



**PRESENTATION
SYSTEMS SOUTH**
Your Partners in Education Communication

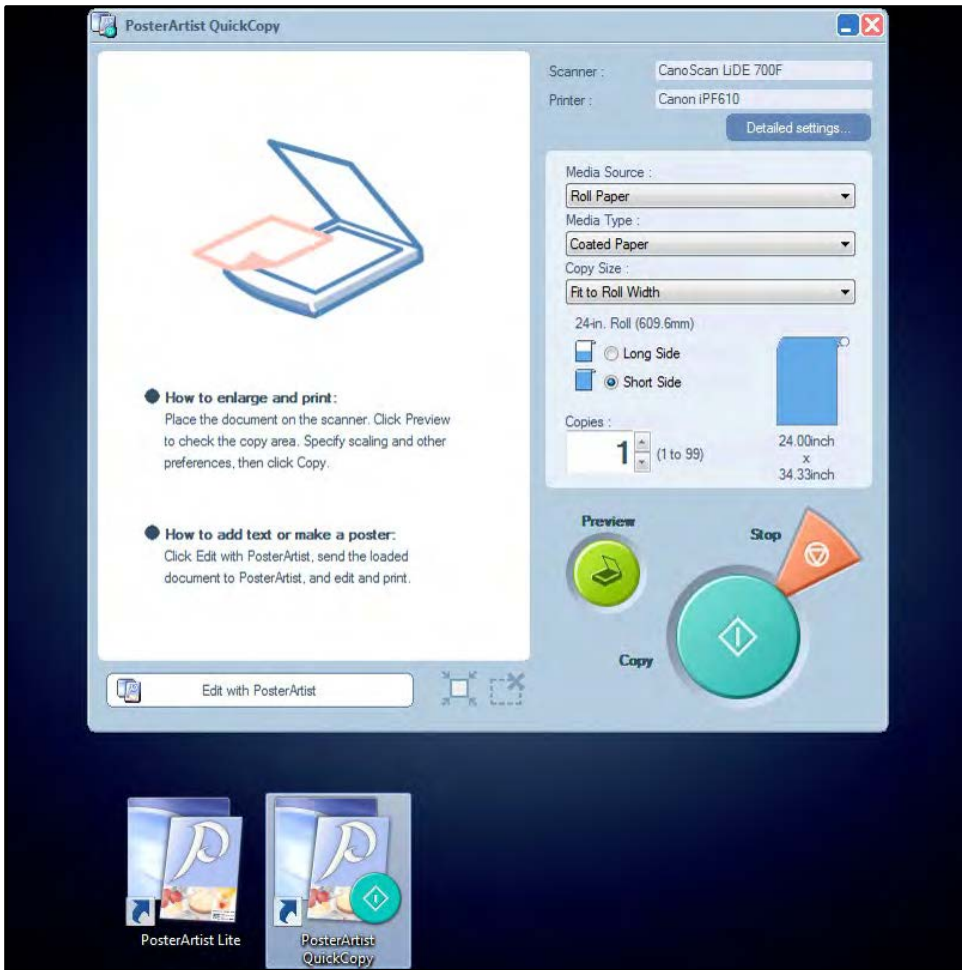
HOW-TO: Copy an image or document as a poster

Last revised: Fall 2010

Step 1

Place your document against the inner edges of the scanner and close the lid.



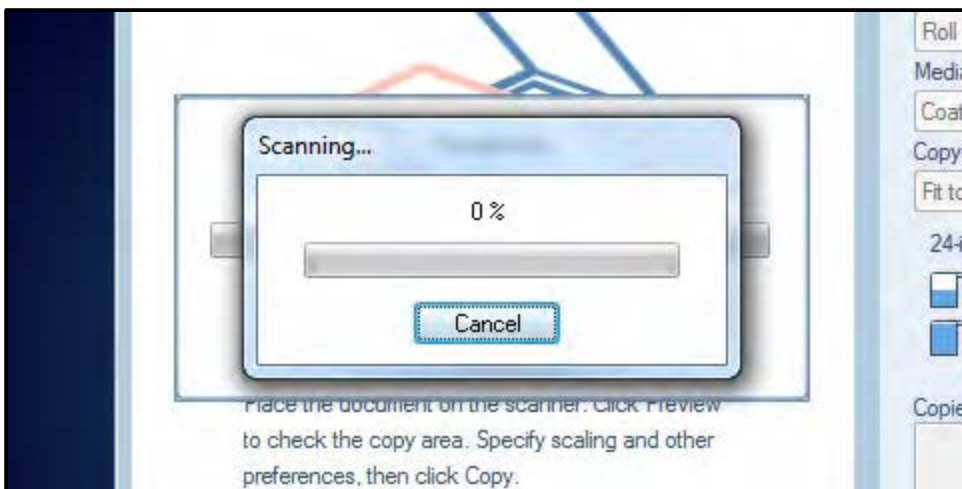


Step 2

After placing your document in the scanner, open the QuickCopy software on your NTS Workstation.

Step 3

Click the "Preview" button.



Wait for the pre-scan to finish.

Step 4

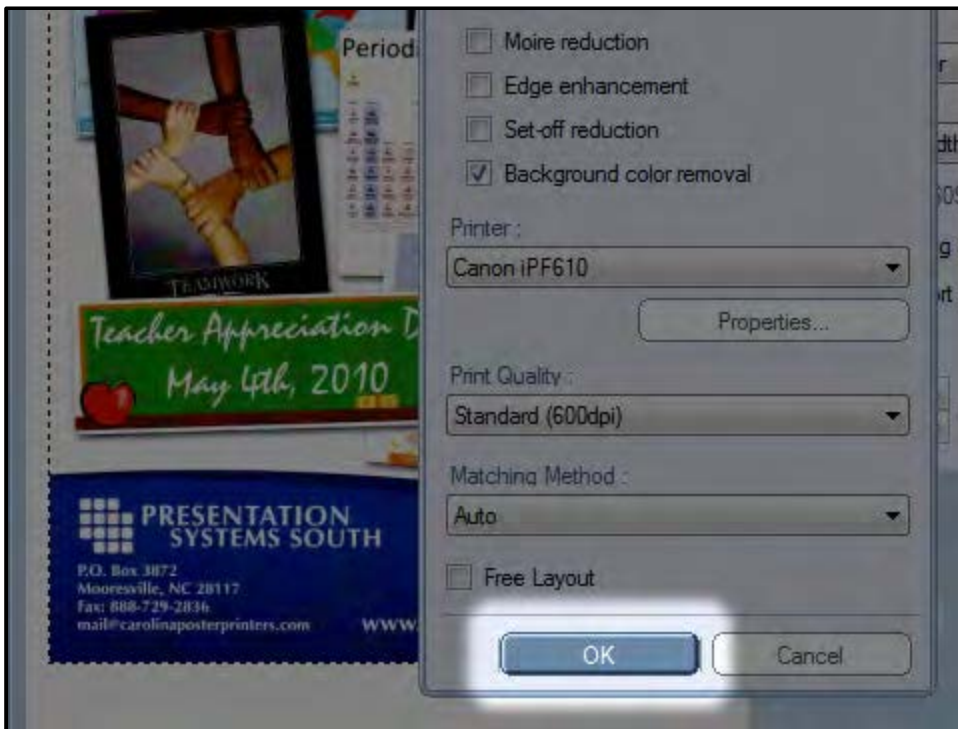
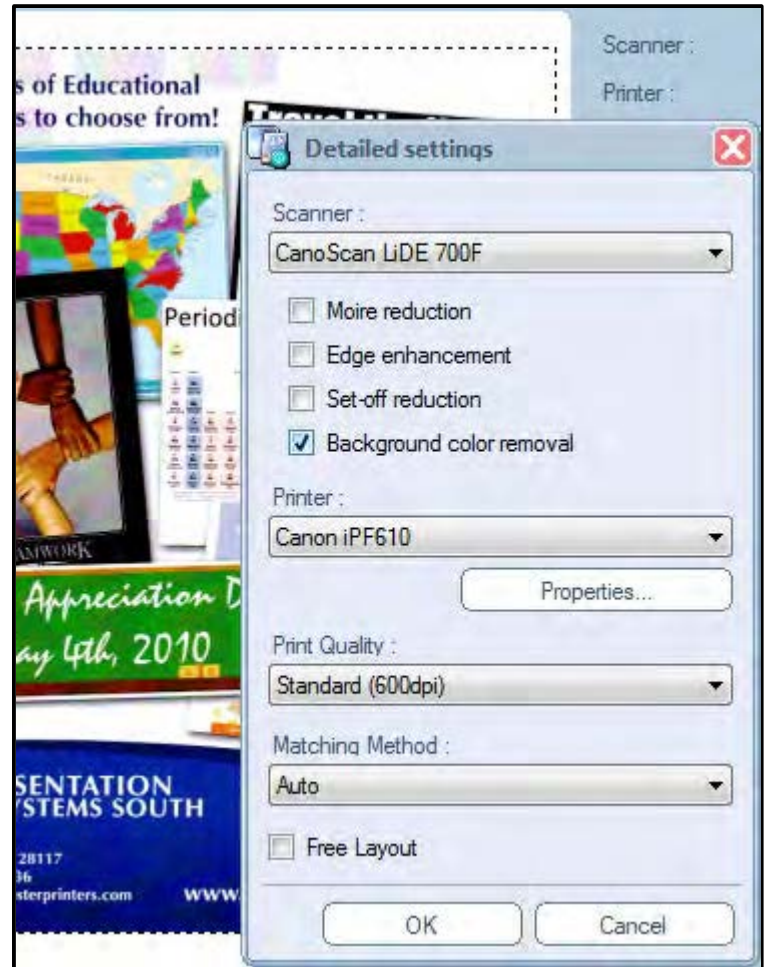
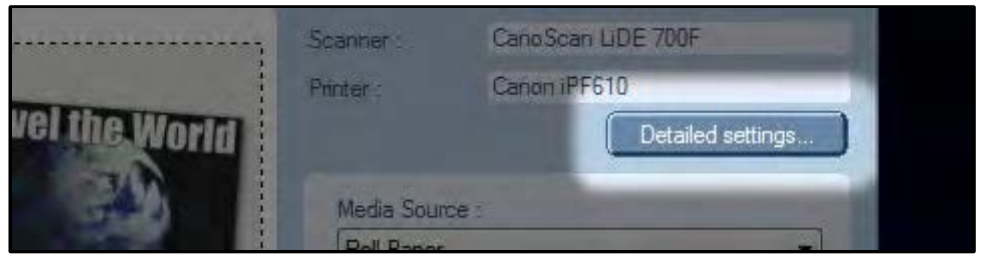
Click on the marquee borders (dashed lines) on the preview image.



Hold the left mouse button and drag your cursor to adjust the selection to accurately frame and crop the image.

Step 5

Click the “Detailed Settings” button.



Step 6

Make any desired adjustments, then press the “OK” button.

Note: To remove dull/gray backgrounds, “Set-off reduction” is best for photographs, while “Background color removal” is best for documents, etc.

Review the poster to make sure all settings are correct.



Step 7
Press the “Copy” button.

The scanner will start and the print job should be finished within four minutes.

