

SCAN A PICTURE

1. Begin by starting the **Adobe Photoshop CS3** software under **Start>All Programs**.
2. Select **File > Import > TravelScan Pro 600**.
3. Choose other settings as desired for your scanning job (Refer to Hot Tips! on the back of this brochure). Press **Scan**.
4. The program will now ask you to calibrate the scanner. This is a **vital step** to getting a good scan, and **only** done before you start scanning. Following the guides on the white Calibration Paper, feed it into the scanner and press **Calibrate**.
5. You should now see a box pop up stating that calibration was successful. Press **OK**. (Troubleshooting: If Calibration was not successful, restart at step one and try again. Sometimes it helps if you gently push the calibration paper into the scanner at the beginning.)
6. The program will now tell you to insert the item you want to scan. Feed a single sheet of what you would like to scan face-up into the travel scanner. Press **OK**.
7. The picture file will open when finished. (Troubleshooting: If your image gets cut off and there is a large black space, rescan it, but this time gently feed the paper into the scanner when it begins).
8. Make sure to save your file to Darwin!

HOT TIPS!

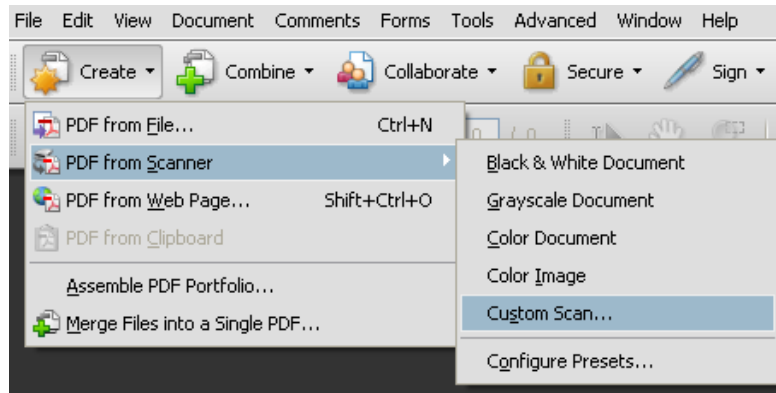
- **Choose The Right Resolution:**
File size and picture quality are both determined by the resolution of your picture. The higher the resolution, the better the quality and the larger the file size. Onscreen viewing should be fine with 96 dpi. For printed copies, you might need up to 300 dpi. Higher than 300 should only be needed for poster-size pictures or for enlarging small parts of a picture to a much larger size.
- **Save As A JPEG:**
For a good quality picture without a big file size, save the picture as a JPEG. Other types of pictures such as bitmaps and TIFs create very large files that might not go through the network.
- **Edit After You Scan:**
Examples of picture-editing software available in the CTLT include *Photoshop*, *Photodraw*, *Illustrator*, *Fireworks*, and *Paintshop Pro*.

Scanning - Travel Scanner



SCANNING TO PDF

1. Begin by starting the **Adobe Acrobat 9 Pro** software under **Start>All Programs**.
2. Select **CREATE > PDF From Scanner > Custom Scan**.



3. Set the scanner to **TravelScan Pro 600**. Choose other settings as desired for your scanning job (Refer to the Yellow “Tips for Scanning Options” for helpful hints). Press **Scan**.

Using Adobe Acrobat

Here are some tips for modifying your scanned document in Adobe Acrobat 9 Pro:

- To rotate one or more pages, go to **Document > Rotate Pages**.
- To rearrange pages, click on the **PAGES** button on the left navigation panel. Thumbnails of each page will appear which can be dragged to a new location or selected and deleted.
- To combine several files into one, use the **COMBINE** button on the toolbar and choose **Merge Files into a Single PDF**. You can also insert an existing page anywhere in the document by right-clicking on a thumbnail and

Tips for Scanning Options:

- **Sides** > Choose “Both Sides” if you are putting double-sided pages in the document feeder
- **Resolution** > See *Tips* section on back of this brochure
- **Paper Size** > This should usually be set to “Letter”
- **Make Searchable (Run OCR)** > This type of scanning is NOT recommended for the TravelScan Pro 600. Please use one of the flatbed scanners in the CTLT or the DAC if you want to have searchable text.

4. The program will now ask you to calibrate the scanner. This is a **vital step** to getting a good scan, and **only** done before you start scanning. Following the guides on the white Calibration Paper, feed it into the scanner and press **Calibrate**.
5. You should now see a box pop up stating that calibration was successful. Press **OK**. (Troubleshooting: If Calibration was not successful, restart at step one and try again. Sometimes it helps if you gently push the calibration paper into the scanner at the beginning.)
6. The program will now tell you to insert the item you want to scan. Feed a single sheet of what you would like to scan face-up into the travel scanner. Press **OK**.
7. The PDF file will open in the Acrobat window when finished. (Troubleshooting: If your page gets cut off and there is a large black space, rescan the page, but this time gently feed the paper into the scanner when it begins).
8. To add more pages, follow from step one, and the custom scan option make sure that “Append to existing file or portfolio” is selected.
9. Make sure to save your file to your Darwin folder!