

How to Scan a Picture...

The scanner in the classroom is connected to the computer that's closest to the door heading toward the lobby.

1. Open the scanner and put your picture in front left corner of the scanner (see arrow).
2. Hit "Auto Scan" button on the front
3. Select the photo by clicking on the small icon of it.
4. Click "Edit/Convert"
5. Click "Fix photo images" on left side of screen
6. If you need to crop it, click the crop icon (just left of top center) and drag the box to only include your picture and click OK
7. Click "Save Selected Image" and save it to your "H:" Drive or someplace else where you'll be able to find it again.
8. Choose Exit

How to Invert a Picture...

1. On any of the classroom computers, open Adobe Photoshop CS6.
2. Click "File" then "Open..."
3. Select the picture you want to invert.
4. In menu bar along the top of the screen, click "Image" then "Adjustments" then "Invert"
5. Save this as a different file name...then you'll have both the regular and inverted files saved; you might want them both later.
6. You may want to print it also...