

USING ADOBE PHOTOSHOP
Best for single jpeg scans

OAL SCANNING

Need help? Ask us at the desk on the first floor.

USING ADOBE ACROBAT PRO
Best for multiple page PDF scans

1. Log onto the computer using either your TAMU account and password OR a guest ID and password

2. Open Adobe Photoshop CS6. From the Start menu, search and open "Adobe Photoshop CS6". Then maximize the screen.

3. Choose File > Import > WIA Support.

4. Choose a destination on your computer for saving your image .

5. Make sure that Open Acquired Images in Photoshop is selected. If you have a large number of images to import, or if you want to edit the images at a later time, deselect it.

6. Make sure that Unique Subfolder is selected if you want to save the imported images directly into a folder whose name is the current date.

7. Click Start.

8. Select the scanner that you want to use.

9. Choose the kind of image you want to scan:

- a. Color Picture: Uses the default settings for scanning color images.
- b. Grayscale Picture: Uses the default settings for scanning grayscale images.
- c. Black And White Picture or Text: Uses the default settings.
- d. Adjust The Quality Of The Scanned Picture: Uses custom settings.

10. Click preview to view the scan. If necessary, drag the handles of the bounding box to adjust the size of the crop.

11. Click Scan.

12. The scanned image is saved in BMP format. You do have the option to "save as" other file formats (JPG, PDF, PNG, GIF, etc.).

2. Open Adobe Acrobat . From the Start menu, search and open "acrobat". Then maximize the screen.

3. Click "Create" in the top left corner; then click "PDF from Scanner"; then click "Custom Scan"

4. Select the name of the scanner you are using to scan the image and then click "options" (by the scanner choice).

5. When the Scanner Options box appears, click the down arrow, next to "User Interface Option" and choose "Show Scanner's Native Interface" ... Then click "OK"

6. To speed up the scanning, UNCHECK the box that says "Make Searchable". (Leave the box checked if you want to be able to search the images after scanning).

7. Now click "SCAN"

8. Follow the onscreen Steps 1-3 for scanning your image.

9. Continue scanning other pages by repeating Steps 4 and 8 from above.

10. Save your work frequently (see below).

HOW TO SAVE:

When you are done scanning, go to the file menu and click on "Save As". Name your file something you will recognize. Save your file to your desired location.

You can send this to yourself as an email attachment, using an internet-based email service like Yahoo or Gmail. Or, you can save it to a portable storage device.

When you are done, please close the program and log off the computer.