Digital Portfolios

Scanning, Sizing and Cropping Visuals
"How To"

To Scan

1. Place visuals with the top of the visual at the top of the glass stage
2. Close top of scanner
3. Push scan button (picture will be scanned into the photo port)
4. Click File
5. Click Export (Save box appears)
6. Select .jpg format
7. Select E drive
8. Name file
9. Record file name onto your storyboard

Cropping Visuals

1. Open Adobe Photo Deluxe
2. Get Photo
3. Click File
4. Select file you wish to crop
5. Click Open
6. Click Advanced
7. Click Cropping Icon
8. Click and drag --------- around the area you wish to keep
9. Double click on the selected area
10. Save the file

Sizing Visuals

1. Open Adobe Photo Deluxe
2. Get Photo
3. Click File
4. Select File you wish to size
5. Click Open
6. Click Advanced
7. Click Photo Size
8. Set one measurement in inches
9. Set resolution to 72 pixels/inch
10. Check Proportions box
11. Click OK
12. Save the file