


INSTRUCTIONS FOR SCANNING IMAGES



- Place photo or image on scanner
- Open Adobe Photoshop Elements
 - Use desktop icon  Adobe Photoshop Elements 2.0.Ink
 - Or go to Start > Programs > Adobe Photoshop Elements 2 > Adobe Photoshop Elements 2.0
- Go to File > Import > Epson Perfection 3170
- Epson Scan dialog box will appear.
- Choose “Preview”
- Select image portion to be scanned
- Hit “Scan”
- Go to File > Save As
- Choose the destination
- If you need to email the PDF, save it to the desktop and then send as an attachment.

*Please come see us at the Reference Desk if you have any questions.