



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

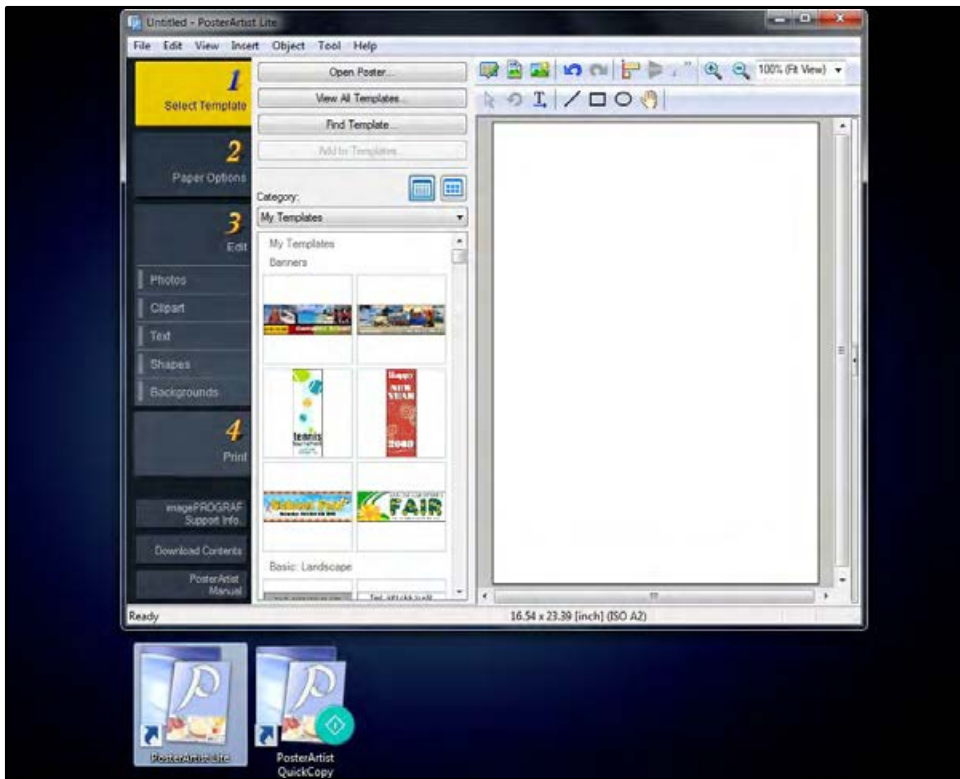
HOW-TO: Import a scanned image into the PosterArtist software

Last revised: Fall 2010

Step 1

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



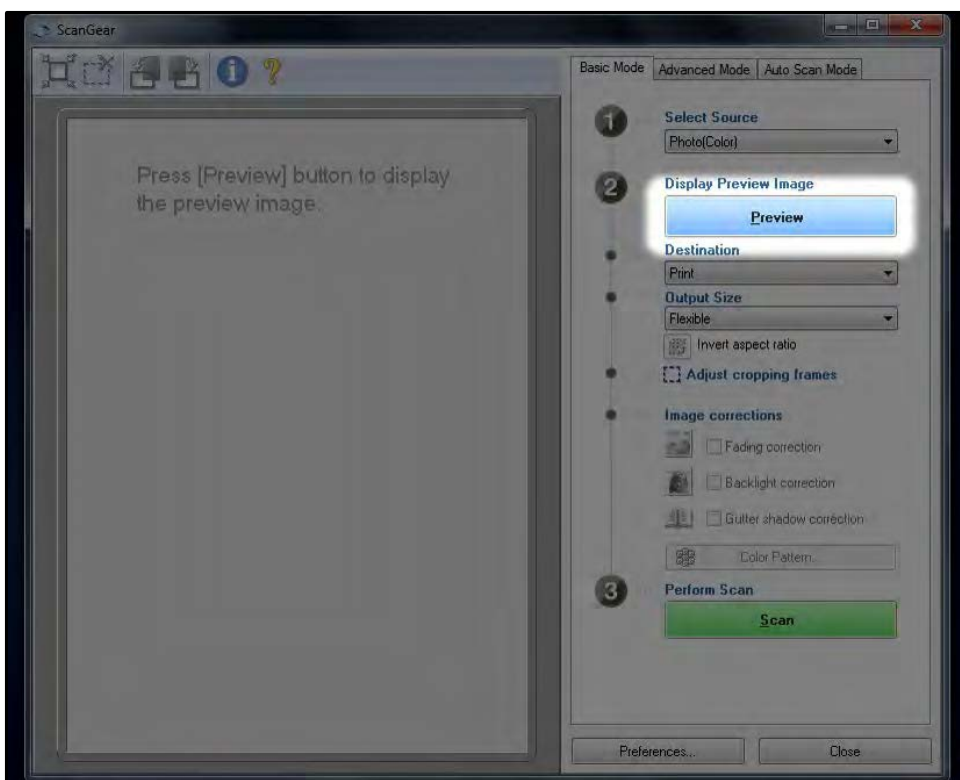
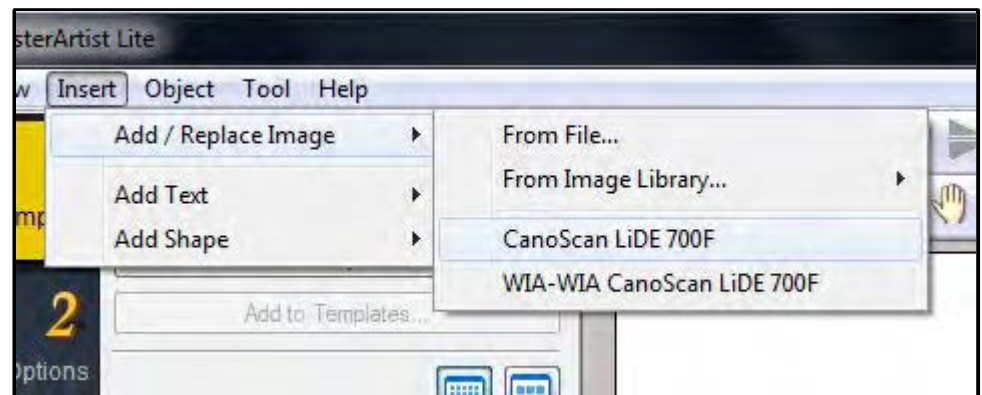


Step 2

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

Step 3

On the menu, click “Insert” → “Add / Replace Image” → “CanoScan LiDE...”

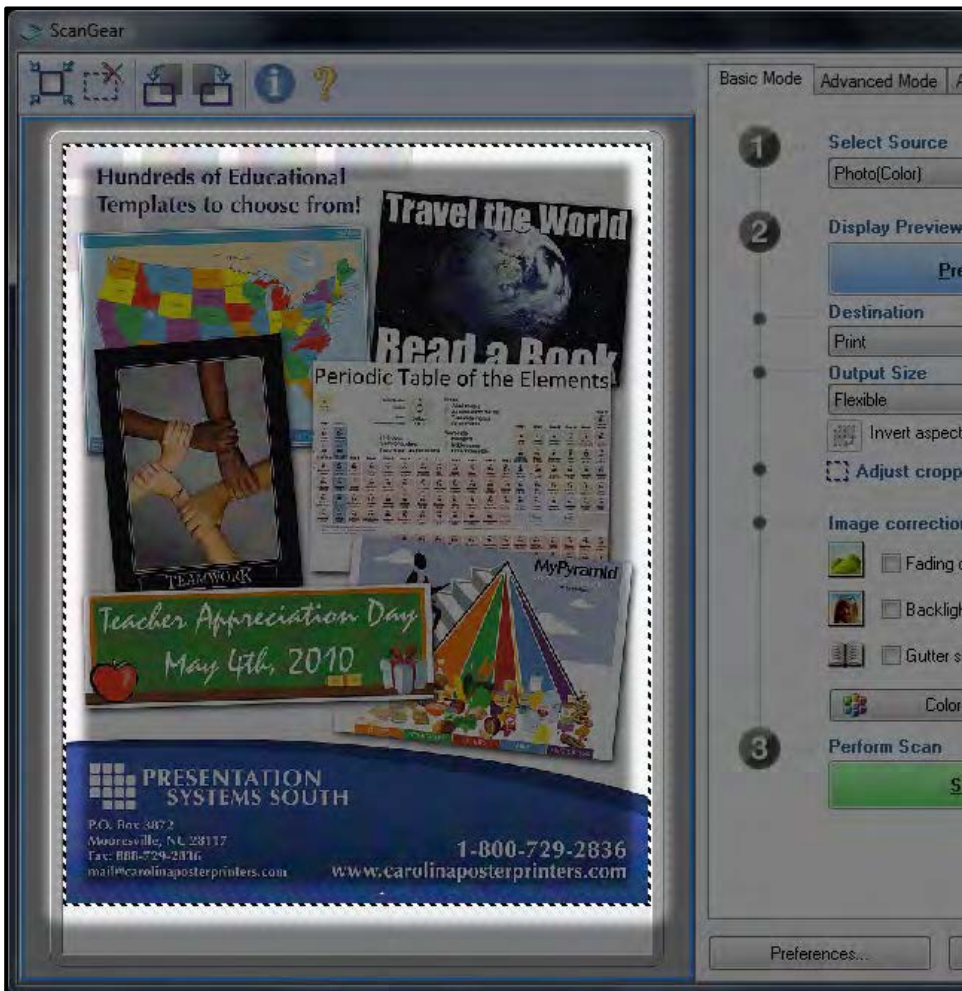
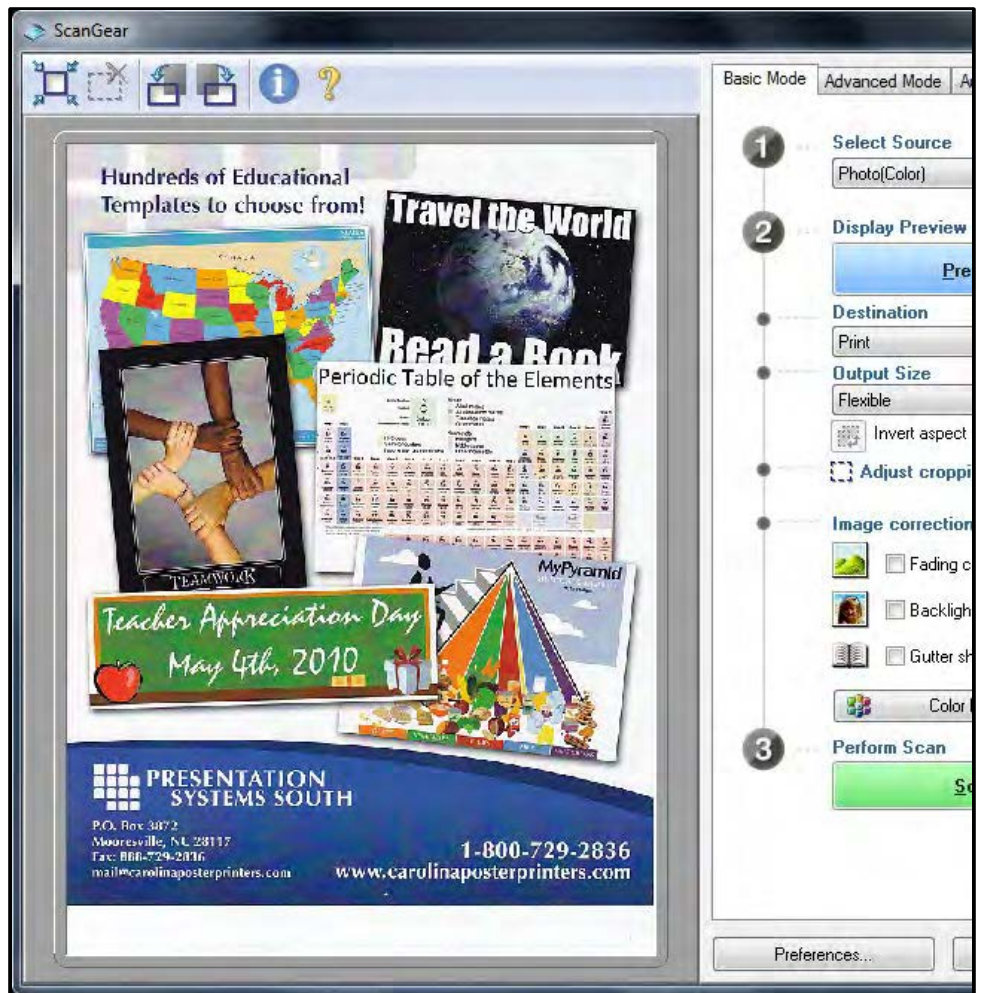


Step 4

After the ScanGear software opens, click the “Preview” button and wait for the pre-scan to finish.

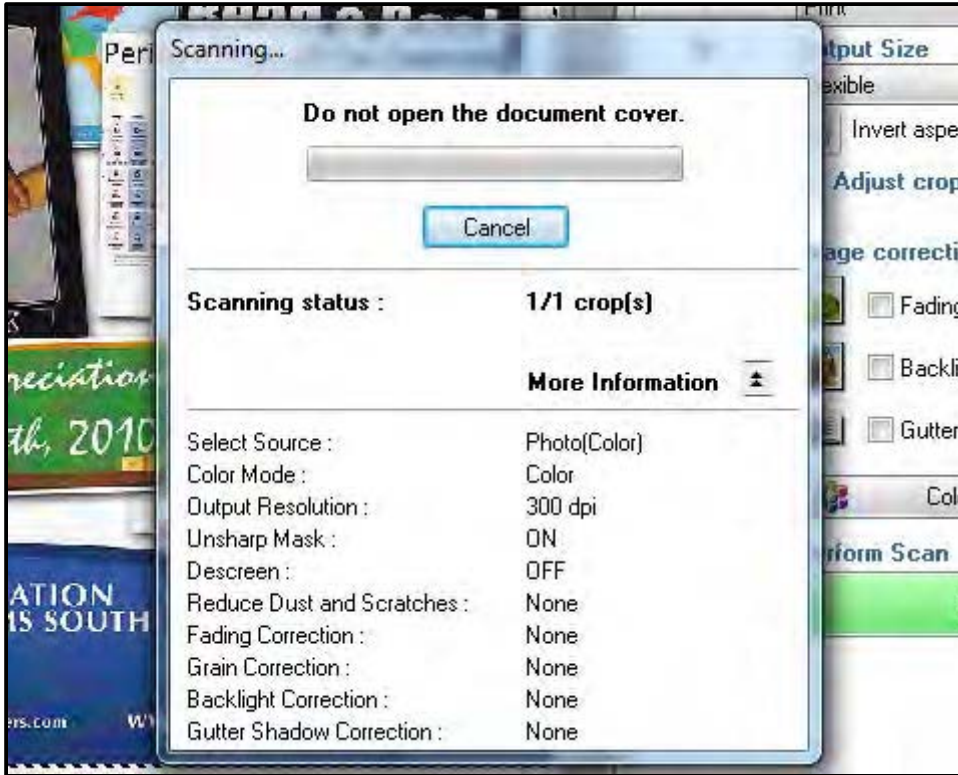
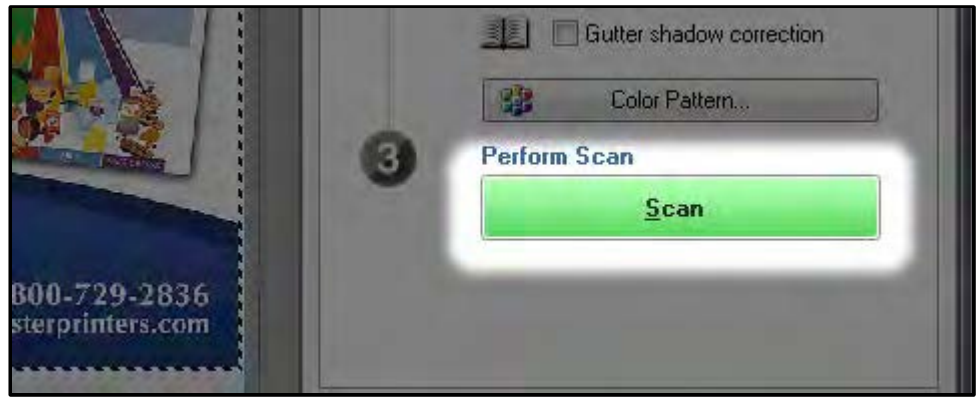
Step 5

Left-click on the preview image to drag a marquee selection box (dashed lines) around it.



Adjust the selection to accurately frame and crop the image.

Step 6
Click the “Scan”
button.



The scanner will start and, once it's finished, the image will automatically be copied into the PosterArtist software.

Now you can add any additional text, images, or effects to the poster that you may want.

Note: to make the image fill the whole poster, right-click it and select “Fit to Background”

