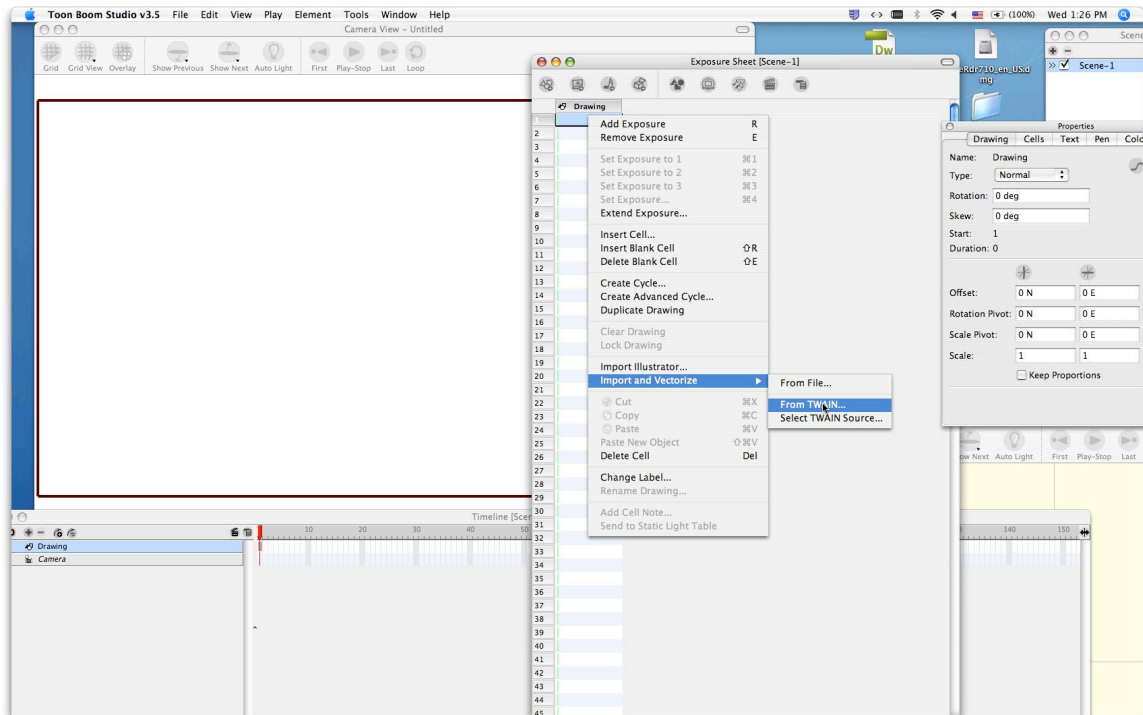


Scanning:

Here are the steps:

1. Make sure the **Exposure sheet** window is open and a **Drawing Element** is selected.
2. **Right Click** on the first cell. Choose **Import and Vectorize** from **TWAIN**.



3. The scanner window will start up. Choose **Professional Mode**. Change the **Image Type to Black and White**. Change the **Resolution DPI setting to 150**.
4. **Preview** each scan first and **adjust the Threshold** so that all of the lines are picked up but there is no visible smudging on the screen.
5. **Scan**. The program will put one drawing in after the next – no need to close the scanner and re-open it for each drawing. Also, do not adjust the Marquee around the drawing or each scan will become a different size in Toon Boom. Leave the Marquee on the outer edges, or use no Marquee.
6. When you are done scanning close the scanner window. At this time you will see a new screen that will list vectorization settings. Choose **Black and White** if you are just scanning **lines**. Choose with **Texture** if you have **color or shading** in your drawings. Do not change the filter settings.
7. You should see your drawings listed in order on the Exposure sheet. **Save your work**. **Go back to your seat and open Toon Boom**. **Re-open the file you just saved**. **Do not re-save if your file was open at your seat (while you were scanning) – it will erase the drawings.**