|
| Platen                   | Books, Photos, Papers, any non-film material |
| Color Negative Film      | Color Photo Negatives                        |
| Color Positive Film      | Color Slides and Transparencies              |
| Monochrome Negative Film | Black and White Photo Negatives              |
| Monochrome Positive Film | Black and White Slides and Transparencies    |

Then you will select your *Color Mode*. Your choices will be Color, Grayscale or Black and White.

Then you will select your *Output Resolution*. Please refer to the chart below.

#### General Guidelines for Image Resolution

| Use                          | Resolution     | Preferred File Format | Notes  |
|------------------------------|----------------|-----------------------|--|
| Projected in class           | 100 dpi        | JPEG                  |  |
| Web Site                     | 72 dpi         | JPEG                  |  |
| Printed in a book or journal | 300 – 1200 dpi | TIFF                  | Consult the publisher. Requirements will vary widely.            |
| PDF                          | 150 dpi        | PDF                   | Always grayscale if possible, this will greatly reduce file size |

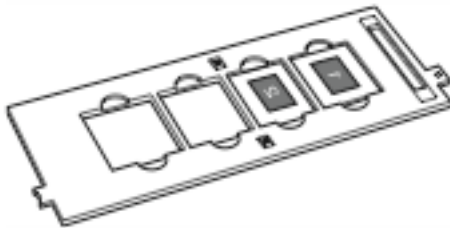
All other categories should remain as they are shown above.

5. Place your scanning materials on the bed of the scanner and close the lid. Click on the Preview button in the lower right hand corner. The scanner will do a quick over scan of the whole scanning bed.

5a. If you are scanning slides, you need to flip up the lid of the scanner and remove the transparency lid blocker.

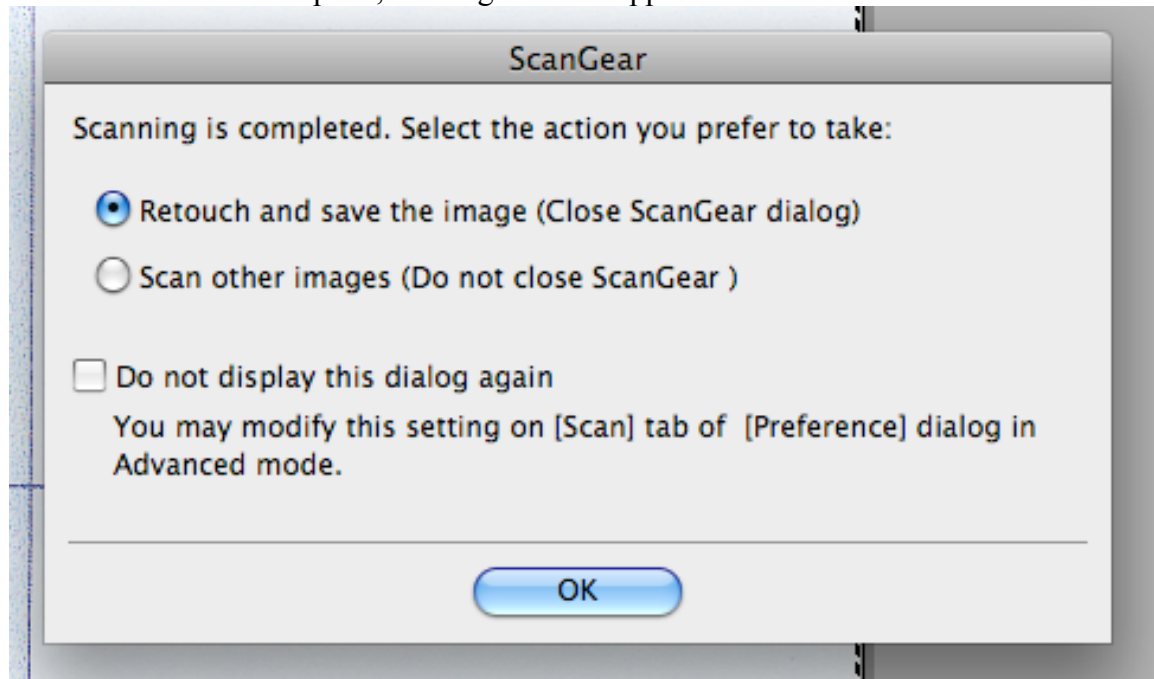


Then you need to retrieve a slide tray and place it on the scanning bed. Place the slides in the holder.



6. Adjust the dotted marquee to crop the scan to around your image, or check the boxes next to the slides you want to scan and click on the Scan button.

7. Once the scan is complete, a dialog box will appear.



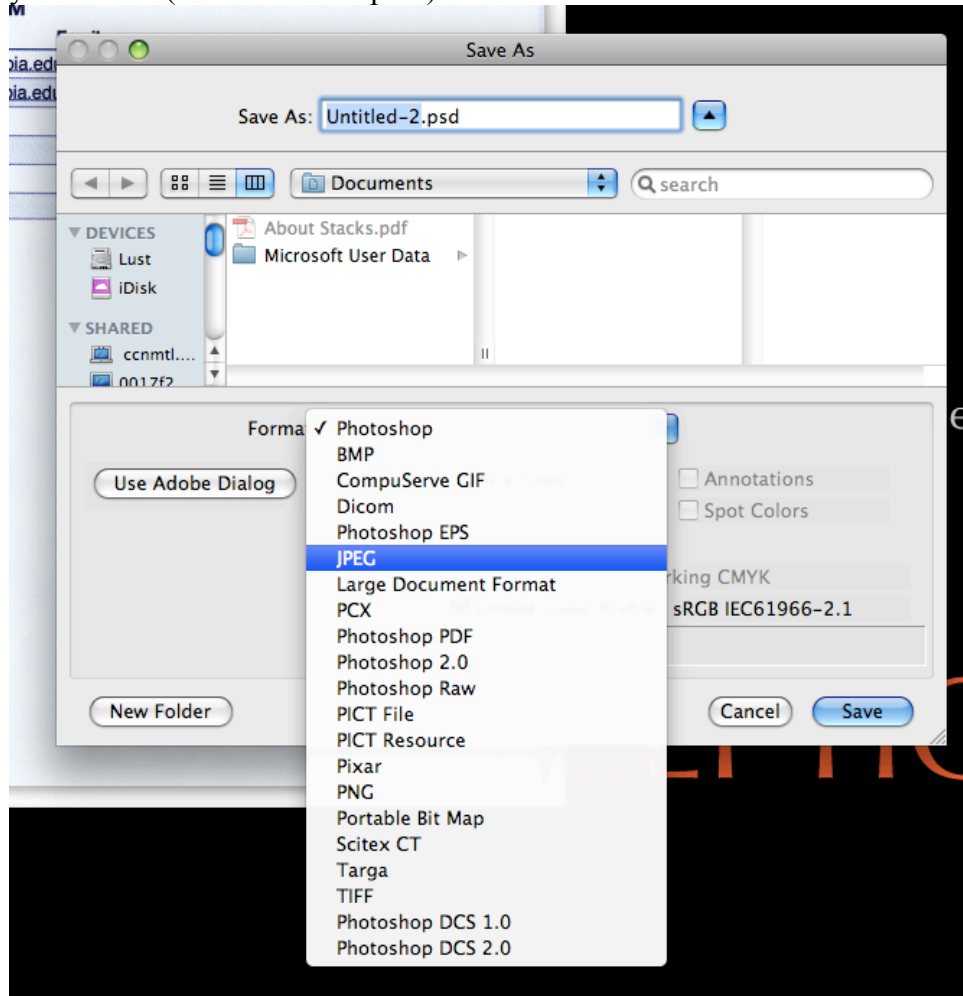
You can choose either option. The first option will close the scanning software and open the image in Photoshop for you to save and manipulate. The second option will let you scan several more images before you save and manipulate them.

8. Assuming you choose the first option; your image will open in Photoshop. Rotate and crop the image to your liking.


File → Save As

Type in a name into the Save As field.



Click on the Format menu and select JPEG or Photoshop PDF or TIFF depending on your needs. (See chart in step #4)



9. Here are a few tools in photoshop you might need to use to edit your image.

CROP: Select the crop tool  from the tools palette to more closely crop in your image

ROTATE / FLIP: Go to the IMAGE menu at the top  
Image --> Rotate Canvas --> 90° CW, 90° CCW, 180°, Flip Horizontal, Flip Vertical

STRAIGHTEN: Hidden under the dropper tool  is the measure tool . Click and hold on the dropper to see the tools underneath.

Using the measure tool, draw a line along a edge in your image you want to be horizontal.

then go to Image --> Rotate Canvas --> Arbitrary

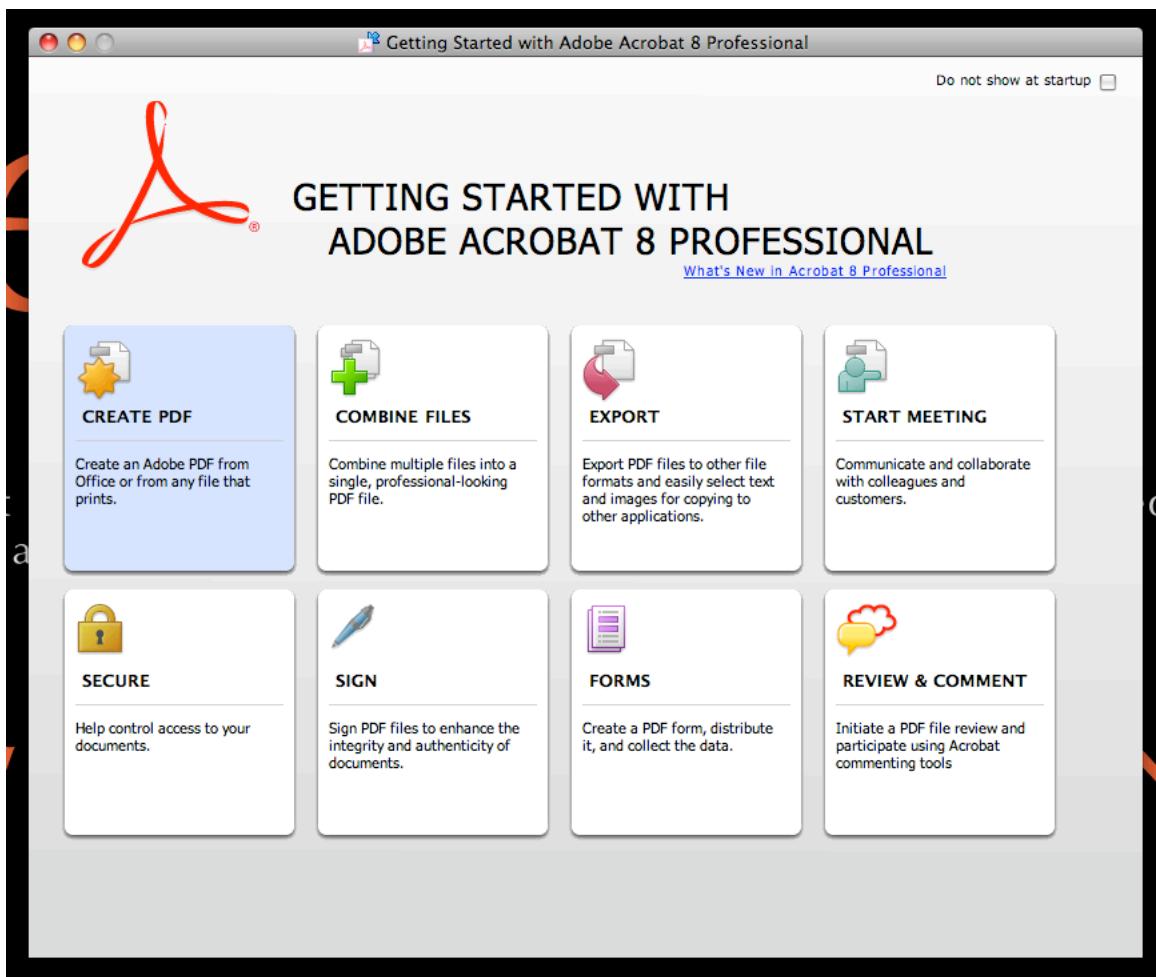
The amount that your measure tool calculate to rotate the image will automatically be entered into the arbitrary degree amount, as well as the correct direction. Click OK. You will then need to crop the image using the CROP tool above.

NOTE: For more advanced photoshop, see a VMC staff member for support.

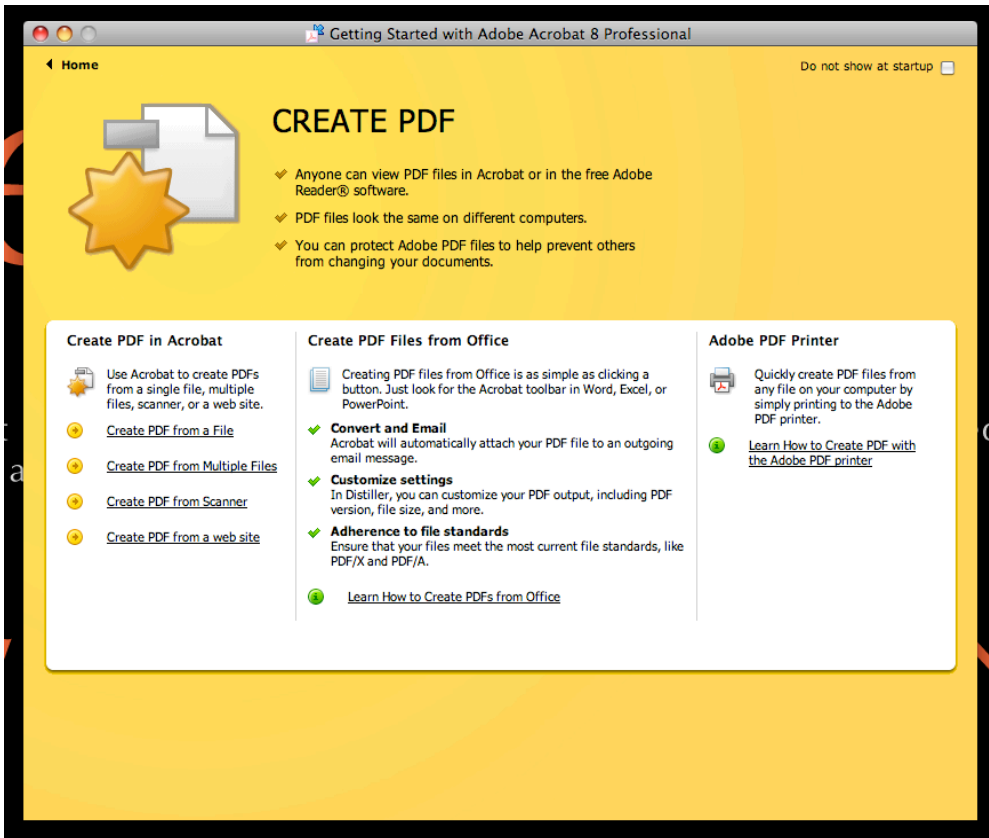
10. Save your images with the changes, and quit Photoshop.

## PDFs

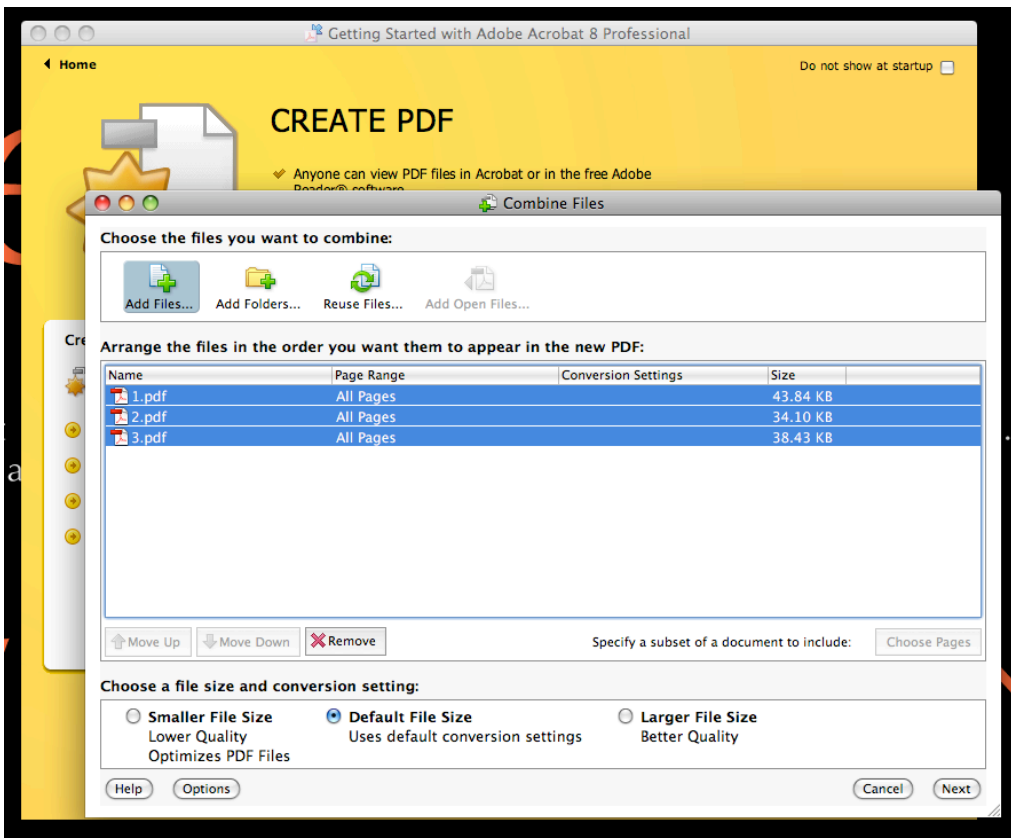
1. Follow all of the above directions making sure to save each page as a PDF and to name them in the order you wish to arrange them.
2. Quit Photoshop, and Launch Adobe Acrobat Professional.
3. Select “Create PDF”



3. Select “Create PDF from Multiple Files”

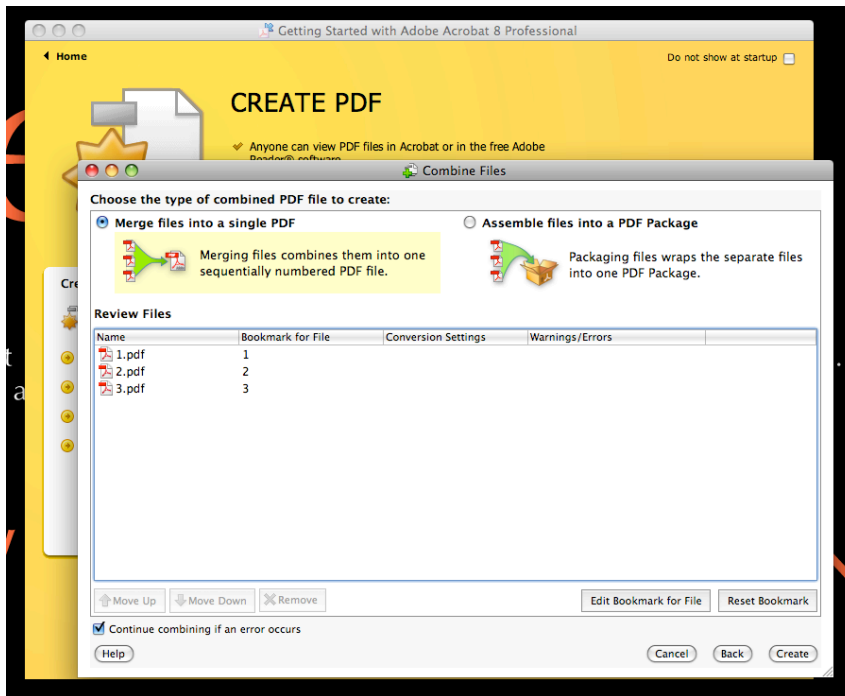


4. Click “Add Files...” and navigate in the chooser to the folder you made with the scanned pages of your document. Select all the pages, holding down the shift key to select multiple documents, and click Add.

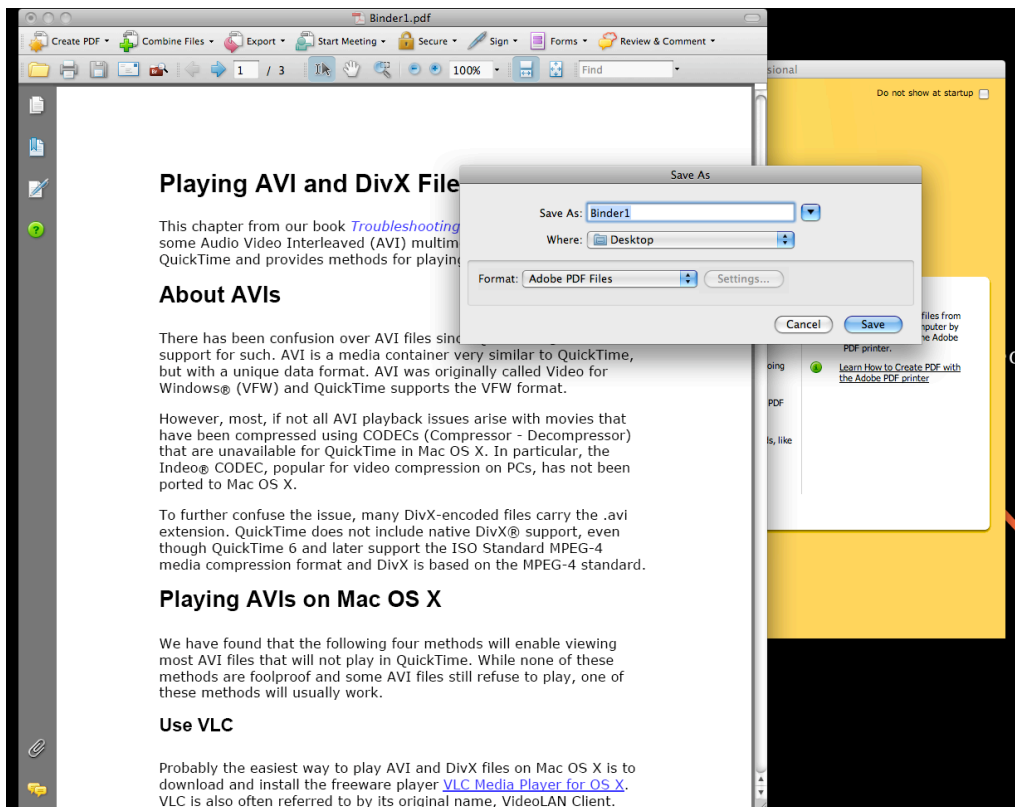


5. The files you selected will appear and in this window, you can arrange the pages in order by dragging and dropping the files. Click “Next.”

6. In the next window, make sure “Merge files into a single PDF” is selected and review the order of your PDF pages. If you need to change the order, click “Back” and reorder the slides. If you are satisfied with the order, click “Create.”



7. Once the PDF is created, you will be prompted to save your document before you can continue. This is the name your students will see, so it should not be too vague.



Note: on naming conventions. Please keep your title to the following characters A-Z, a-z, 0-9, \_, -. Do not use special characters, quotes, add spaces, comas, etc, and keep the length within reason. This is to ensure cross platform compatibility. Make sure the extension, “.pdf” is also included.

for example: wright\_reading\_1.pdf

8. Once you have saved your document, you can now view the pages, re-arrange them if you need, delete pages, or rotate the pages. Unfortunately you cannot rotate one page, only all, which is why we asked you to keep the pages all oriented the same way as you scan.

If you notice a page is not oriented the correct way, you need to rotate that page back in Photoshop under the Image -> Rotate Canvas menu. Save this new rotated page, and return to step 2.