

# INSTRUCTIONS THE USE OF SCANNER

## How to SAVE an IMAGE / PHOTO / PICTURE

Proceed with the following instructions:

1. On the **Desktop** of the Computer locate:

Start -

Programs -

Unlead Photo Express 2.0 SE –

and again - Unlead Photo Express 2.0 SE, in order to load the **“Photo Processing Program”**

2. Next, we place the **photo/image/picture**, in the Scanner (upside down position). We press the **“Scanner”** selection and a series of choices appears on the screen. From these choices we change:

**File Name** : give a name to the file in order to locate it after saving.

For instance “Picture”

**File Type** : the choice is always **“JPG”**

3. Then we press the selection **“Acquire”**

The screen shows the following :

**Mode** : and we always select **“True Color”**

**Resolution** : always select **“200”**

4. We then press the key **“Preview”**, in order to determine the margins of the photo/image/picture we wish to scan. The margins are marked with the use of the **“mouse”** and by pressing left **“click”**.

5. Having marked the photo/image/picture, we then press the **“Scan”** button to start the scanning procedure.

6. When scanning process is over, we press **“Exit”** and then right **“click”** on the **properties selections** to locate the path where the file has been saved.

7. We always open the file from **“My Computer”** which appears on the desktop of the Computer.

**Please ask the Librarians help if you have a problem.**

**Do remember that the Scanner is a very sensitive device.**