

## Using the scanner attached to the MAC computer

6/24/2003

There is a growing need for our users to know how to scan a picture or document, save it on the desktop folder of the MAC in Room A21, and use **Fetch** menu to move the created images. When you go back to your computer you will be able to access your Leland directory (using WS-FTP) to get your files. Here are the steps you need to perform.

### Scanning the picture using Epson Perfection scanner.

On the MAC Station (Room A21) open the Photoshop application by clicking the icon on the MAC desktop. In the Photoshop application select File->Import->Twain Acquire... This will start the scanner.

Before you scan an image, you can preview it using the Preview buttons. Once an image is displayed in the Preview window, information on its dimensions and file size appear in the Source and Target sections of the Manual mode menu.

It's good practice to select the area you actually want to scan by using marquee. To make a marquee, move the pointer over the image in the Preview window, and the pointer becomes a cross hair. Drag this cross hair over any area of the image, and a frame appears.

Some of the settings of the scanner are as follows:

Document Source: Flatbed (for using the document table of the scanner); TPU for Neg. Film; TPU for Pos. Film.

Image Type: Color Photo (for Color images), Black&White Photo, or Black&White Document (for documents), etc.

When the Unsharp Mask check box is selected, the scanned image is automatically sharpened.

When you are ready to scan, click Scan button. Clicking Scan button scans the image and it can be viewed and modified in the Photoshop application you used to open EPSON TWAIN scanner.

Create your folder on the MAC desktop where you want to save your image. Use Save as option on the File Menu to save your image (use jpg/jpeg file extension).

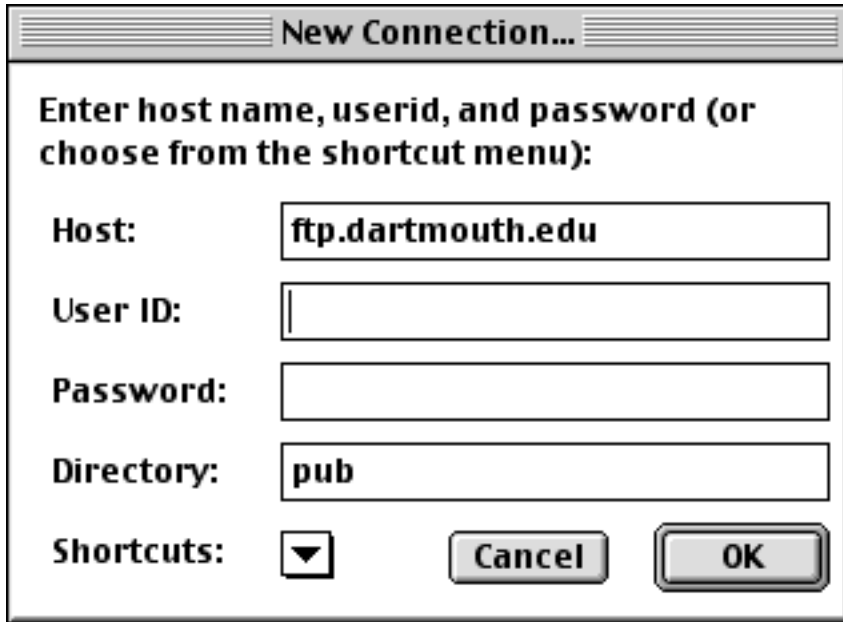
Now you are ready to establish the connection with Leland server.

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### Establish the Connection with Leland server using Fetch Menu

On the desktop, find the Fetch application icon. Double-click it and the Fetch window titled **New Connection** opens up.



**New Connection...**

Enter host name, userid, and password (or choose from the shortcut menu):

Host: ftp.dartmouth.edu

User ID:

Password:

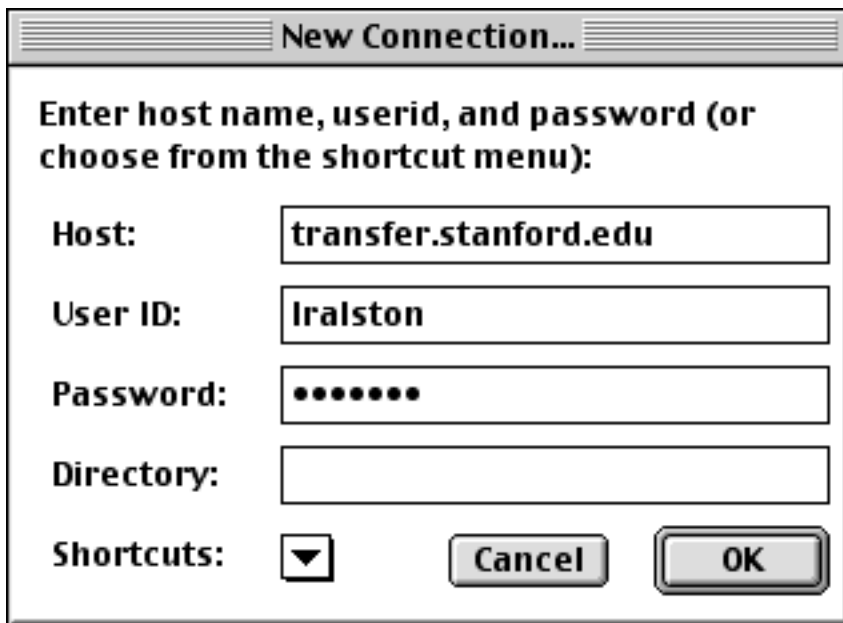
Directory: pub

Shortcuts: ▼

Cancel OK

Click the **Shortcuts:** Triangle-icon (you can find it on the bottom) to get the next window

There you will enter your Leland account and password (i.e. User ID). Click **OK** button.



**New Connection...**

Enter host name, userid, and password (or choose from the shortcut menu):

Host: transfer.stanford.edu

User ID: lralston

Password: .....

Directory:

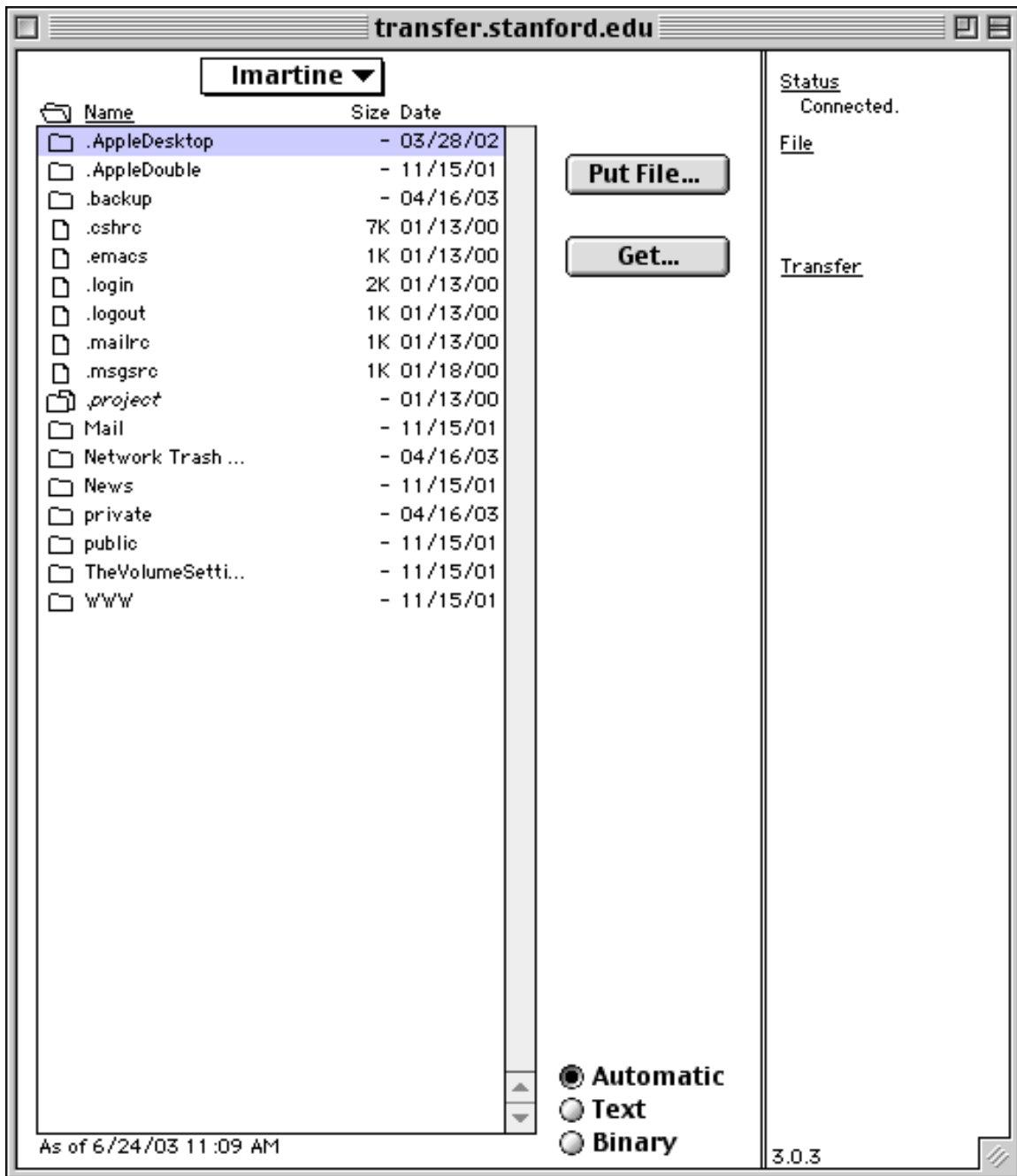
Shortcuts: ▼

Cancel OK

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This window shows your Leland account files with listed folders (private, public, Mail, News and WWW). You need to open your **private** folder.



To copy file from your **private** folder on to MAC, highlight the file and click **Get** button. To copy file from the MAC to **private** folder use **Put** button.

After the scanning it's a good idea to save the images in the folder with your name on the MAC desktop. Now you are ready to receive your files using PC workstation.

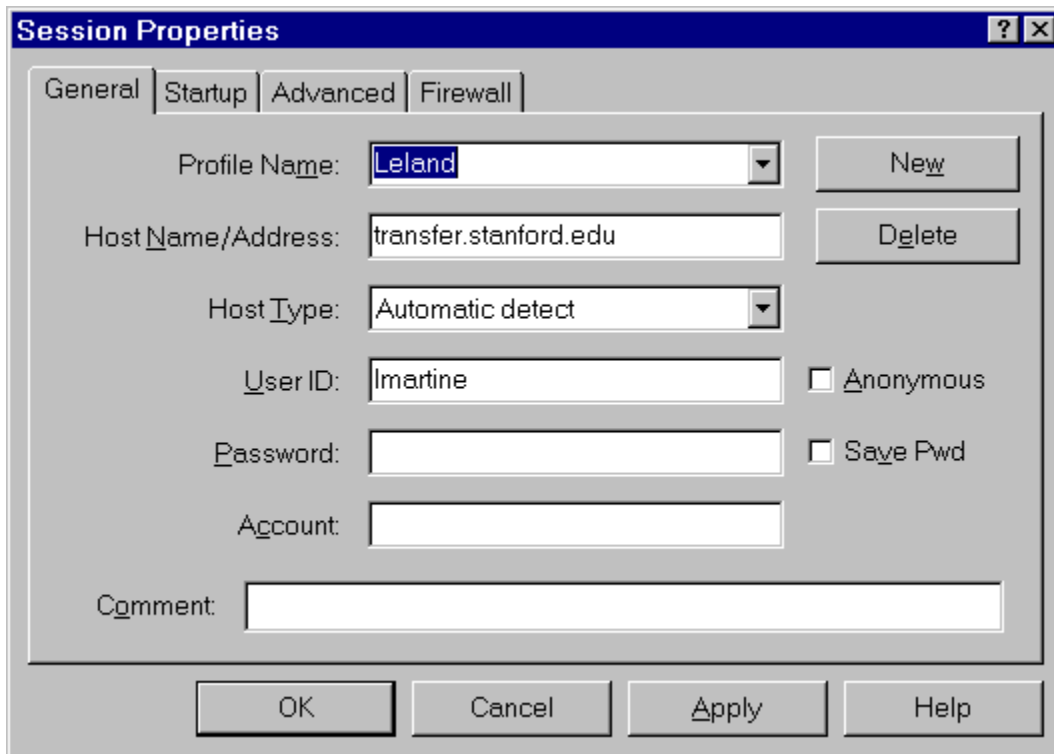
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### On your PC Station Desktop

Follow these steps for your connection to the Leland server:

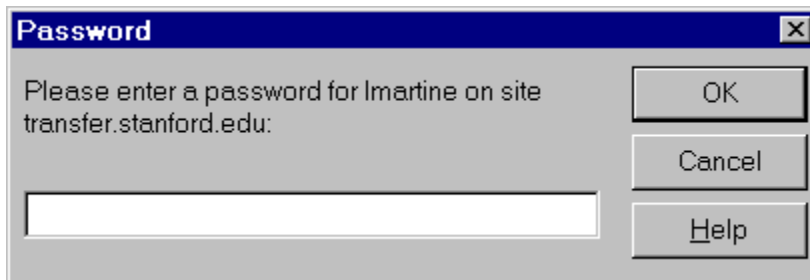
Click Start->Programs-> WS\_FTP LE Application File Transfer Program. In the Session Properties window click **New** button and fill out the **Profile Name**, **Host Name/Address**, **Host Type**, your **User ID** and **Password** (see the screen shot below).



The screenshot shows the 'Session Properties' dialog box with the following fields and controls:

- Profile Name: Leland (dropdown menu)
- Host Name/Address: transfer.stanford.edu (text box)
- Host Type: Automatic detect (dropdown menu)
- User ID: Imartine (text box)
- Password: (empty text box)
- Account: (empty text box)
- Comment: (empty text box)
- Buttons: New, Delete, OK, Cancel, Apply, Help
- Checkboxes: Anonymous (unchecked), Save Pwd (unchecked)

In the next window you will enter your password again.



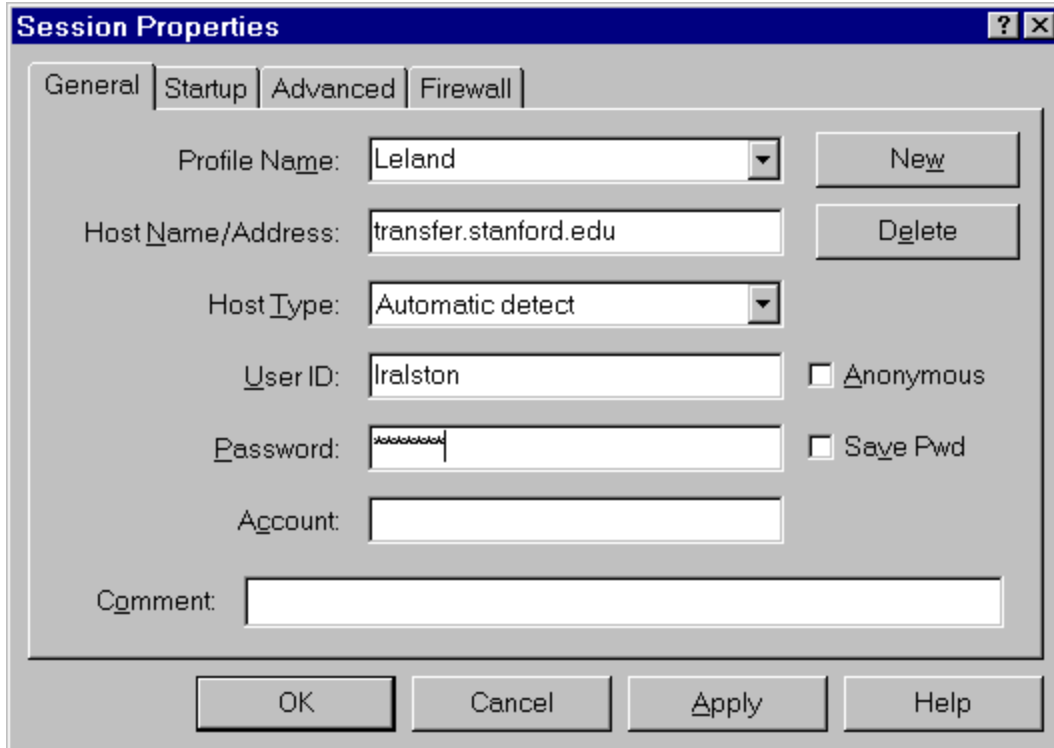
The screenshot shows the 'Password' dialog box with the following elements:

- Text: Please enter a password for Imartine on site transfer.stanford.edu:
- Text box: (empty)
- Buttons: OK, Cancel, Help

If your PC Station has a connection to Leland created earlier, follow below instructions to initiate the connection with Leland server by opening Start->Programs->WS\_FTP LE Application File Transfer Program. Below is the screen shot of this procedure. Here is the sample of logging to the Leland Server (your ID's directory).

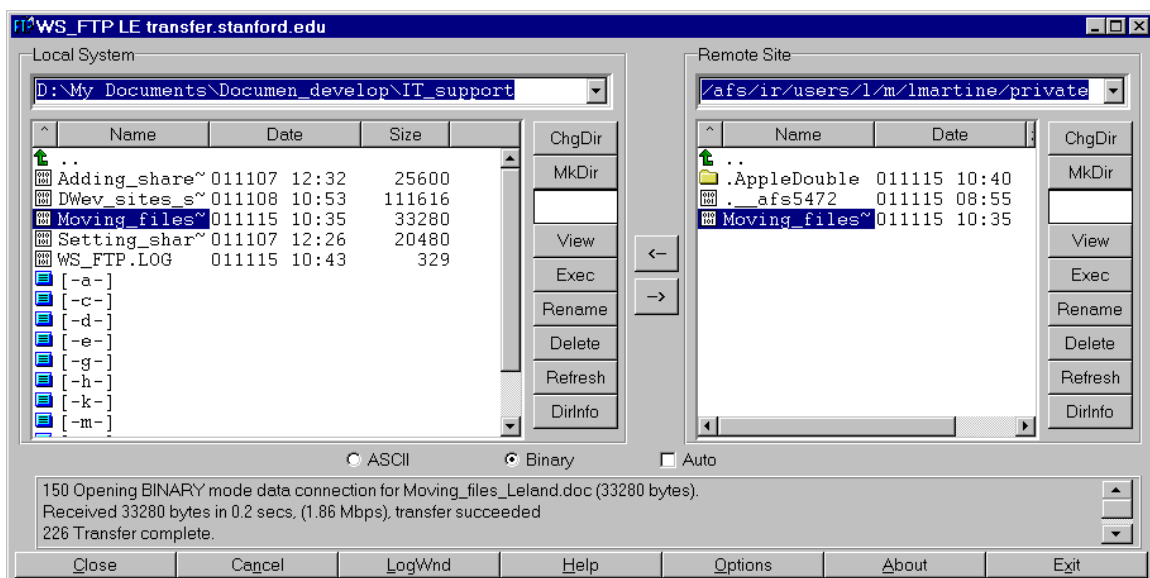
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After entering your User ID and password, click the **OK** button. The WS\_FTP LE transfer.Stanford.edu window will open. The screen shot of this window is below.

The screen below has on the left pane listing of your local PC Station files and on the right pane your Leland Remote site Private folder. In this example, the Moving\_files\_Leland.doc document that will be moved to the Local directory after clicking on the Left arrow icon is highlighted. You can choose the destination on your Local System left pane in the top one-line box.



## **Using the scanner attached to the MAC computer**

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To move files between two PC workstations, we have the file server, "Suehsnet", where you have both shared group folders, and personal home directories. This is the LAN server, or Local Area Network file server. This procedure will be available later.