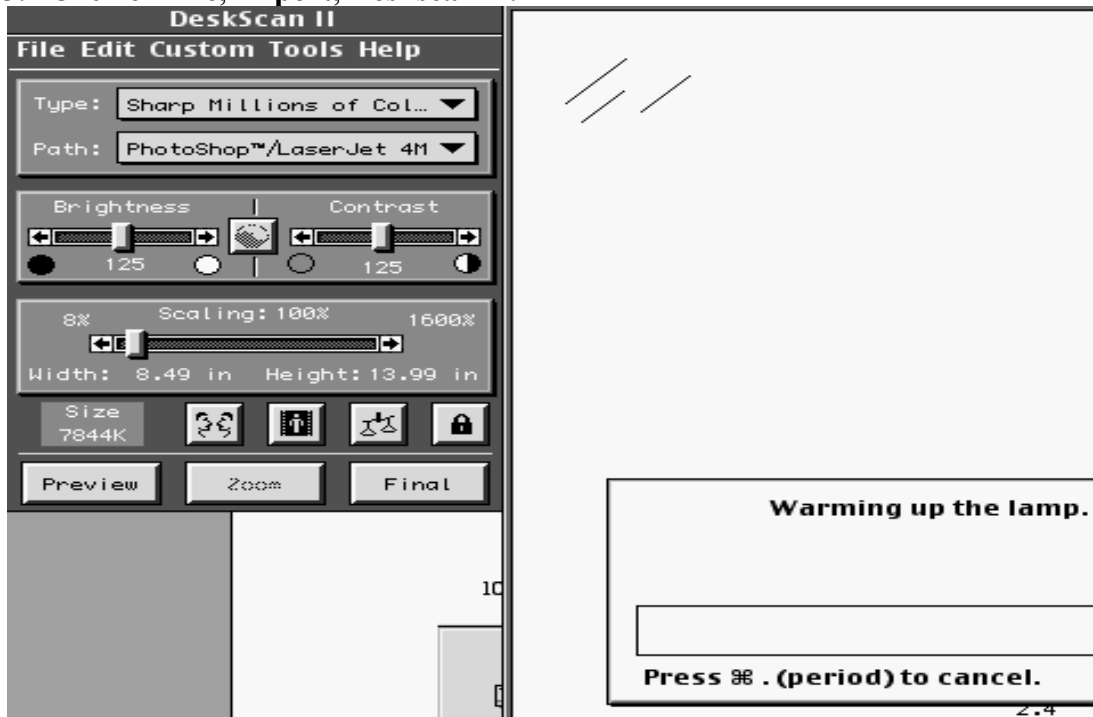


## Scanning an Image using Adobe Photoshop

1. Click on the Apple icon in the upper left corner of your screen.
2. Click on **Adobe Photoshop 6.0.1**
3. Click on **File, Import, Deskscan II.**





7. Next, Click on Final to scan the image into Photoshop. Photoshop will open and show your final image.

**Notes Databases on CD**

**ATTENTION: Databases Can Now Be Run From the CD**

Replicas of the Curriculum databases in Notes are made on Thursday morning and each database is burned onto a CD.

All replicas are for use on a PC. They should be burned on one of the two PCs with CD burner drives in the lab. If a Mac version of the database is needed, please see the ITLS staff.

Here are the steps to use the database replicas.

1. Check out the replica CD(s) from the ITLS during the day or from the Core Desk on the evenings and weekends. (You must have your ID to check out the replica.)
2. Copy the database(s) to a blank CD(s).
  - a. You may copy more than one database to your blank CD. A CD holds 650-700 MB of data.
  - b. Blank CDs are for sale for \$1 per CD.
  - c. When using EZ CD Creator, click on the Data CD button and then click on the Data CD Program button.
3. Return the CD and retrieve your ID.
4. On your home computer, insert the CD and double click on the drive name icon to launch Notes and open the database.

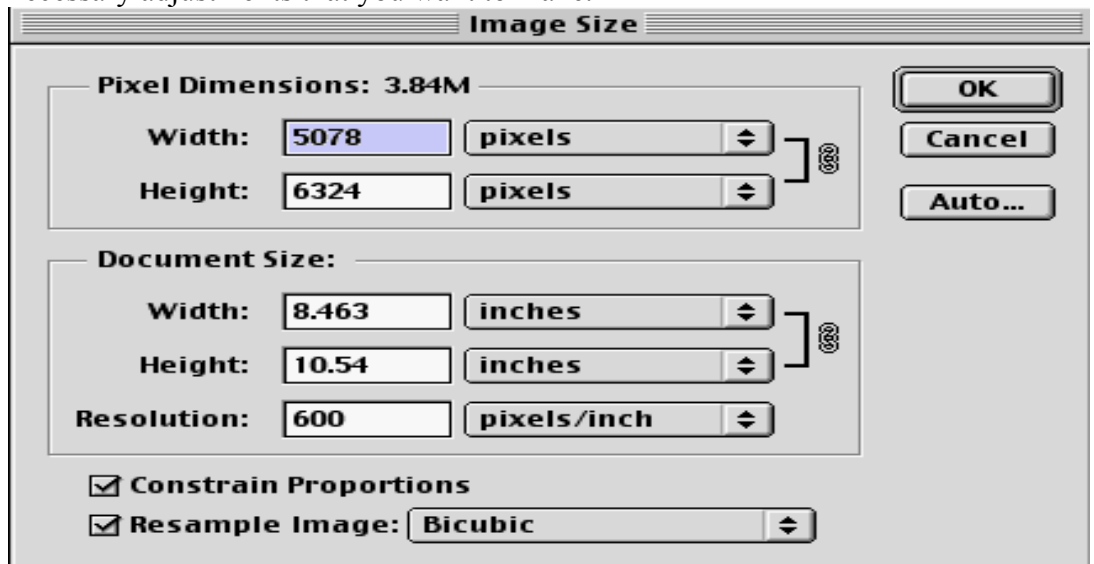
**Replication Schedule**

	1/30	2/6	2/13	2/20	2/27	3/6
<b>WUMS 1</b>						
Genetics	X					
Immunology	X					
Microbes & Pathogenesis	X					
COS Biology - Histology	X					
COS Biology - Physiology	X					
<b>WUMS 2</b>						
Diseases of the Nervous System	X					
Diseases of the Nervous System - Psychiatry	X					

X = Updated      N = Not Updated

Spring Semester - 2002

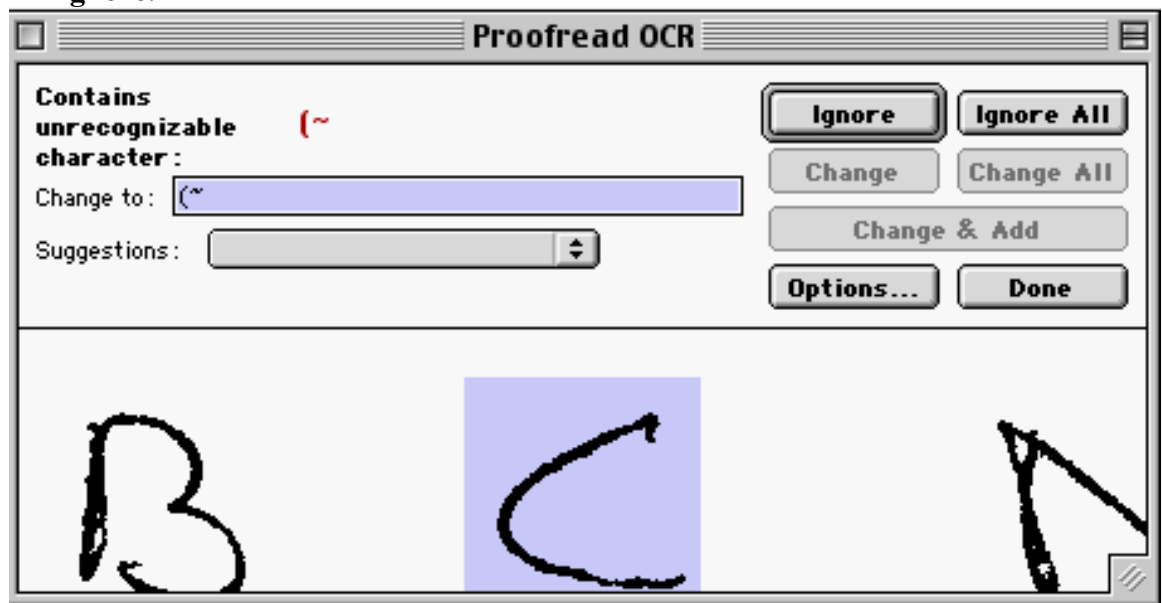
8. Before saving, there are adjustments that you can make in Photoshop to make your image look the way that you want it to look.
  - a. To adjust the size of the image, click on Image, Image Size and make the necessary adjustments that you want to make.



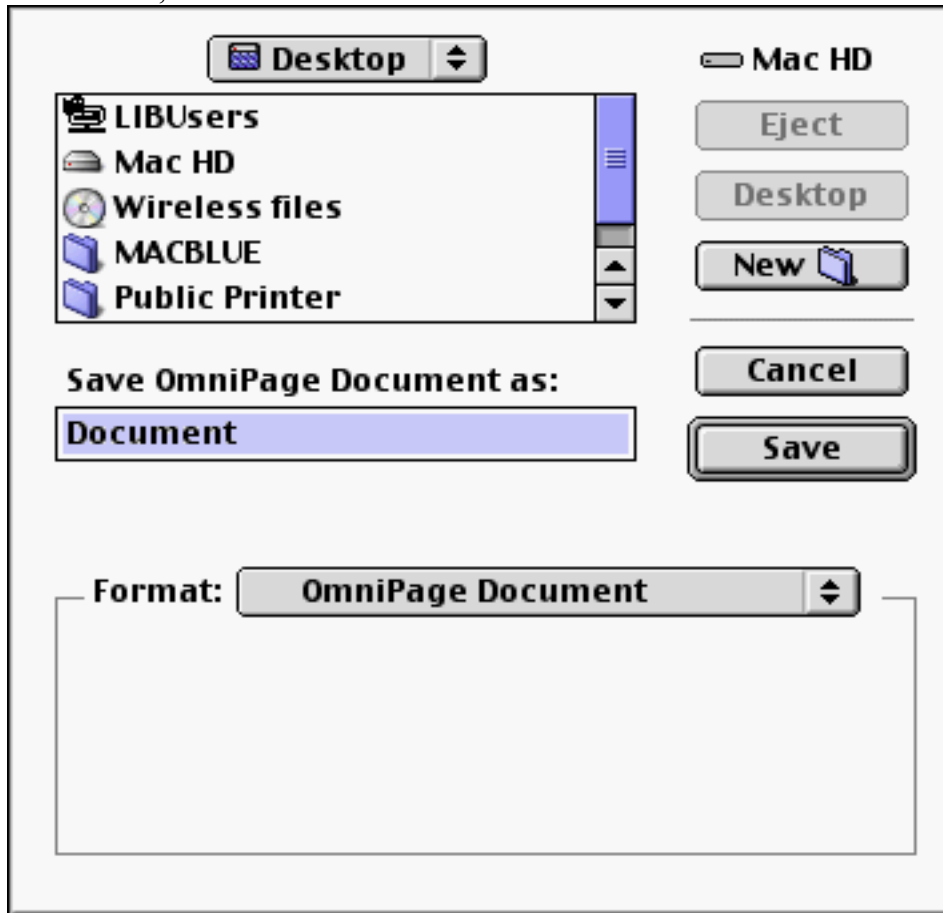
- b. If the image is sideways or if it is upside down, click on Image, Rotate Canvas and choose which way that you want to rotate the image.
9. Once you are ready to save the image, click on **File, Save** and save your image to the folder or disk you want it saved to.

## Scanning a Document Using OmniPage Pro's Optical Character Recognition Feature

1. Click on the Apple icon in the upper left hand corner of your screen.
2. Click on **OmniPage Pro 8.0**
3. To scan an image or a document, click on **Process, Scan Image**. OmniPage will scan your image or document.
4. If your document is a handwritten document and you would like to use the Character Recognition feature of OmniPage, click on **Process, OCR & Check**. OmniPage will then bring up a page which shows what it scanned and then will bring up a proofread OCR box which will show unrecognizable characters and allow you to change these characters to the correct ones. To do this, type in the correct character or characters in the **Change to:** dialog box and then click **Change**. If you do not want to change the character, click **Ignore**.



5. Once OmniPage has finished proofreading the document, you can click on **Process, Save As.**



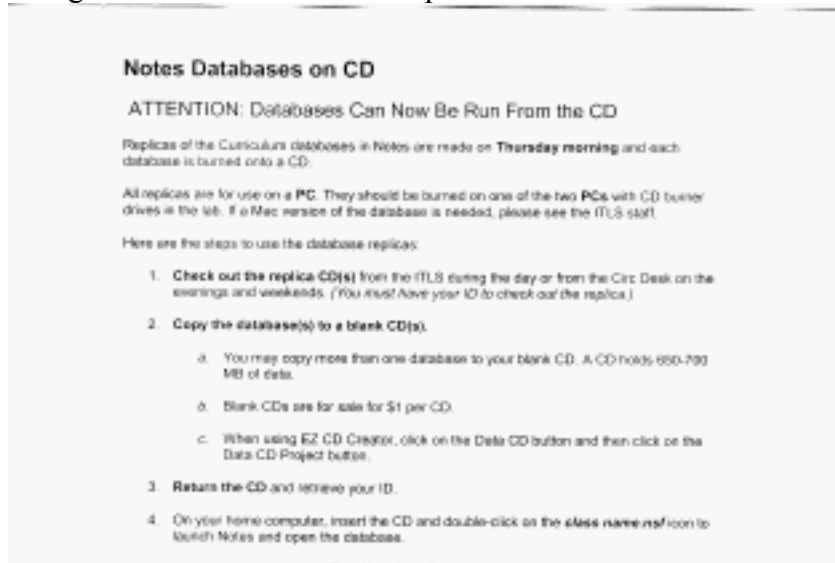
Under Format you can choose from a variety of file formats to save the file. Choose the format that you wish to save the file as and also choose where you want to save the file and click on Save.

6. Below is an example of a Word document that shows what was scanned above once the proofreading is complete. As you can see, even though OmniPage may recognize characters, they may not always be the characters that you want them to be.

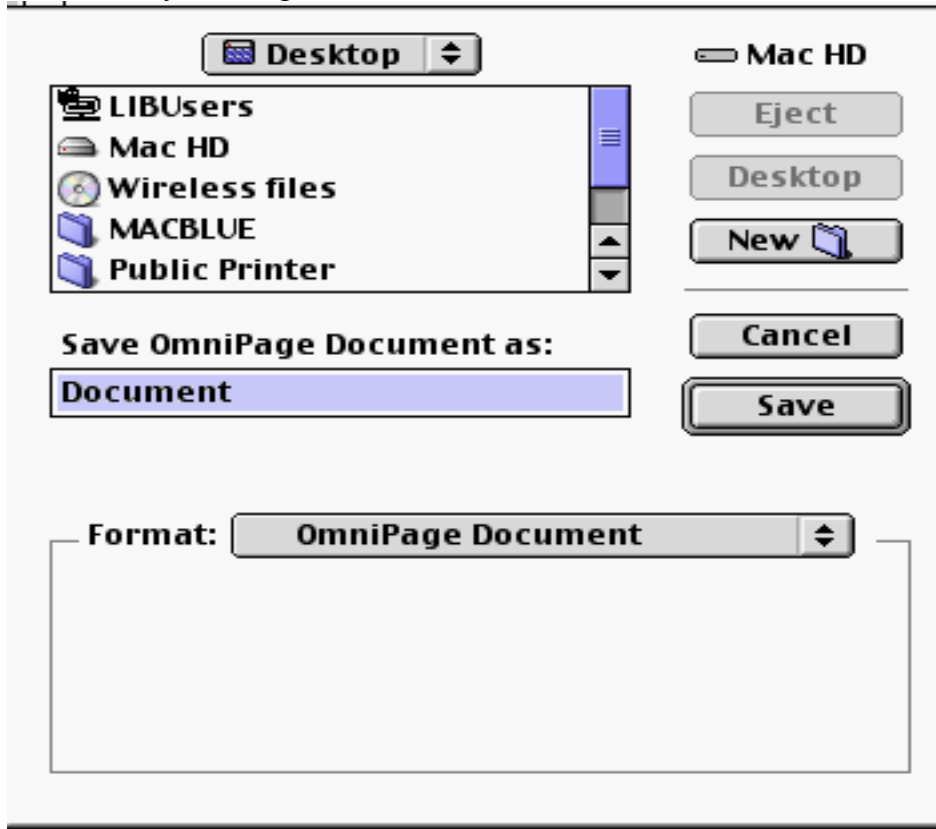


### Scanning an Image or a Document using OmniPage Pro

1. Click on the Apple icon in the upper left hand corner of your screen.
2. Click on **OmniPage Pro 8.0**
3. Click on **Process, Scan Image**.
4. Your image or document will show up on the screen.



5. To save your image, click on **Process, Save As**.



6. From here you can choose where to save your document and also what format you want to save your document as (such as a Word file).