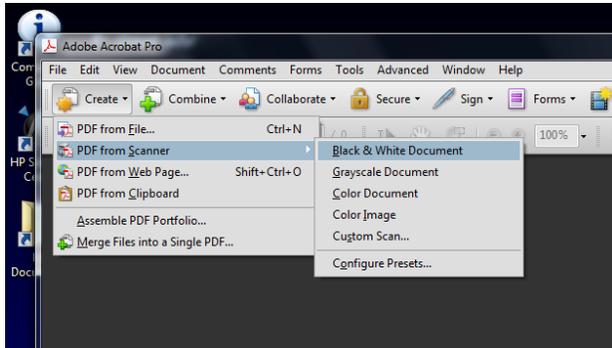# Creating a multi-page PDF from the Scanner Bed at Café 207

1. Place your paper or book face down on the scanner bed.
2. Launch **Adobe Acrobat Pro 9.0** from the Adobe Design Premium CS5 folder under the start menu.
3. Under the **Create** button choose **PDF from the Scanner** options then choose either Black & White Document, Grayscale Document or Color Document (please note: the library does not offer color printing) depending on your desired output type.

4. When scanning is complete you will be prompted with a box to choose either, Scan is Complete or Scan more pages. If you have more pages to scan switch the document on the flatbed before choosing Scan more pages and clicking Ok.

Scanning images

1. Place the image face down on the scanner bed.
2. Launch **Adobe Photoshop** from the Adobe Design Premium CS5 folder under the start menu. From Photoshop's **File** menu choose **Import > WIA** support option. Click Start in the WIA Support box. Click OK in the next pop-up box which shows the HP Scanjet 8300 scanner.
3. When the box labeled "Scan using HP Scanjet 8300" appears, choose Color Picture, Grayscale Picture, or Black and White Picture or Text. If you wish to increase the resolution of the scan, click on the link for "Adjust the quality of the scanned picture." If you intend to project or enlarge your image it is recommended that you scan at a resolution of at least 300 dpi.
4. Click the Preview button to initiate the preview scan. Adjust the green corners of the dashed frame so that everything is within the perimeter of the dashed lines. Finally, click the Scan button to initiate the scan.

After the scan is complete, you may edit the image before saving it. Here are some basics:

 Cropping tool: Allows you to select a detail or edit out unwanted background. You'll find it on the pallet on the left hand side of the Photoshop desktop. Click on it to activate it then click on one of the corners of the area you want to select and drag it outward to draw a square around the area you want to keep in the image. Use the right mouse button to either crop out the grayed out area or to cancel the crop borders and try again.

Image menu on the tool bar: This is where you will find the options for rotating the image after you have scanned it and for setting the measurements for the image.

Please see the Help menu for more details on how to edit images in Photoshop.

Use the **Save as…** command under the file menu to browse to an appropriate location and save your image as a **JPEG (.jpg).**

When you scan pictures on this PC, the default save location is a folder with today's date in My Documents\My Pictures.