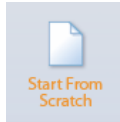


# Scanning Tips for Adobe Photoshop Elements

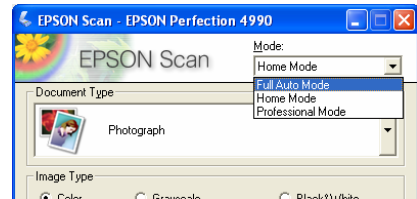
1. Turn scanner on
2. Open Adobe Photoshop Elements 3.0
  - a. Start > All Programs > Adobe > Photoshop Elements 3.0

b. Hit **Start From Scratch**

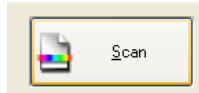


3. Import and Scan
  - a. Put your object on the scanner
  - b. File > Import > Epson Perfection 4990

4. Opens scanning software: choose settings
  - a. Mode: Full Auto Mode or Home Mode

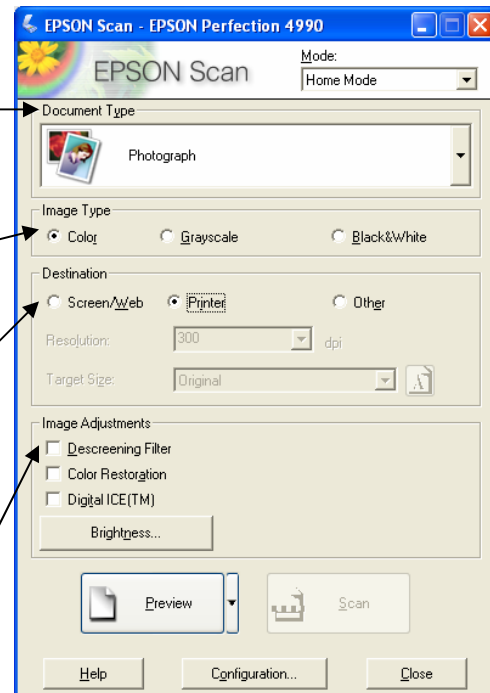


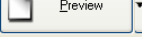
5. Full Auto Mode: Hit Scan

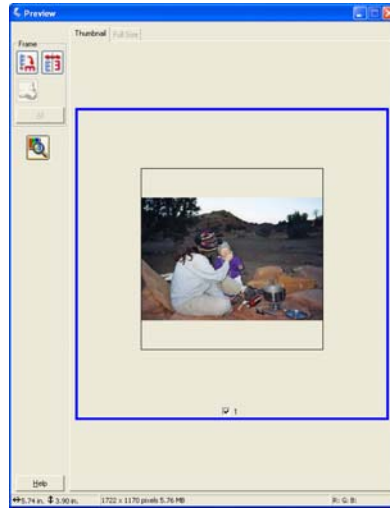


6. Home Mode: Choose more settings

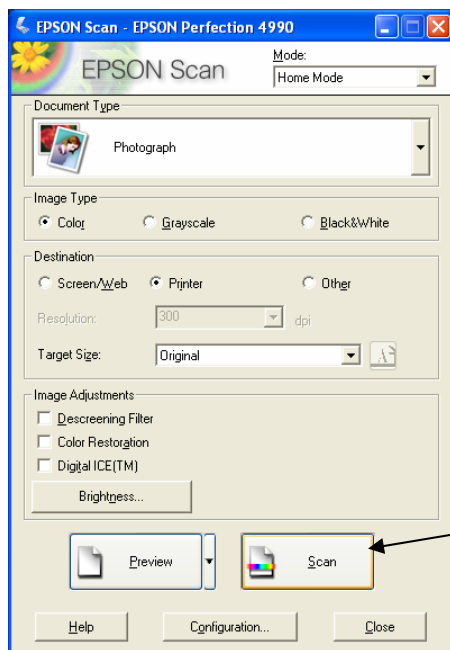
- a. Document type: Photograph, slide, magazine, text, negative, etc.
- b. Image type: Color, grayscale, black and white
- c. Destination: Screen/web, printer, other
- d. Image adjustments: Descreen, Restoration, Digital ICE



7. Now **Preview**  the image. The scanner shows you a preview of the image in a new window.

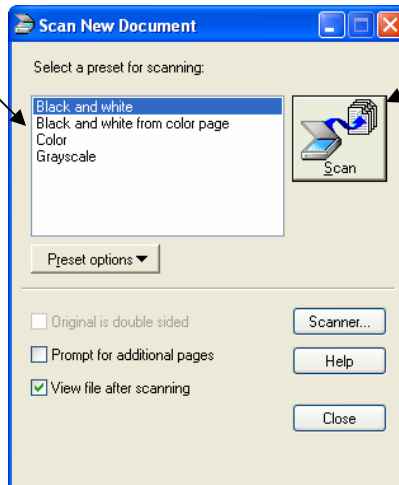


8. Back in the Epson Scan window you hit **Scan**. The scan is brought into Photoshop Elements where you can make adjustments and save it.



## Scanning Tips for Microsoft Word

1. Turn scanner on
2. Open Microsoft Office Documents Scanning
  - a. Start > All Programs > Microsoft Office > Microsoft Office Tools > Microsoft Office Document Scanning
3. Select the Epson Perfection 4990 scanner
4. Select the preset for the image you are scanning and then hit **Scan**.



5. The image is scanned into Microsoft Document Imaging. To get the text into Word, hit the **Send text to Word** button.

