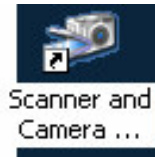


Local Studies Tutorial Sheet 4

Scanning for Donations

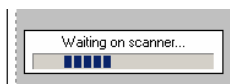
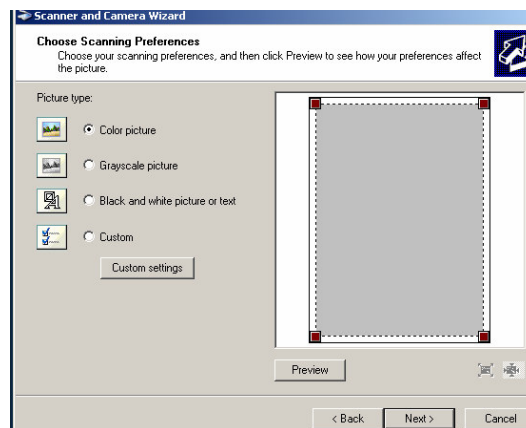


Step 1: Double click the "Scanner and Camera Wizard" icon on the desktop.

Step 2: Click "Next" on the "Welcome" page that opens up.

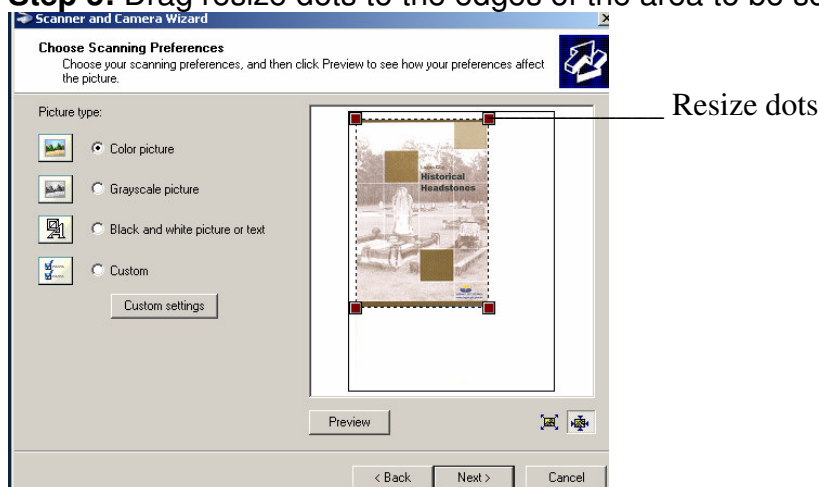


Step 3: Click the "Preview" button at the bottom of the screen



Step 4: Wait while the lamp warms up

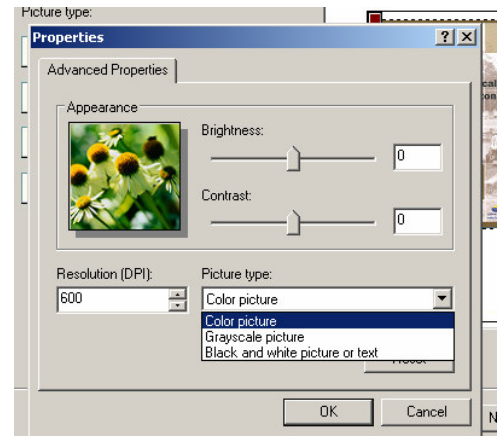
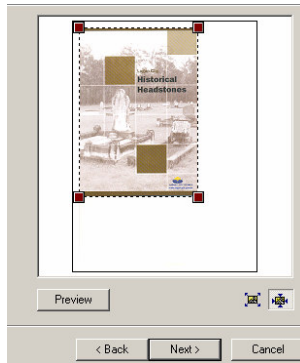
Step 5: Drag resize dots to the edges of the area to be scanned



Step 6: Click "Custom Settings"

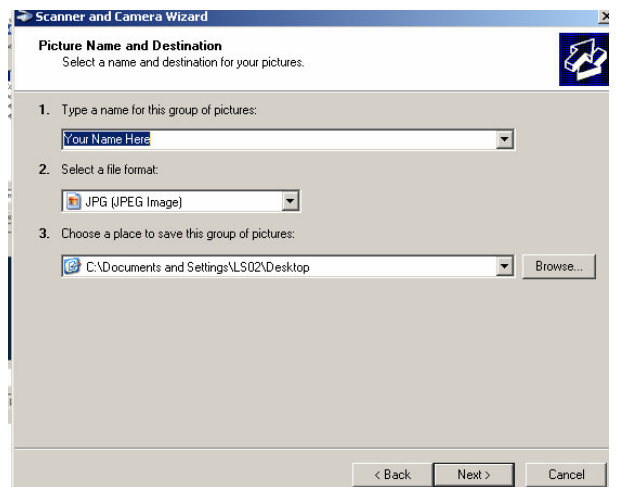
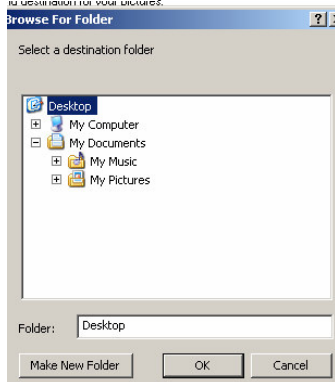
Step 7: Change Resolution to 600dpi and Picture type to "Color Picture" and click "OK"

Step 8: Click "Next"



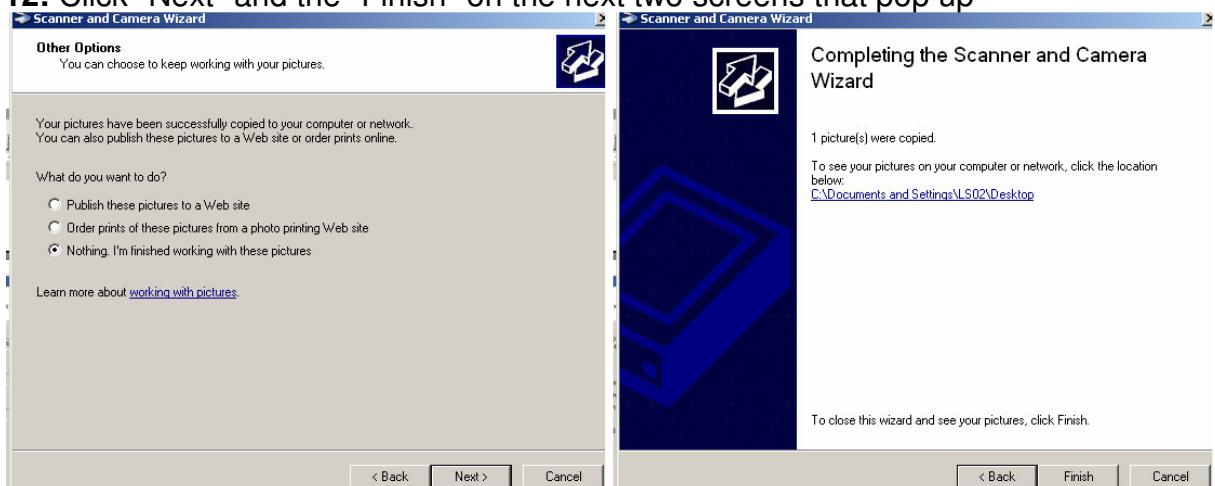
Step 9: Type your name in the first field then click the "Browse" button

Step 10: Select "Desktop" and then Click "OK"



Step 11: Click the "Next" button

Step 12: Click "Next" and the "Finish" on the next two screens that pop up



Step 13: Contact staff to copy the images to the USB stick provided and hand all forms over to staff.