


Scanning an image (photo, page from magazine, etc.)

1. Make sure the switch on the bottom of the scanner is in the unlock position
2. Plug In the Scanner: Small end of the cord plugs into scanner and the other end plugs into USB port on the computer. Our USB ports are hidden under the DELL flap on the front of the computer.
3. Lift the top lid of the scanner and put your picture or document on the glass; the top of the document should go just below the word LTR and the arrow.
4. Open a graphics program to scan the picture into. You can scan into any graphics program. The program we have on all computers is **GIMP** (a dog face  icon on the desktop). Double click on the icon to open the program.
5. From the Gimp Screen click:
File → Create → Scanner/Camera
6. You will now see a ScanGear dialog box. There may be an image showing on the left; if so is a copy of the last image that was scanned. Click on the PREVIEW button at the bottom of the screen to see what your image will look like.
7. Note that on the right side of the dialog box there are 3 tabs – you can choose simple, advanced or multi-image mode. Depending on which you select, you can make different choices. In simple mode, select the source, output (300 dpi is good for photos) and the size you want.
8. Once you have made your choices, click SCAN and the picture will be imported into GIMP. Close the dialog box and, using GIMP, you can save, print or manipulate your picture.
9. Remove your document from the scanner
10. If document is confidential, open the scan dialog box (Step 5 above) and click Preview or Scan while there is no image in the scanner.