Help with Scanning Images with the Flatbed Scanner

The flatbed scanner is used in scanning the following image types:
• Images/Photos
• Books
• Magazines
• Film
• Slides

For help or assistance, contact Darren Ridgeway at x5484 or talk to any of the CHHD-IT Staff
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Open the top of the flatbed scanner and place your image into the top left of the scanner as shown below. To load a book into the scanner see the next page. To load film or slides please contact Darren Ridgeway x5484 for instruction.

Next open the Adobe Photoshop CS2 program on the desktop as shown.
The scanner can also accept loading a book. To load a book into the scanner lift the lid and then push back on it to activate the secondary hinge as shown below.
Adobe Photoshop CS2 will open and you will see this window
Click on File -> Import -> CanoScan 4400F to open the scanning utility.
The ScanGear window will open. This is the scan utility for the CanoScan 4400F Flatbed Scanner. Here you can choose different options for scanning your image.
Select the source of your image: photo, magazine, etc.
Click on the Preview button to see an initial scan of your document.
Select the resolution of the image to be scanned. We recommend Print(300dpi). This setting is found under the “Destination” step.
Your image may need to be rotated for proper viewing such as the example image being used so far. You can click on the rotate buttons as shown below to rotate the image until the proper orientation is achieved.
If you wish to only scan a certain portion of your image you can draw a selection around the desired portion to keep. In the example image, we only want to scan the portion containing the scanner. To do this we place the mouse over the green dot, in the upper left, and click the left mouse button and hold the click while dragging the mouse to the red dot, in the bottom right and releasing the left mouse button. The colored dots in this example are for location declaration only. They will not appear in the scanning program.
We have now selected the portion of the image we wish to scan and are ready to do so. Click on the Scan button as shown.
The image will now be scanned according to our preparations in the preview window.
Now we may wish to edit the size of the image. Begin this by clicking on View -> Actual Pixels as shown to see the actual size of the image when viewed or printed.
Our image has now ballooned in size and is quite big. We will reduce the size of the image somewhat by clicking on Image -> Image Size and changing the settings therein.
The image size properties window will open. In the Pixel Dimensions area, click on the drop down box next to Width and change it to percent. Now in Width type in whatever size you would like your image to be. If you want the image to be half the size then type in 50. This process may need to be repeated until you are satisfied.
We are now ready to save our image. Click on File -> Save As to open the Save As window.
Choose the location you would like to save your image and the name of your image. Click on the Format drop down box to choose which image format you would like to save in. I have chosen JPEG, the most common choice, however you can choose any others you would like including TIFF, BMP and GIF.
After clicking on Save you will be prompted with a last box asking the quality of the image you would like to save. Choose Maximum from the drop down list as shown and then click on OK.

DON’T FORGET TO TAKE YOUR ORIGINALS FROM THE SCANNER WITH YOU!!!