



Using the Microtek Scanner (PC)

Pitzer College Information Technology

About this Help Sheet

This help sheet describes how to scan color and black and white images, photographs, and signatures using the Microtek Scanmaker, located in the Bernard Computer lab.

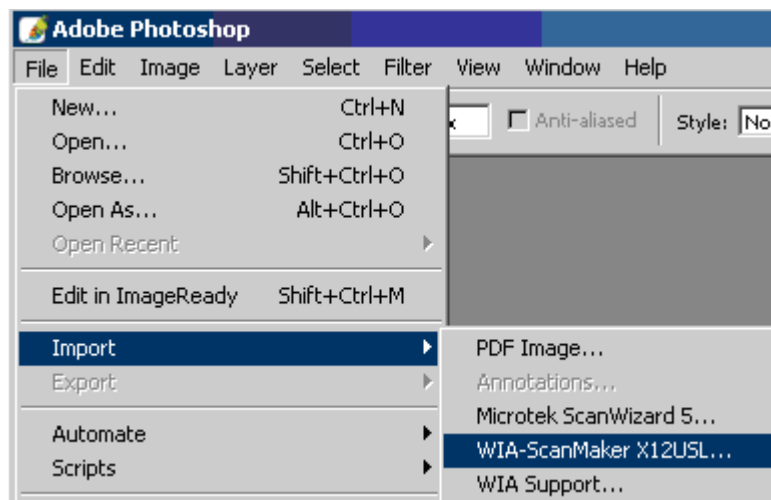
Getting Started

To start the scanner, make sure that the Microtek ScanMaker must be turned on prior to logging on to the computer. The on/off button is located at the front right side of the scanner.

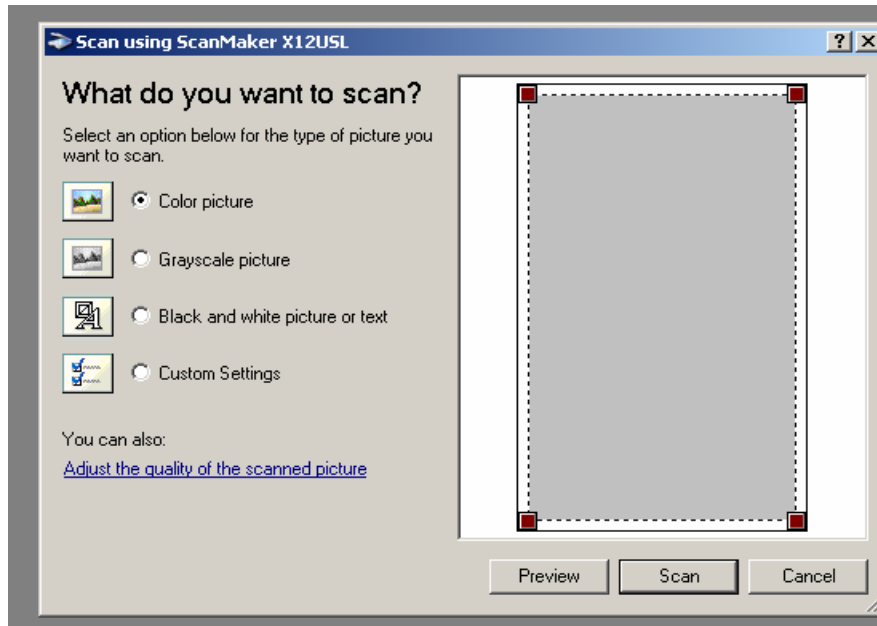
Click on PhotoShop Icon located on the task bar, or go to the Start button up to Programs over to Adobe and to PhotoShop.



Once you are in Adobe PhotoShop go up to the **File** menu and scroll down to **Import**. Under **Import** click on **WIA-Scanmaker X12USL**

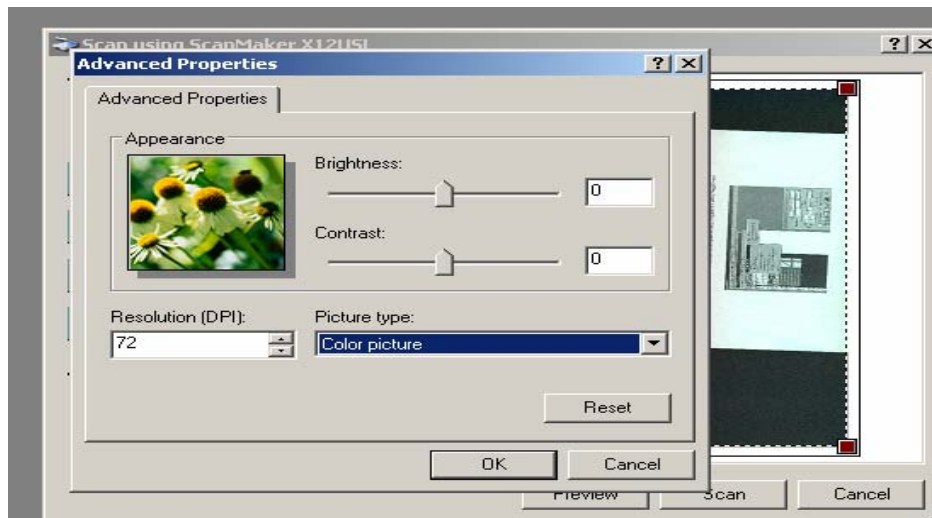


The following window will come up to set-up your configurations and preferences.



Insert your image face down, aligning your image according to the marked areas.

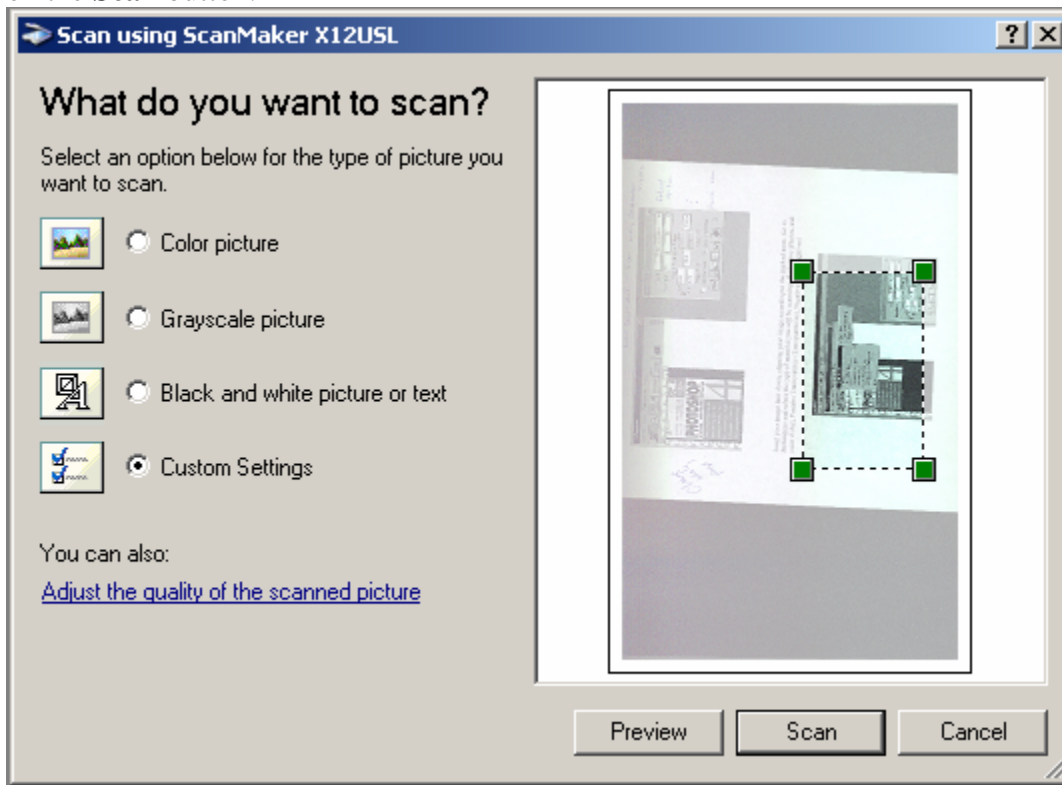
As the picture's settings are chosen with the **Preview** button, the Scanner setting should be checked according to the [Adjust the quality of the scanned picture](#) link, which will bring up this window.



We recommend that photos be scanned using a **Resolution** of **72 dpi** not larger than **300 dpi**. **Type** should be Millions of Colors. You can adjust the **width** and **height** of your image. Insert your image face down, aligning your image according to the marked areas.

*****Note:** For web related images the resolution should be set no bigger than **72 dpi** in order to reduce the size of the image file. Scaling should be on 100%. Of course this depends on how big or how much of your image want scanned.

After you have set your configurations click on the **Preview** button. When your image appears on the screen there will be illuminated sizing box. Use your mouse to stretch the box to select the specific part of the pre-scanned image you wish to scan. Next, click on the **Scan** button.



Saving your scanned image:

To save your image, select the **File** menu and select **Save As....** If your file is for a web page, save it as a **JPEG/JPG** or **GIF** format.

*****Note:** If you are not allowed to save your image as a jpeg or gif, you may want to go to the **Layer** menu and click on flatten. This will allow you to save your image in the format you wish to save it as.

For windows and signature files that will be imported into **Word** save your image as a **BMP** format.