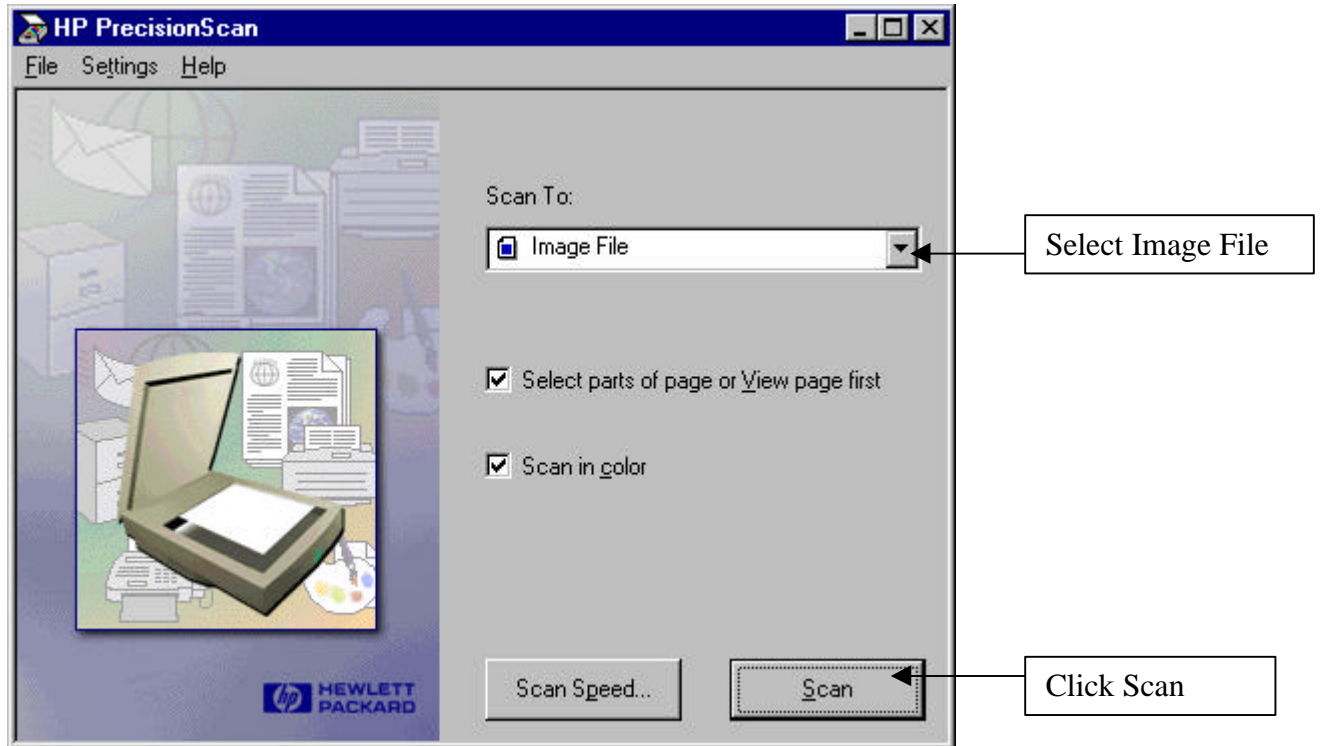


## Scanner Instructions

1. Place you item face down on the glass plate of the scanner.
2. Click green button. The software should automatically start on the computer. I f not will need to be opened from the programs directory.



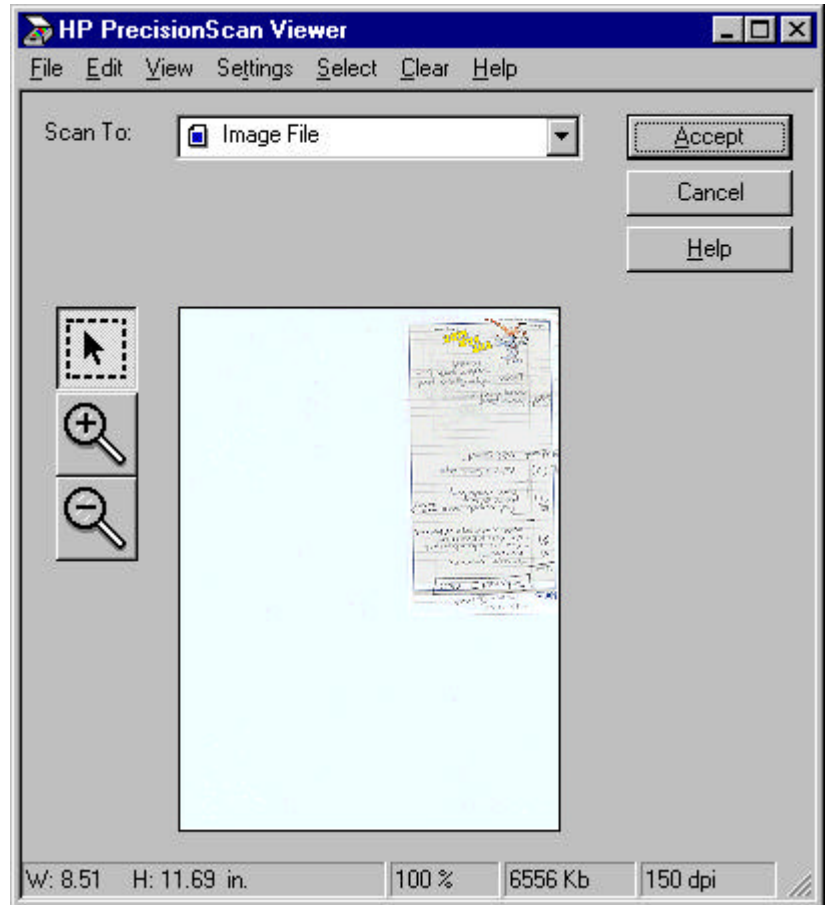
3. Select target area with



Click on this button.

Click and drag a rectangle around the portion you want.

Click on Accept.

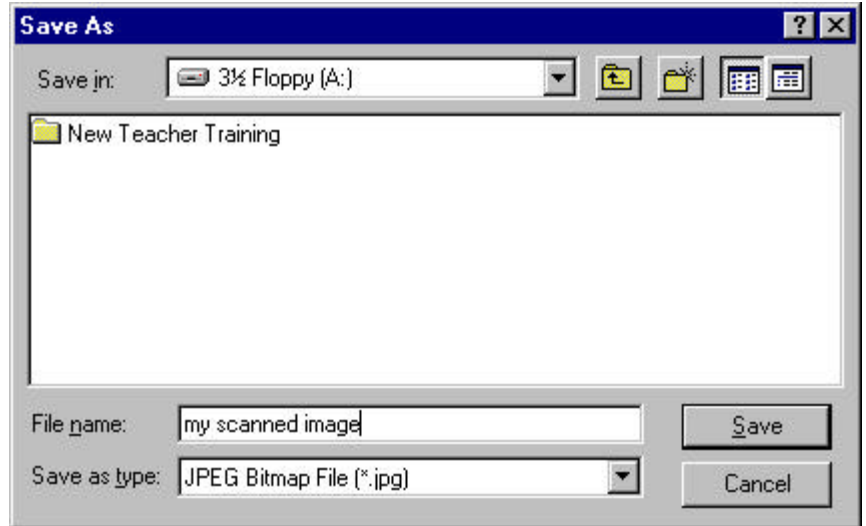


4. Save it to the Floppy A: drive.
5. Give your file a short name with no spaces or symbols( 8 characters or less).

If it is a photograph save as type .jpg

If it is a lined drawing, save as type .gif

Click Save.



6. If you selected a JPEG (jpg) then you will need to select the quality. A large quality will load slowly, but look good. A low quality will load fast but look blocky (pixilated).

Consider how many images you have on your page.

For format on a web page, select progressive.

Click OK.

