Scanning Documents

Some benchmark evidence is a physical document or other artifact such as printed evaluations or student work. This tutorial gives instructions for scanning these using the scanners in the Learning Resources Center. (See tutorial *Creating an Evidence Page & Inserting Evidence* for how to insert scanned documents into your portfolio.)

1. Place the document to be scanned upside down on the inside of the scanner, making sure it lines up in the top right corner.
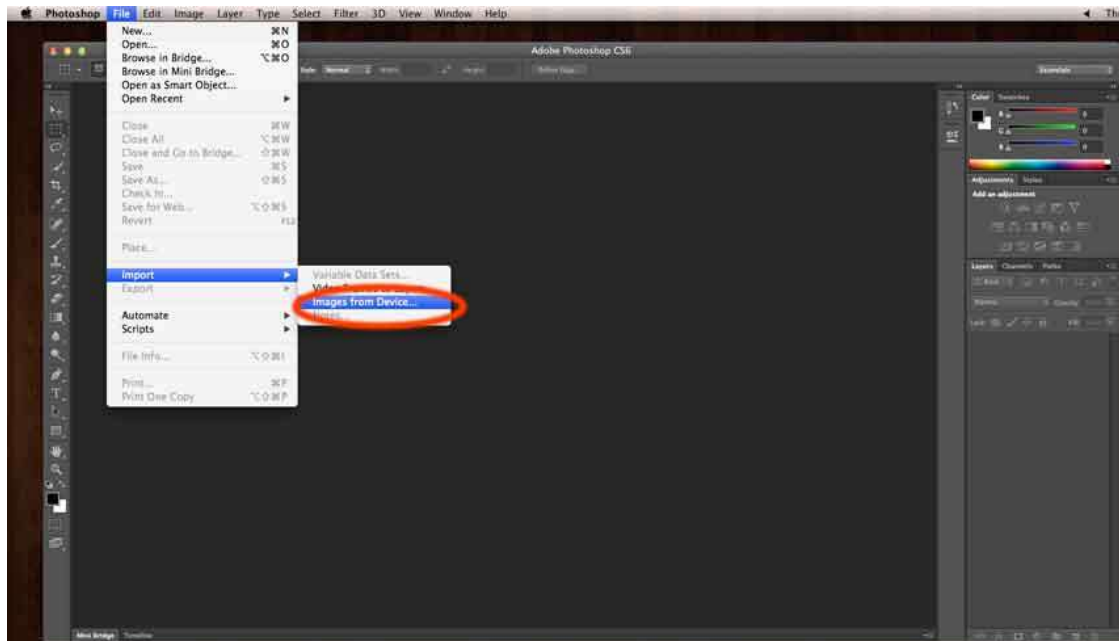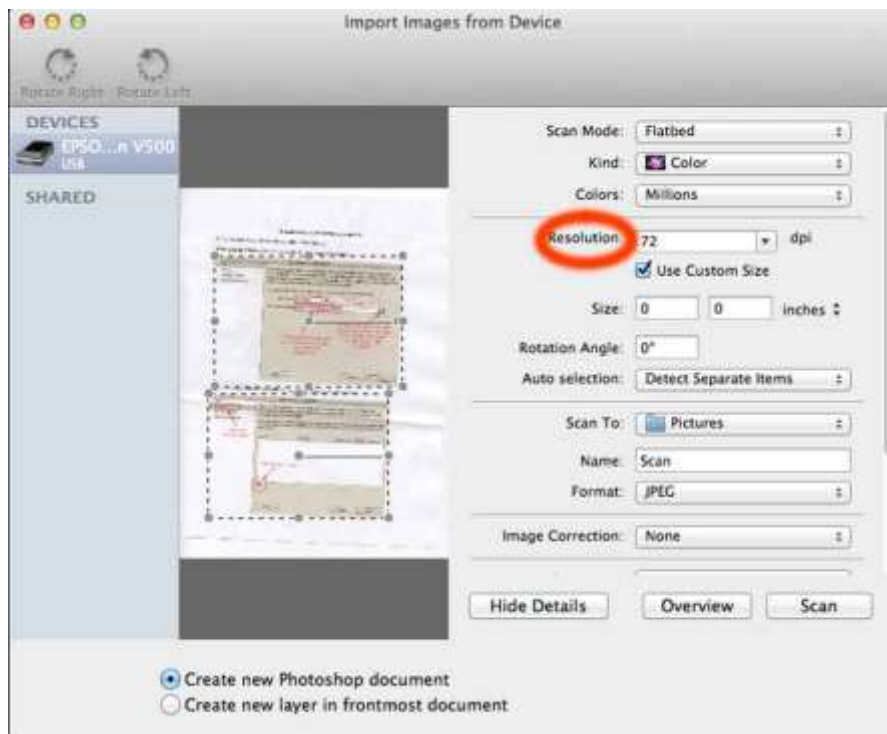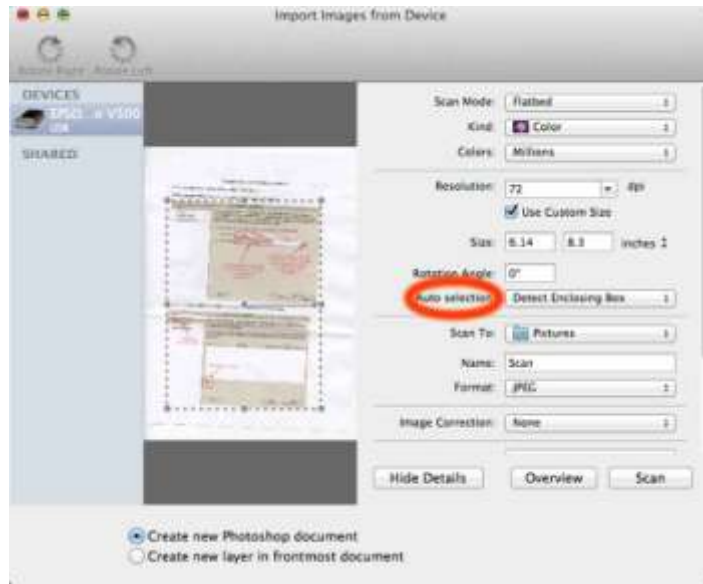

2. Close the scanner.

On a Mac:

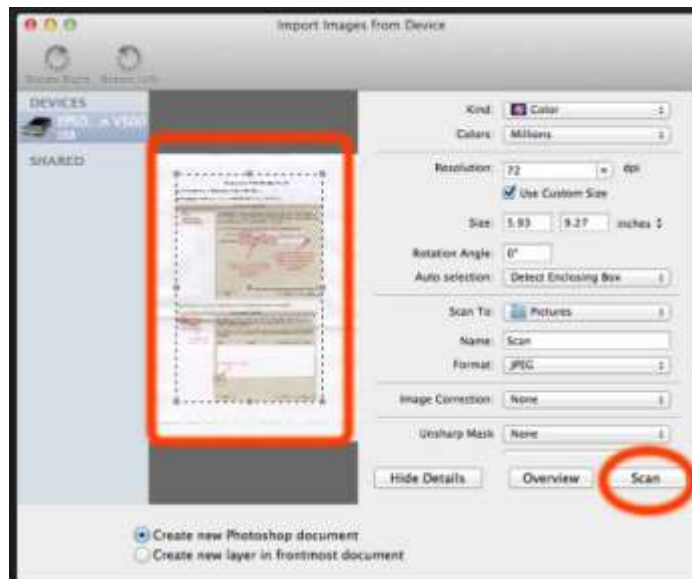1. Open PHOTOSHOP. Click on FILE. Select IMPORT. Select IMAGE FROM DEVICE.

2. The document or artifact on the scanner should appear in the preview area on the left side of the pop-up box. Change the "Resolution" field to "72."

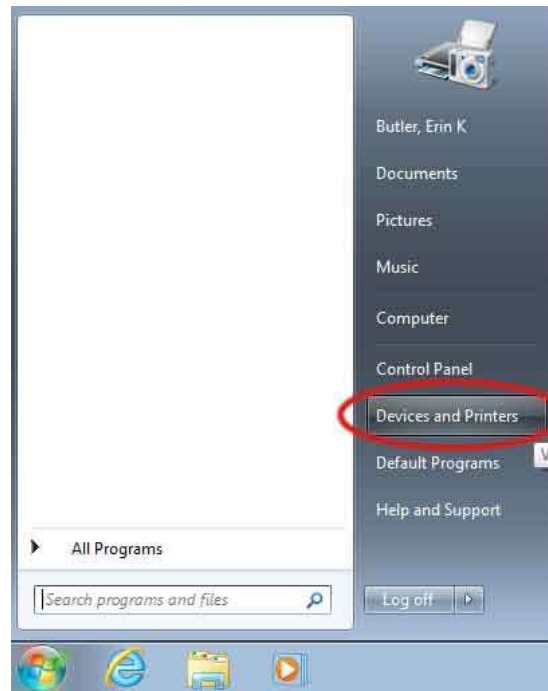3. Change the "Auto selection" field to "Detect Enclosing Box."

4. Drag the corners of the dotted line box to the area to be scanned. Click on SCAN.
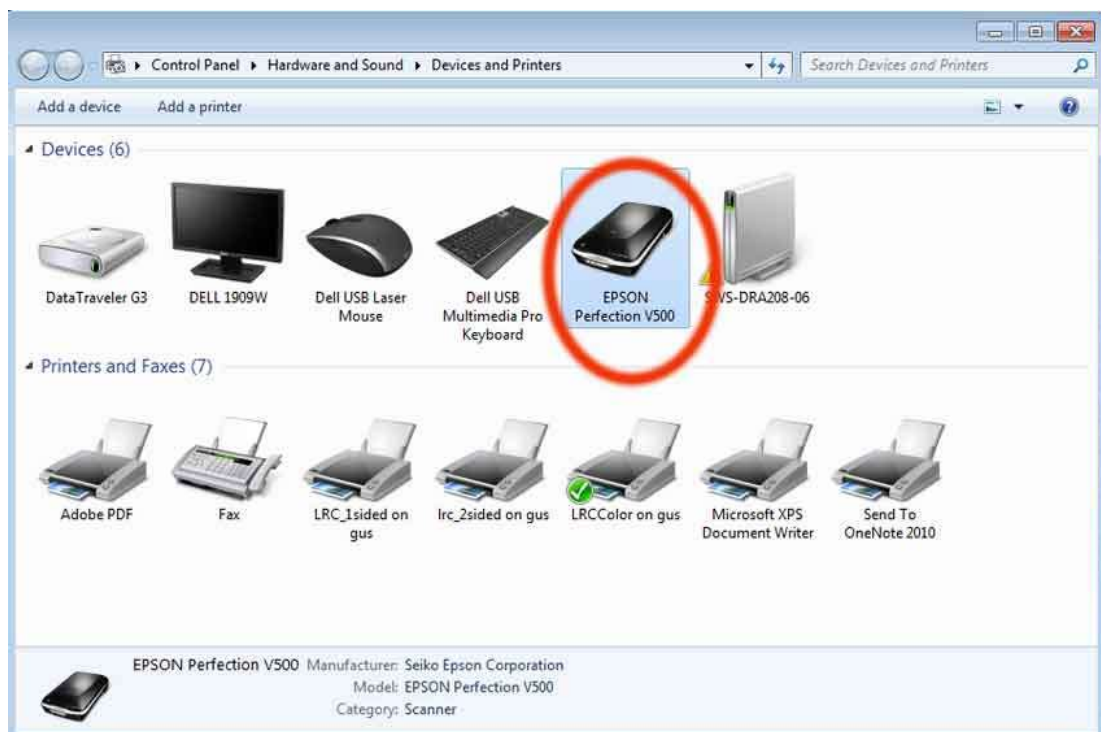

5. The document or artifact will be scanned and the image will open in Photoshop. Save the image on your flash drive as a JPEG. When done scanning, edit the resulting image(s) for web use using Photoshop. (See tutorial *Editing Images Using Photoshop,* page 20.) **YOU MUST EDIT IT IN PHOTOSHOP. IT IS NOT YET FORMATTED CORRECTLY.**

6. **Do not forget to remove the original from the scanner.**
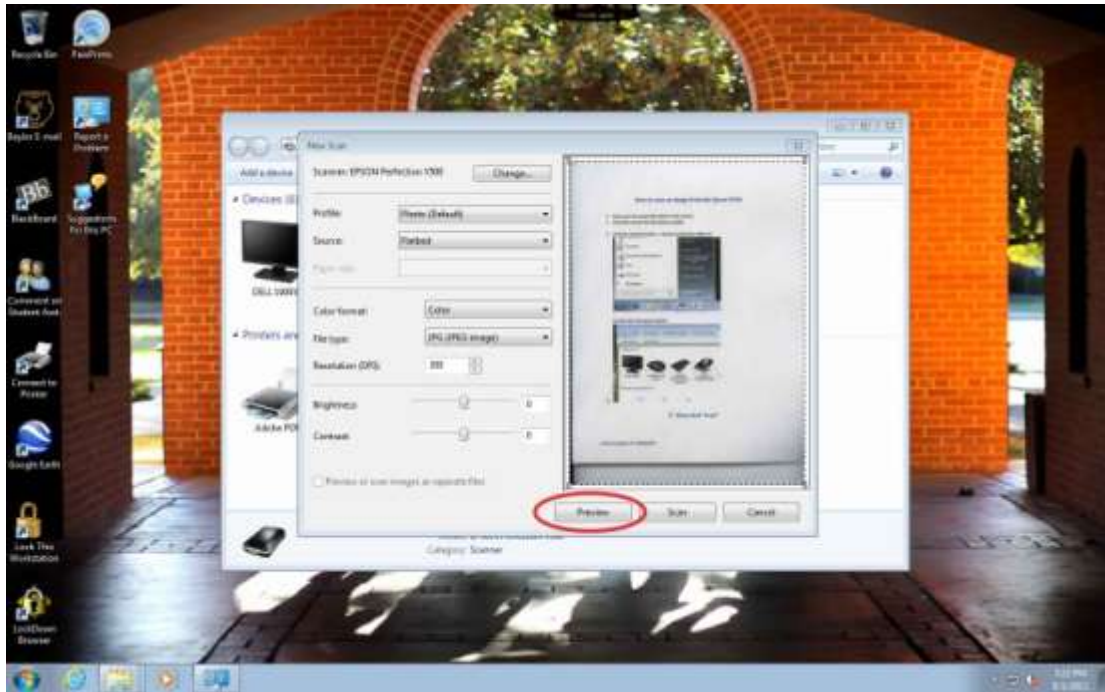
On a PC:

1. On the START menu select DEVICES AND PRINTERS.

2. Select the EPSON Perfection V500 Scanner.
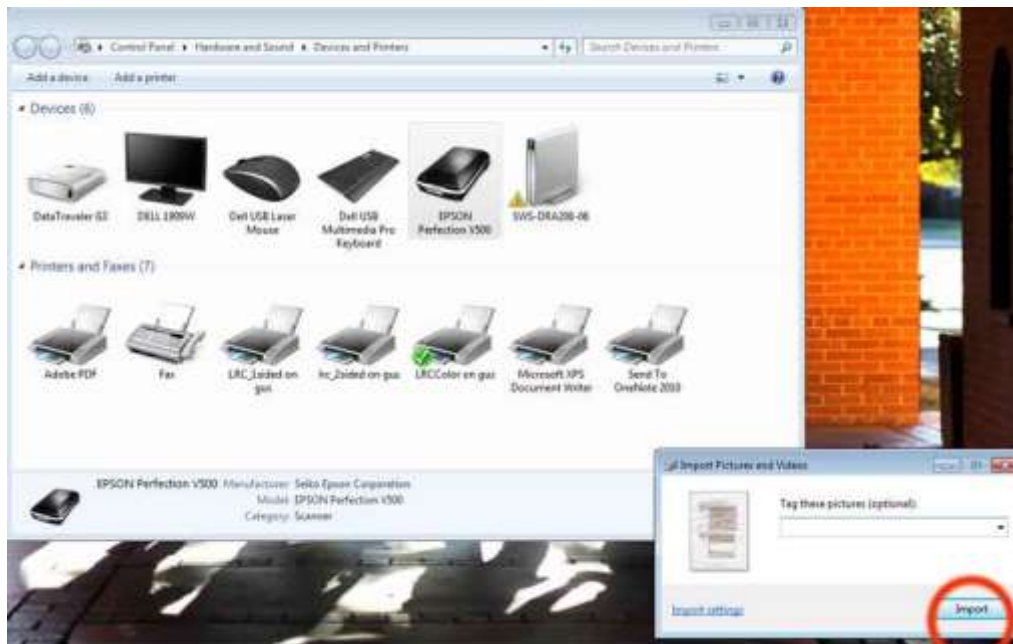
3. When the screen below appears, select PREVIEW.

4. Move the corners of the dashed line box around the portion of the image to be scanned.
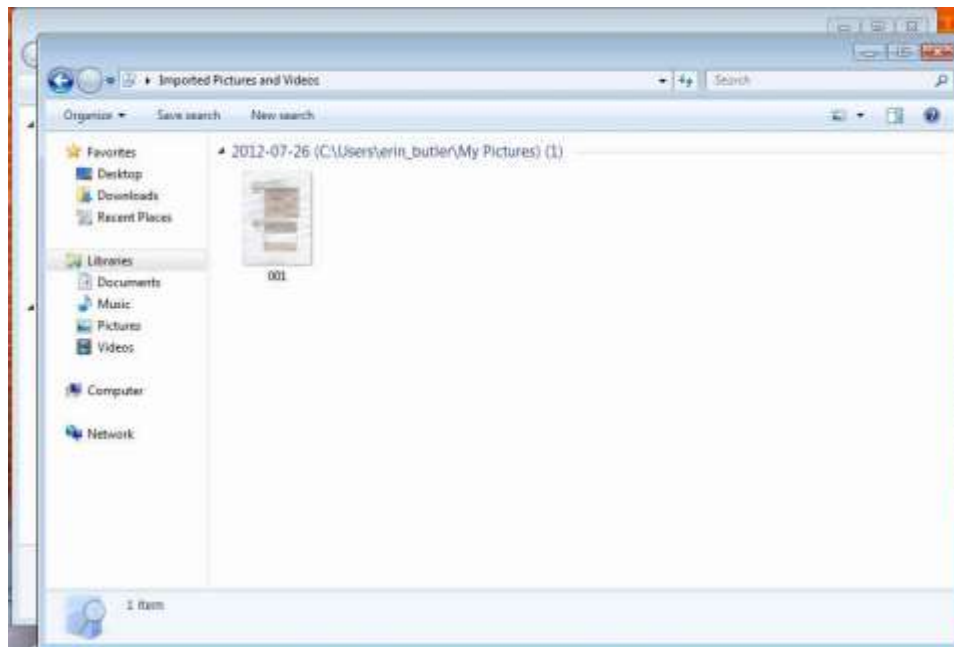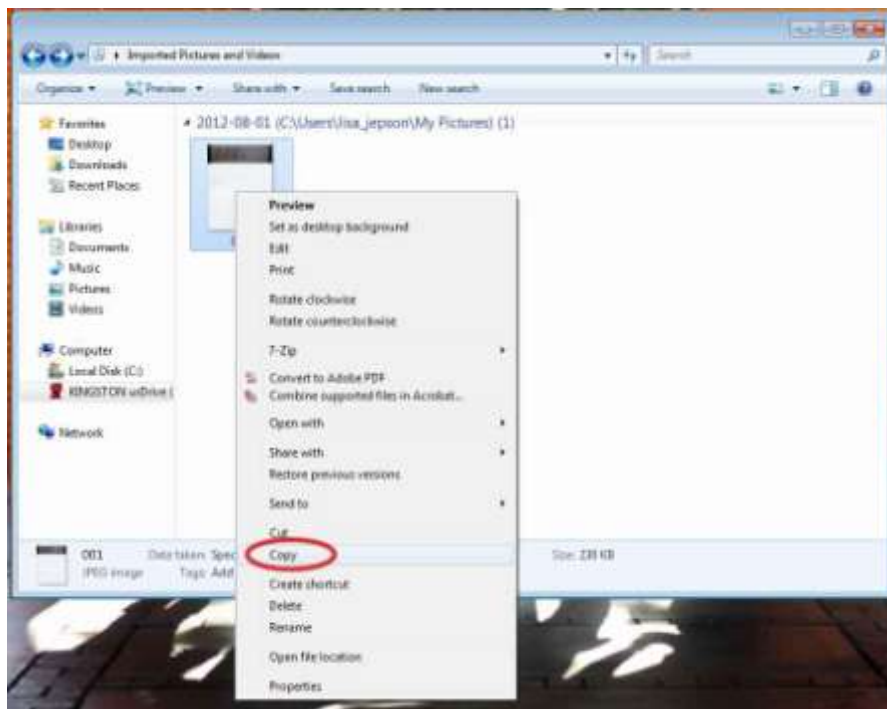
5. Select SCAN.

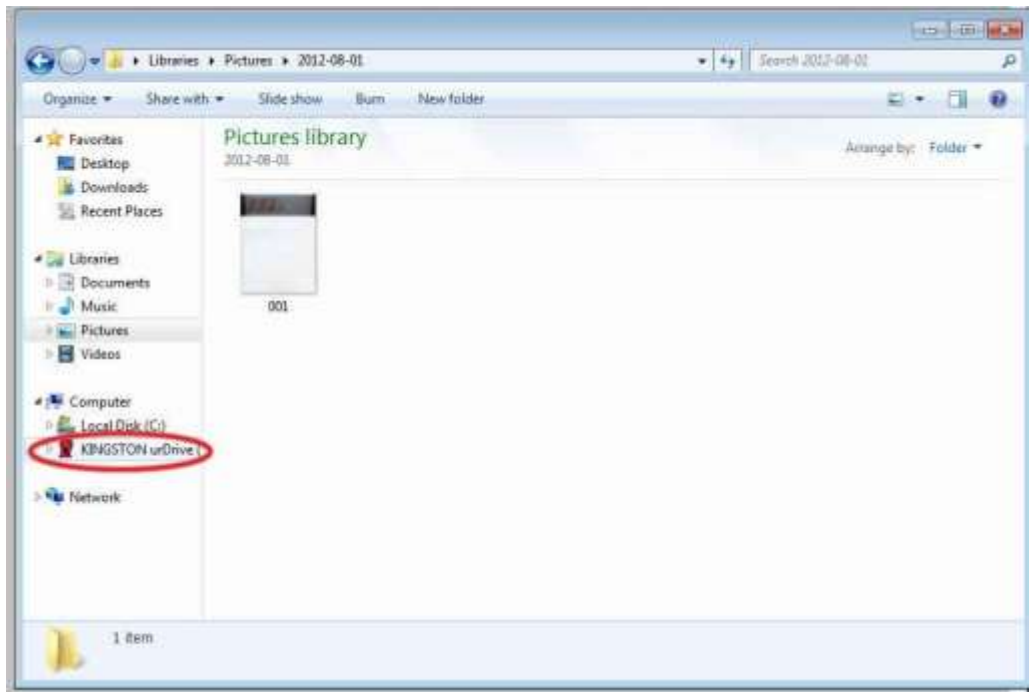6. When the window below appears, select IMPORT.

7. The image will now be saved in the 'My Pictures' library on the computer.
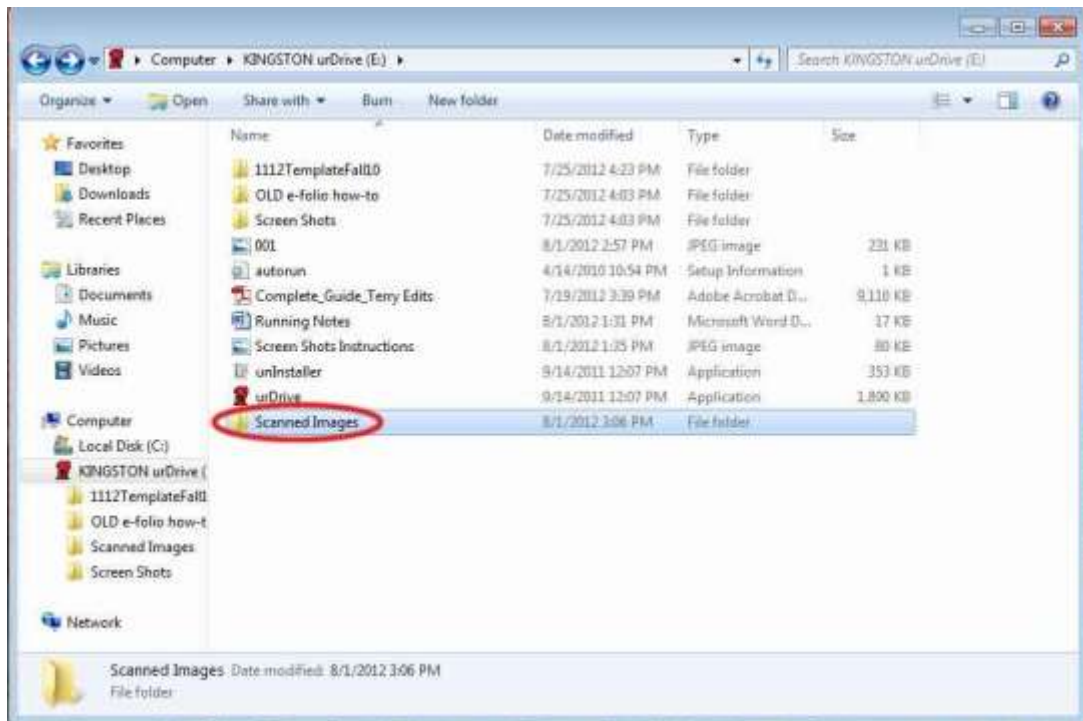

8. The image needs to be saved to your flash drive. Use the following instructions to copy
    the image to your flash drive. Right click on the image and select COPY.
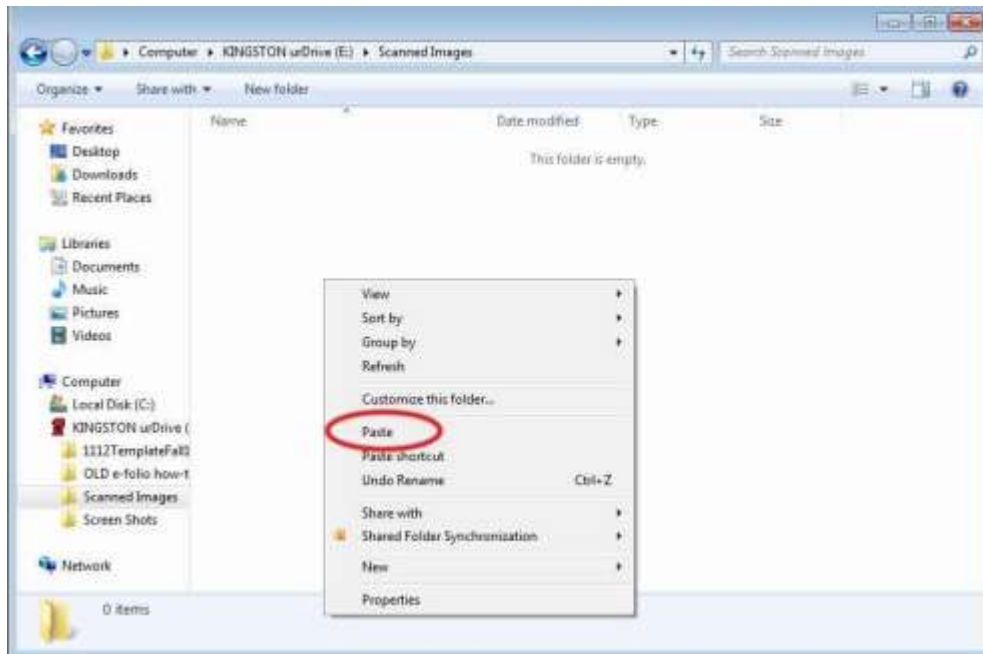
9. In the left-hand menu, select your flash drive.

10. Select the folder on your flash drive where you will save the image. In this example, a
scanned images folder was created to save all scanned images.

11. Right click in the open space and select PASTE.

12. You now must open your image in Photoshop and edit it for web use. (See tutorial *Editing Images Using Photoshop*, page 20.) **YOU MUST EDIT IT IN PHOTOSHOP; IT IS NOT YET FORMATTED CORRECTLY.**