

# CIT Lab How-To: Use the Umax Flatbed Scanner on the Mac

Scanning documents and photos is a simple procedure with the Umax flatbed scanner and Photoshop. Follow these instructions to convert your documents and photographs into a digital collection, which you can place in PowerPoint presentations, archive to CD-ROM, email to colleagues, and place on the Web, among other tasks and uses.

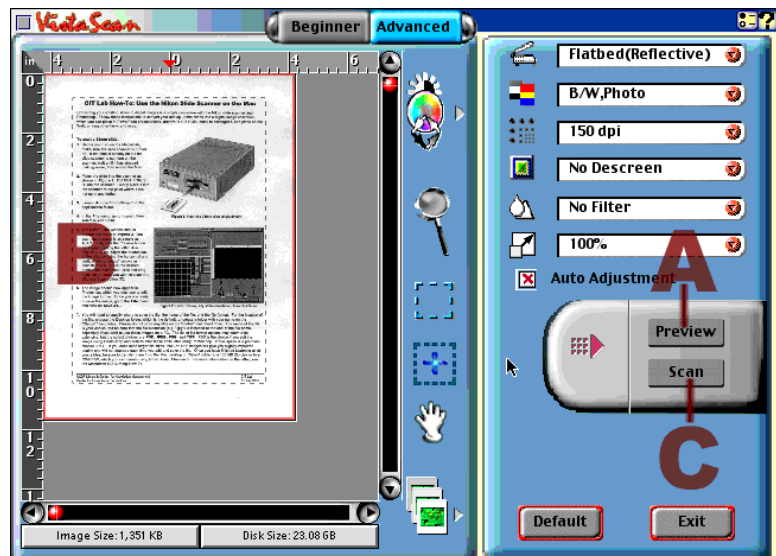
## To scan a document/photo:

1. Before you begin, be sure the flatbed scanner is turned on. If the green power light is not on, the power cable at the back of the scanner may be loose or disconnected. Once you power on the scanner, you do not need to restart the computer.
2. Place the document or photo face down onto the scanner glass, aligned at the top right corner, as shown in **Figure 1**.
3. Launch **Adobe PhotoShop** from the applications folder.
4. In the **File** menu, go to **Import**, then select **VistaScan TWAIN**.



**Figure 1:** Place the document or photo face down at upper-right corner.

5. A preview scan will be performed, and the Umax scan window should appear, as shown in **Figure 2**. First, click the Preview button as diagrammed by letter **A** in **Figure 2**. Next, select the desired settings (Above letter A) and select (click and drag) the region you wish to scan in area **B**. To select the entire area, double-click the image. Once the desired region is selected, click the Scan button (**C**); now close the scan window.



**Figure 2:** Click Preview (**A**), select the region (**B**), then click Scan (**C**)

6. The image should now appear in Photoshop, which you may use to edit the image further. Choose **Rotate Canvas** from the **Image** menu if you need to rotate or flip the image. Once you are ready to save the image, go to the **File** menu and click on **Save As....**

7. If the document or image appears blurry, you may need to increase the **Resolution** (dpi) of the scan. **Note:** If you are scanning text documents, select B&W as the media type. Once you are satisfied with the scan quality, you will need to specify where to save the file, the name of the file, and the file format. For the location of the file, choose the "**Selma**" drive and create a folder with your name on the Selma hard drive if it is not already present. Please do NOT store any files on the "**Cletus**" drive. The name of the file is your choice, but be sure that the file extension (e.g. ".jpg") is included at the end of the file name, especially if you wish to use these images on a PC. The list of file format options may seem a bit extensive, but the safest choices are **PSD**, **JPEG**, **PNG**, **TIFF**, and **PDF**. PSD is the choice if you edit the image using PhotoShop and wish to alter those edits later using PhotoShop. If disk space is a premium, choose **JPEG**. If you don't mind larger file sizes, PNG or TIFF images will give you slightly improved quality and will not degrade each time you edit and save the file. **PDF** is the ideal file format for scanned documents. To learn more about converting your paper documents into Adobe Acrobat PDFs, see the Paper-to-PDF How-to. Once you have finished scanning all of your documents or photos, be sure to transfer them from the Mac to a 100 MB Zip disk or to a CD-R/RW, which you can create using Roxio Toast Titanium 5. For more information on the latter, see the Mac CD-Burning How-To.