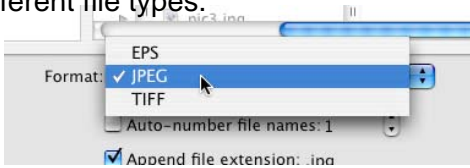


9. At the bottom of the Save As screen, you have the option to save your picture as three different file types.



What do all these file types mean???

JPEG—The most universal image format. It is recommended for many programs. Developed for compressing and decompressing digitized photos. Use this file type for photographic imagery intended for the Internet.

TIFF-Higher quality and resolution. Use this file for offset printing.

EPS-Highest image quality and one of the best vector image formats available.

10. Click "Save."

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Scanner Instructions - Microtek ScanMaker 9800 XL -



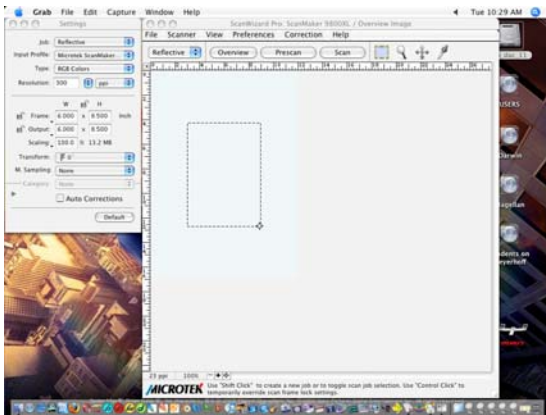
1. Make sure the scanner is on. A yellow and green light in the front will be lit if the scanner is on. The on/off switch is in the back.



2. Open ScanWizard Pro 7. It is located on the dock at the bottom of the screen.

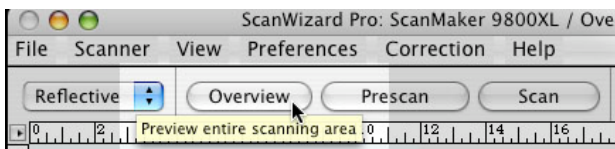


The program will look like this:

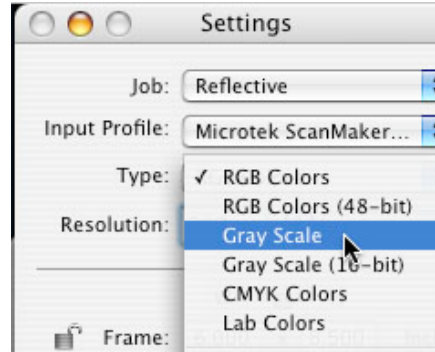


3. Place your image face-down on the scanner glass.

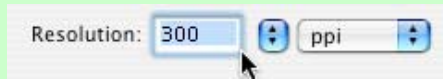
4. Click "Overview" in the program. The scanner will show a preview of the scan.



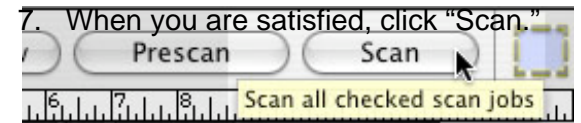
5. If the image you are scanning is a color image, change the Type to "RGB Colors." If the image is a black and white image, change Type to "Grayscale" (otherwise it will scan with a greenish tint). The Settings panel is on the left side of the preview screen.



TIP: If you plan on printing out the image, you will want a higher resolution scan. Change the resolution to 300 ppi (pixels per inch) for better printing on a normal sheet of computer paper. If you plan on uploading the image to the Internet, a normal Resolution is 72 ppi. The Resolution option is located in the Set-



6. Choose the part of the image that you would like to scan by dragging the selection box around it. To do this, move the cursor around the edge of the selection box until you see a double sided arrow. Click and drag it around the image.



8. You will then be prompted to save the file before it scans. Remember to save to your Darwin account by clicking "Users" and then finding your user account name.

