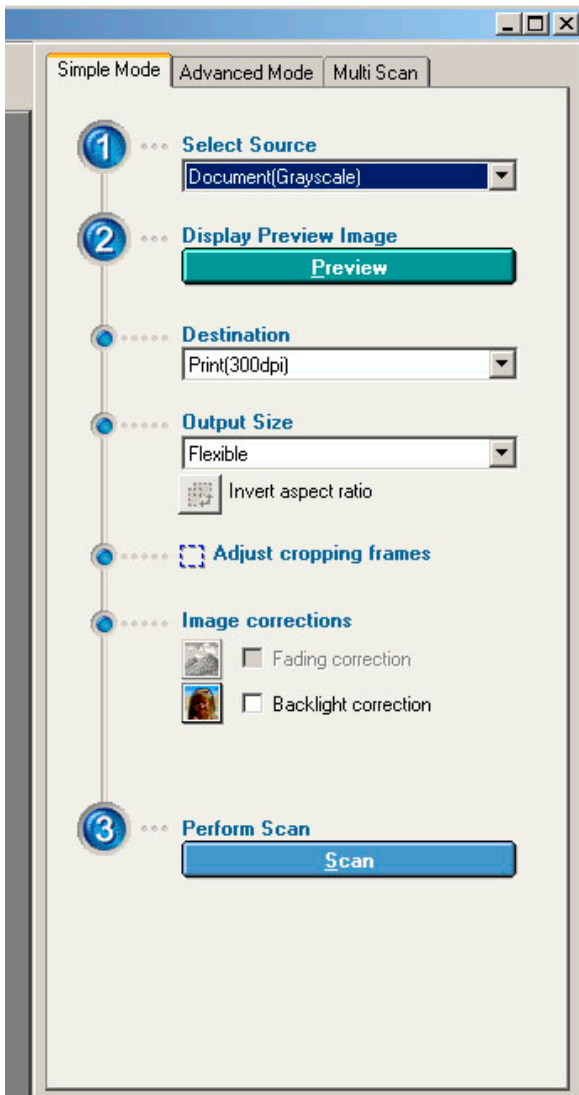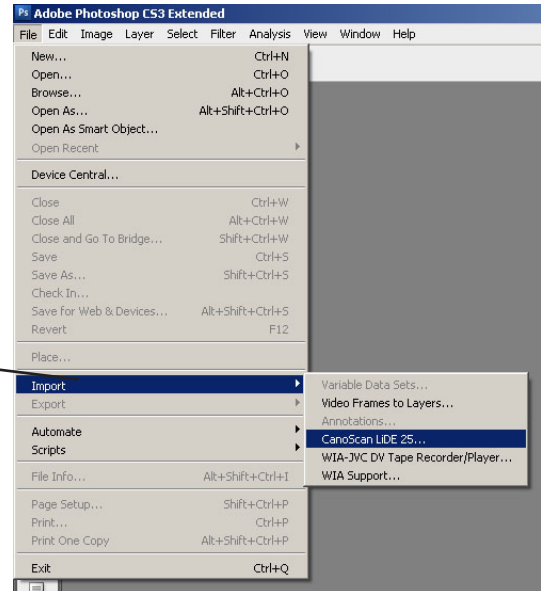# Scanning

1. Plug In Scanner to available USB point on the computer.

2. Open Photoshop

3. In Photoshop, Go to File Menu > Import > CanoScan LiDE25
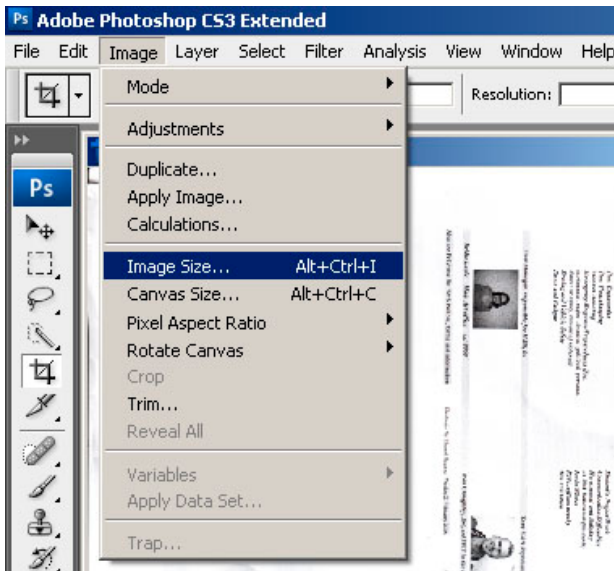

4   a) **Select Source** from drop down menu

b) click **PREVIEW**

c) **Destination** i.e. what resolution do you want the final/destination file to be?

d) Choose **Output Size** e.g. A4

e) Crop if necessary i.e. if you only want to a bit of the page/image.

f) **SCAN**

g) Close ScanGear Window

To Save a copy for Print/Archive
(You should have scanned at 300dpi)

5. (In Photoshop) File Menu>SAVE
    a) choose TIFF [print copy]

To Save a copy for Internet/e-mailing

6. Image Menu>Image Size
    a) Change to 72dpi

7. File Menu > Save AS
    a) choose JPEG [online copy]