



## Scanning Images

**Overview:** Scanning is used to turn photos, slides and other documents into a digital format. The Information Commons has two color scanners, one each attached to a PC and a Mac, both equipped with a variety of image editing programs. You must first *acquire the image* – save it as a file so you can modify, print or add it to another document as needed.

### Scan an image or photo with Adobe Photoshop

1. Place your page face down in the scanner against the lower left corner. Gently close the scanner lid.
2. Open Adobe Photoshop by clicking its icon on the desktop or application launch bar.
3. Choose File > Import > hp scanjet 5590 twain
4. A preview scan will appear in the hp scanner window, select the Accept button in the lower right corner. NOTE: There are options to edit the scan within the hp scanning program, however it's best to use Photoshop.
5. Within Photoshop, you can adjust image size, color, Crop, and rotation (see the other side of this document for step by step instructions).
6. Click on File -> Save As to save the scan into your preferred image file format. We suggest that you save onto desktop first and then copy into your own preferred media later.

We've included brief information regarding image scanning below; for online tutorials on and more detailed information please see <http://www.scantips.com/basics01.html>

### Adobe recommends the following scanning resolutions:

#### For optimum output on:

Macintosh monitor  
9IBM-compatible monitor  
300 dpi laser or inkjet printer  
9600 dpi laser or inkjet printer

#### Scan at this resolution:

72 pixels per inch (ppi)  
96 pixels per inch (ppi)  
100 pixels per inch (ppi)  
150 pixels per inch (ppi)

### Listed below are some common image file formats and their recommended use:

**GIF** - Graphic Image File format. Developed by CompuServe. Limited to 8-bits of color but uses loss-free compression for faster downloading and display on web pages.

**JPG/JPEG** - Joint Photographic Experts Group standard developed for still-image compression. Use JPG for true color graphics; some detail is lost in the compression. Popular format for web pages and PowerPoint presentations.

**TIFF** - Tagged Image File Format. A storage format for digital images designed for all types of platforms. Currently the widest-used format in environments other than the Internet.

**BMP** - Windows Bit-Mapped format. Use in MS Word documents

**PICT** - Macintosh Picture format. A storage format for digital images designed primarily for the Macintosh.

# Image Editing with Adobe Photoshop

## Trimming an Image

1. Select the crop tool on the Tools palette:
2. Select the part of the photo you want to use.
3. Adjust the selection box around the image.
4. Press **Return** or Image → Crop.



## Resizing an Image

1. Select Image → Image Size.
2. In the dialog box, make sure that Constrain Proportions is selected so that the width and height of the image will change proportionately. Either enter the desired values in pixels or print size.
3. If you are resizing an image for a web page or PowerPoint presentation, make sure that Resample Image is selected to lock the current resolution. Otherwise, the resolution will vary with the image size.
4. Click OK.

## Sharpening your Image

The Unsharp Mask tool emphasizes the contrast of light and dark at the "edges" of an image. "Edges" are the differences between adjacent light and dark points in an image.

Setting options are:

- Amount - how much of the effect to apply (up to 500%)
- Radius - how wide the edge "rims" are
- Threshold - how far apart tonal values are before there is an "edge"

To use the Unsharp Mask:

1. Select Filter → Sharpen → Unsharp Mask
2. Try the following settings:
  - a. Amount: 200%
  - b. Radius: 4 pixels
  - c. Threshold: 4
3. Click OK
4. Select Edit → Undo Unsharp Mask if you do not like the results