

## Procedure to scan publication for posting on web

### Scanner (Epson Perfection 2450 Photo)

1. Press the start button on the scanner
2. A window should come up on the monitor and preview is scanned automatically
3. Choose "Scan to application"
4. Set "Image type" to "Black and white document"
5. Set "Resolution" to 200 dpi
6. The "Unsharp scan" box should be checked
7. Click "Scan"
8. After scan completed, click "Close"
9. Jump to another window
10. If you want to scan some more documents, change the document now and click "Scan more" and repeat steps 4 to 11, else click "Finish"
11. Another window "Scan to application" pops up. Click "Photoshop" and click "Launch"

### Photoshop (version 6.0)

1. Choose the "Rectangular marquee tool" and select area of interest
2. Go to "File" and click "New..."
3. Copy the selected part and then paste it to the new file
4. Go to "Image" → "Adjust" → "Auto levels" and "Auto contrast"
5. Then go to "File" → "Save For Web"
6. In the settings, choose "GIF" and "Colors: 2" then click "OK"
7. Save the file in a proper folder
8. Open the GIF file with Photoshop
9. Go to "File" → "Save as ...", choose format as "Photoshop PDF" and click "Save"
10. Another window pops up. Check "ZIP" and click "OK"

### Acrobat (version 5.0)

1. Open the PDF file with Acrobat
2. If there is more than one page, go to "Document" → "Insert pages..." to insert pages
3. Save the file