Scanning Instructions – Mac OSX (Notes)
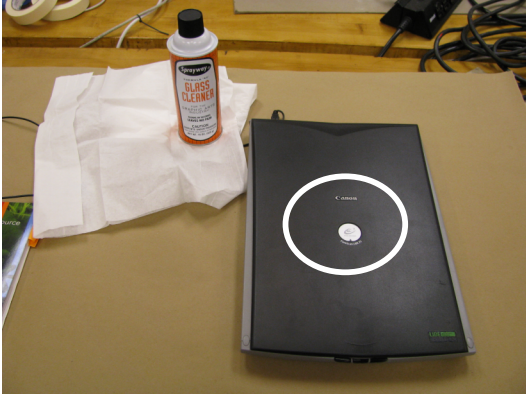
Communications Lab Notes • Department of Technology Education • John Jay High School • Mr. Butler

Name: _____   Course: _____Period:_____

1) Locate/Prep the Scanner for Scanning
- Carry the scanner FLAT to prevent head from sliding (may ruin stepper motor)
- Identify the Scanner Make/Model (you will need to know this when scanning into the computer).
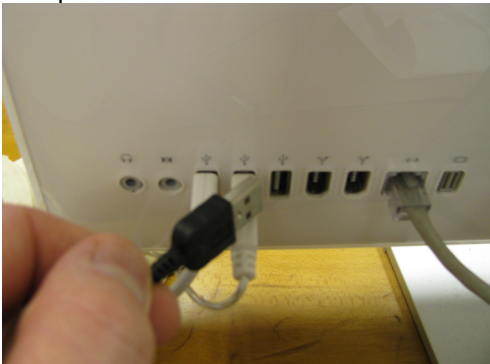

2) Clean the Scanner Surface
- Surface Should be clear of fingerprints, dust, debris, or foreign objects
- Make sure surface area is completely clean and dry before proceeding.

3) Plug Scanner's USB Cable into the Computer's USB Port

4) Power the Scanner to the ON position (if scanner has ON/OFF switch)

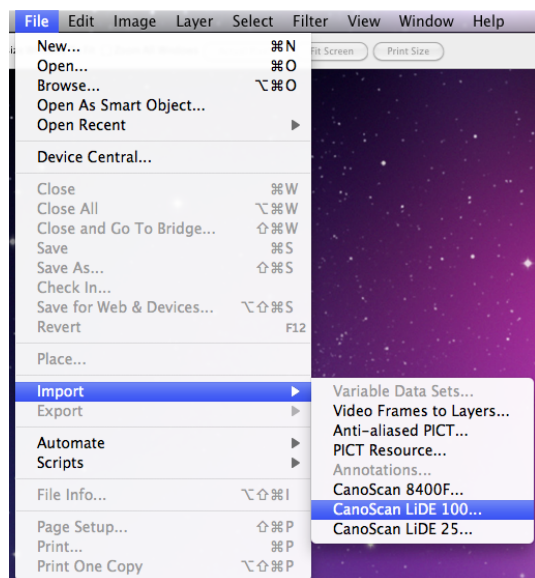5) Place object firmly (face down) on scanner glass and close scanner lid

6) Launch Adobe Photoshop

7) Choose File → Import
- Choose the Appropriate Model of Scanner you connected to your workstation
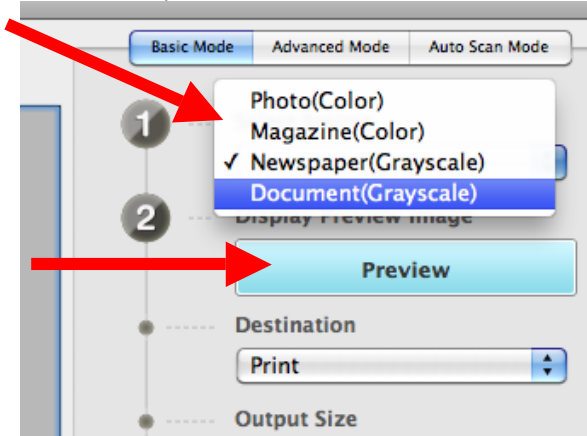
The scanner *ScanGear* dialog box now appears. This application is running separate from Adobe Photoshop.

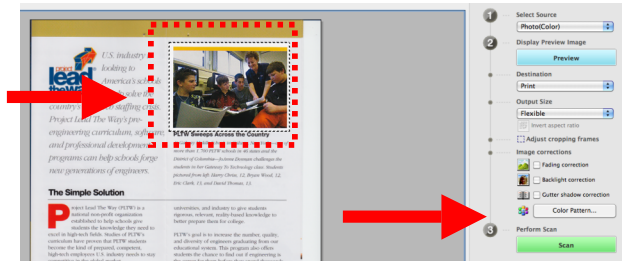8) Choose the type of object you are scanning from the drop down menu on *STEP 1*.

9) Choose **PREVIEW** to perform a basic scan on the object on the scanner surface.

10) Choose whether or not the image is going to be used for *Print* or *Image Display* .

11) Make a selection around your image preview or part of your image you would like scanned, and choose **Scan**.

12) To make multiple scans, *repeat steps 8 thru 11* of this document, otherwise close out of this Scanner ScanGear dialog box.

13) You are now back in Adobe Photoshop. You will notice each of your scans will appear in separate windows. You ca save these as Photoshop files, or choose **Save for Web & Devices...** to convert the image into a non-native format for other applications.

14) When finished, disconnect the scanner's USB and power supply (if applicable) and allow another person to use.