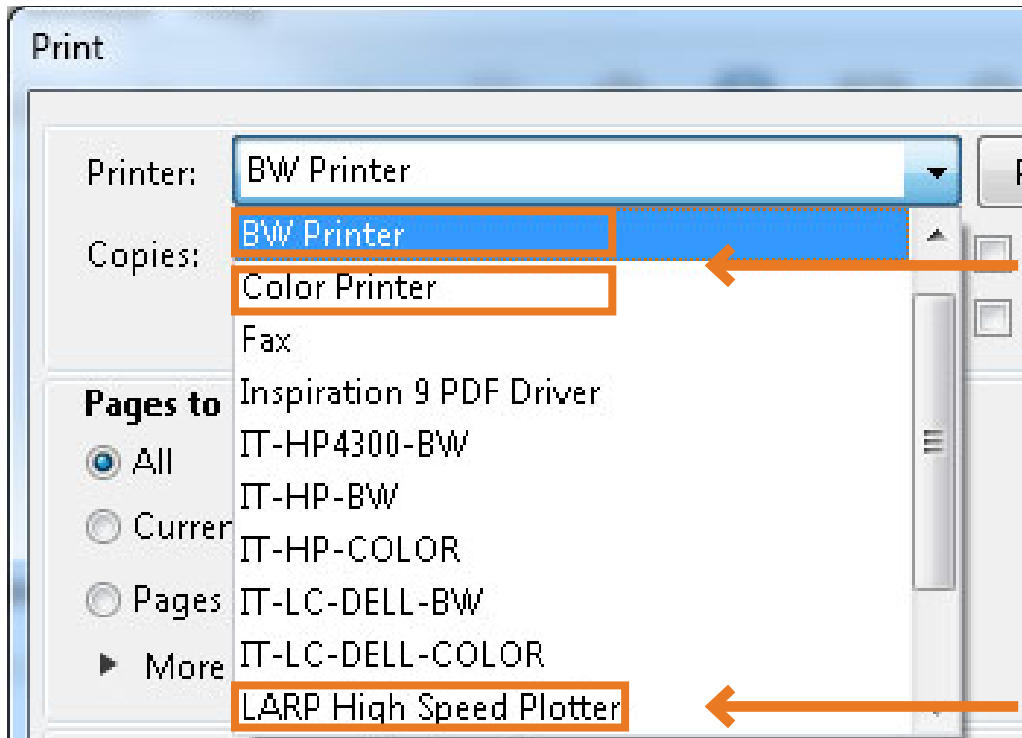


HOW TO PRINT

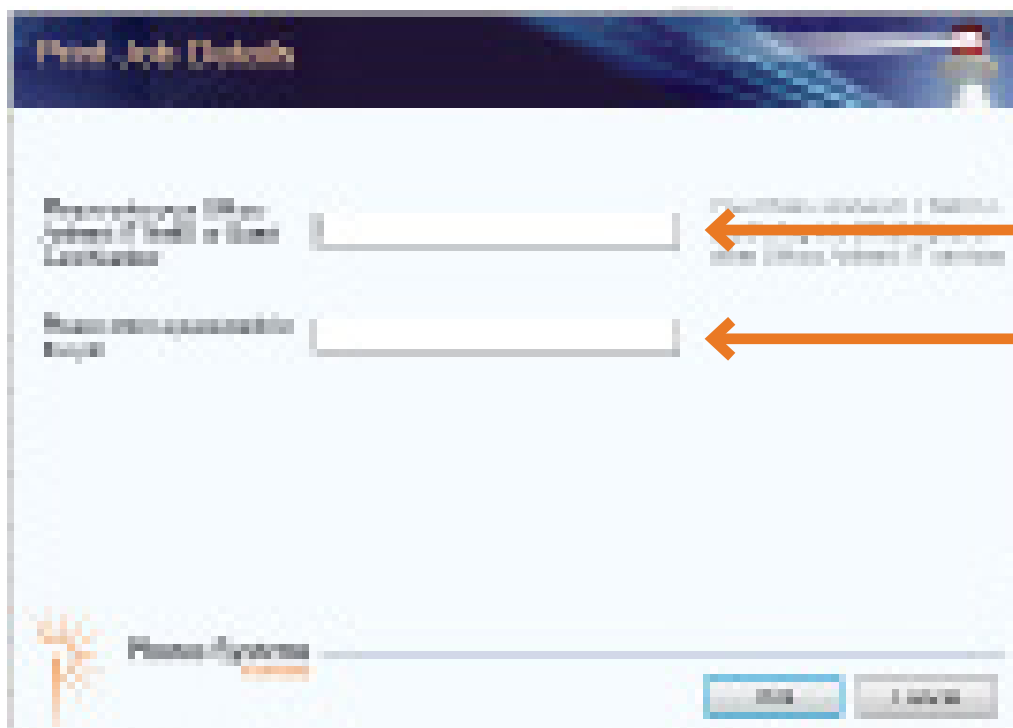
1. Select Printer



Letter 8.5"x11"
Legal 8.5"x14"
Tabloid 11"x17"

36"x 500'

2. Launch printing



Your NetID

Select a simple password
(e.g: 1, 2,!@), doesn't
have to be your umass
password

3. Go to the printing room, swipe your card, and print.....

HOW TO SCAN 8.5"x11"

1. Turn on the scanner.

Wait for the blue light.

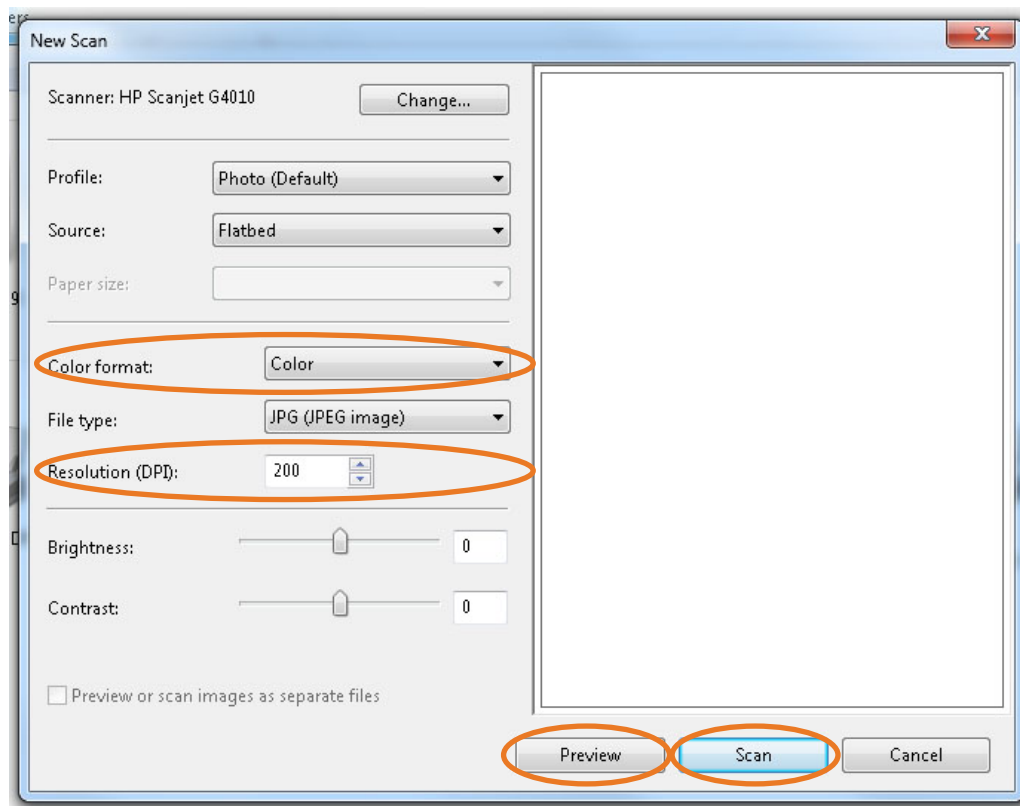
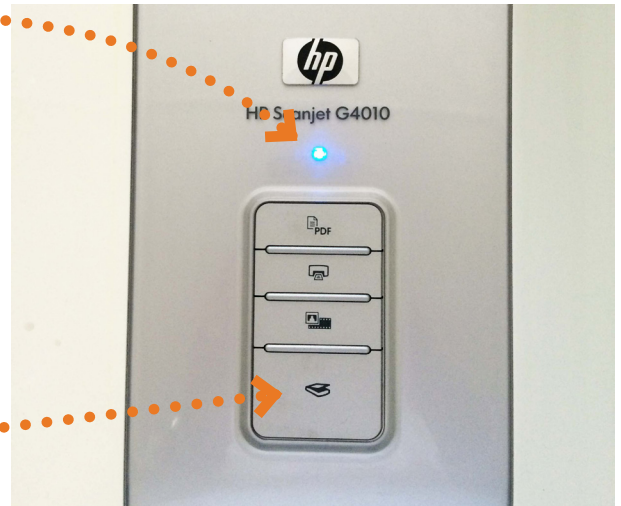
2. Load your file, facing down.

If you are scanning tracing paper or other kinds of thin material, it is always better to lay a piece of white paper on top.

3. Hit the scan button.

4. The "New Scan" Window will pop-up.

Adjust the **color format** and **resolution** and click **Preview**, if you are happy about the preview, then click **scan**.

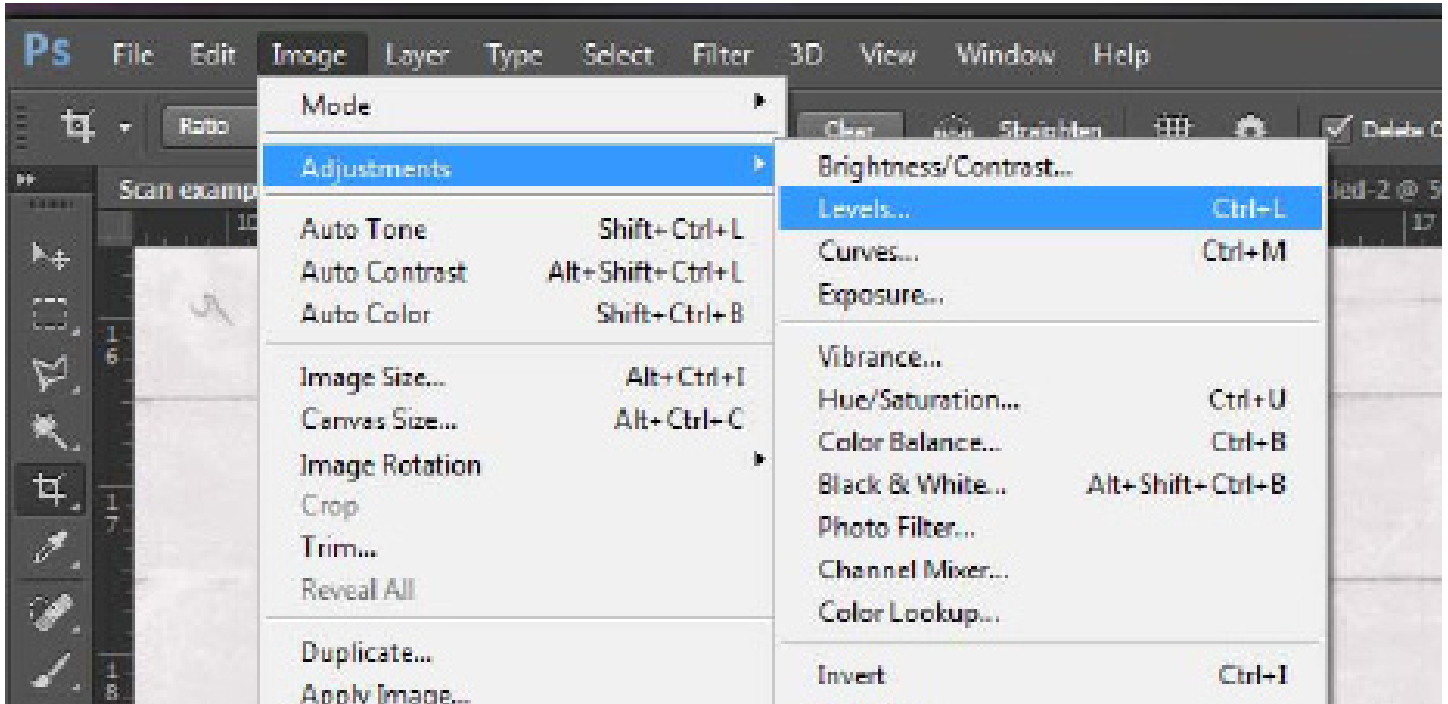


LARGE SCALE SCAN 42"X ∞

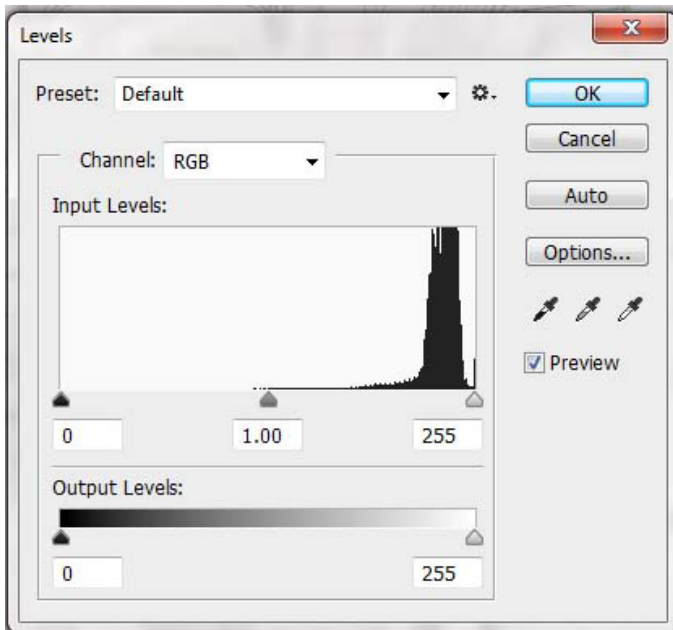
Drop off your drawing in the **main office 109**, fill out the **scan request form**. AT LEAST 24HRS NOTICE IS REQUIRED.

HOW TO CLEANUP SCANS

1. Open the scanned file in PhotoShop
2. Adjustment - Levels, Black & White, Contrast.....



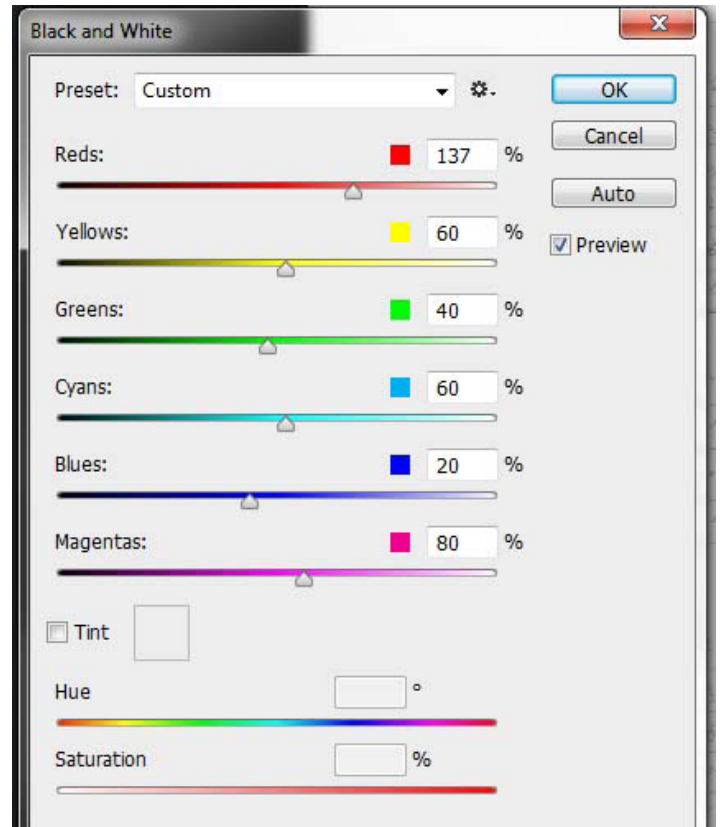
Level



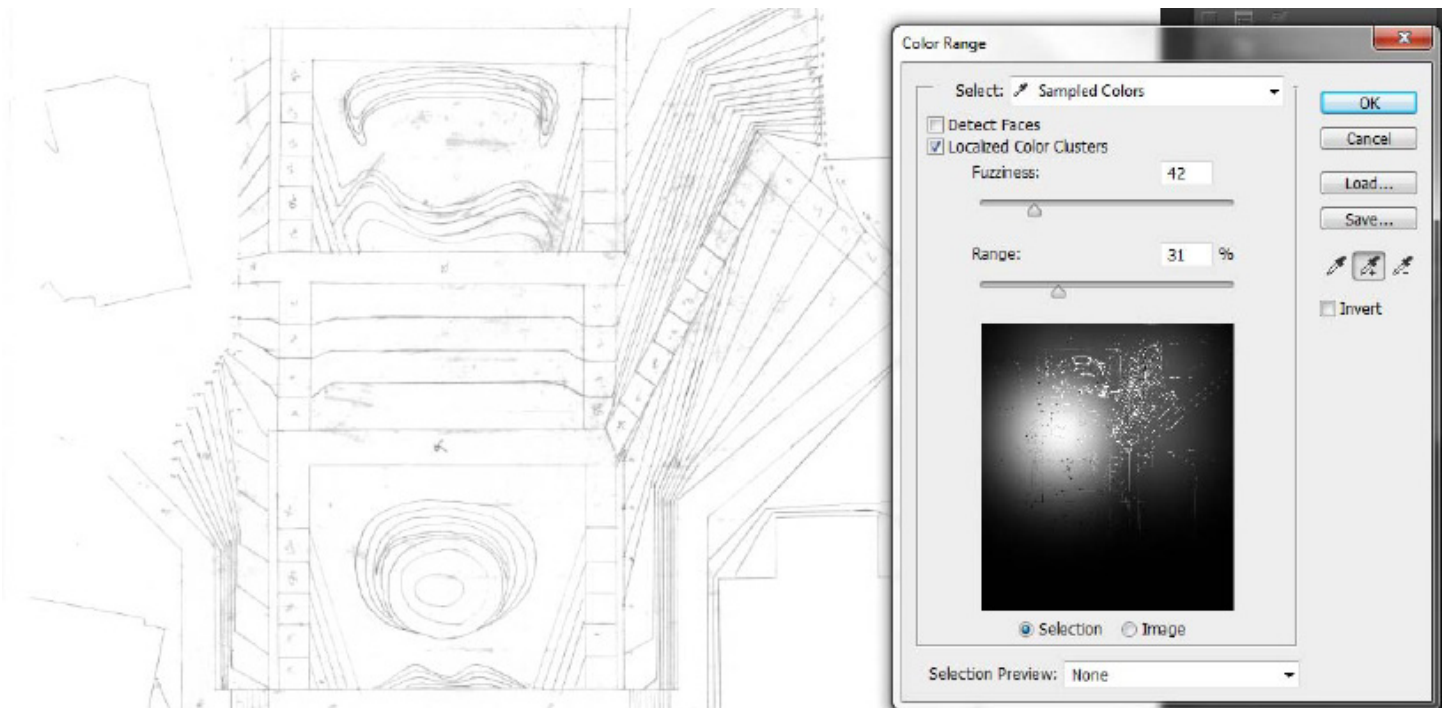
Black

White

Black & White



3. Select - Color Range



4. Eraser



SHORTCUTS

Brush size [and] key

Zoom IN and OUT **Ctrl+** and **Ctrl-**