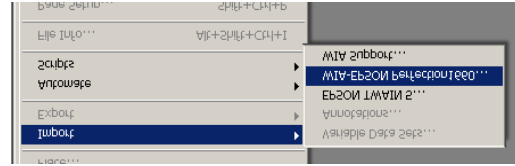


Import by Scanning

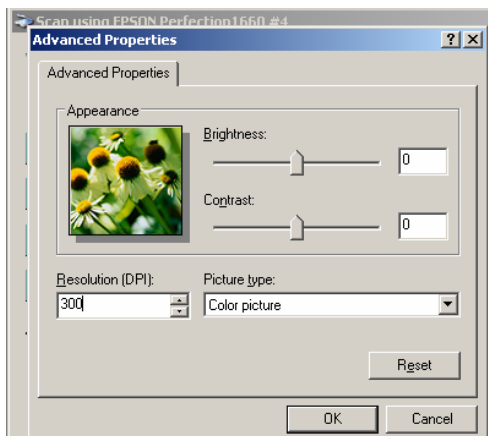
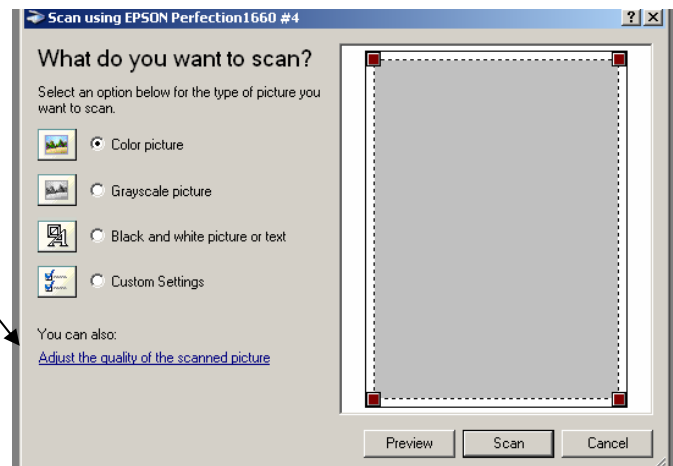
Place item on scan bed (the bottom of the item needs to be closest to you on the scan bed).

Open **Adobe Photoshop CS4**.

Choose **File, Import** and then the appropriate scanner (HP ScanJet 4070 or WIA-Epson Perfection 1660).



For color pictures, choose **Color picture** and then click on the link that says **Adjust the quality of the scanned pictures**



In the **Advanced Properties** dialog box, change the resolution to at least **300** for print. (You may use a lower resolution if the item is only to be used digitally or on the web).

Then click the **Scan** button.

If you have more than one picture, use the **rectangle selection tool**, select your area and then choose **Edit, Copy, File, New, OK, Edit Paste**.

Choose **Image, Auto Correct** to correct the coloring of the picture.

Save your pictures as JPEGs. It is a good idea to save your original scan as a **(.PSD)** document.