Scanning and Digitizing: Images

This document explains how to scan an image using Adobe Photoshop in the Information Technology Services Media Lab.
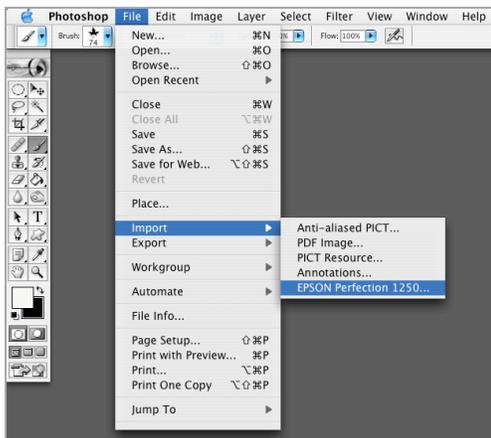
Open Adobe Photoshop.

1. Click on the Photoshop icon in the Dock. Photoshop will open and its toolbars will appear on your screen.
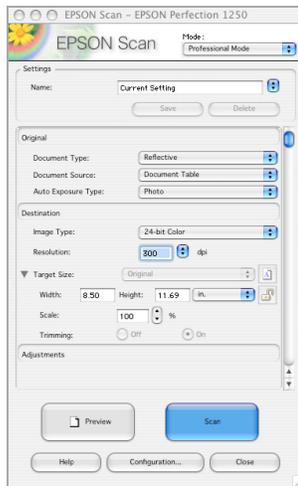
Prepare the image.

2. Lift the scanner lid, lay your photo face-down on the glass surface, and close the lid. For best results, attempt to keep your photo straight using the scanner's guides. You may also align the photo with the green arrow in the upper right-hand corner of the scanning surface.

3. Close the scanner lid carefully.

Scan the image.

4. Choose **File > Import > Epson Perfection 1250**.

5. An Epson Scan dialog box appears. If the **mode** setting at the top of this window is set to **Full Auto Mode**, your photo will automatically begin scanning at the settings that were entered by the last user. To be able to adjust these settings, change the mode to **Professional Mode**. [You can make this change even if the scanner has begun moving. It will halt once the change has been made.]

6. The **Professional Mode** gives you some important options for scanning.

   a. Under the **Original** heading, you may change the **Auto Exposure Type** from **Photo** to **Document**, depending on what you are scanning.

   b. Under the **Destination** heading, you may choose between **24-bit Color**, **8-bit Grayscale**, or **Black and White**.

   c. The choice for **Resolution** is important. For photos and documents that will be printed, keeping the resolution at **300 dpi** and higher can help to keep the quality of the print high. For images that will be uploaded to the Web, choose a lower setting [**96, 72, or 50 dpi**].

   - 72 ppi for multimedia and the WWW.
   - 150 dpi is the minimum output to a laser printer.
   - 300 dpi for high quality images that will be sent to a printer.

7. Choose the **Preview** button only if you would like to preview your photo or document before scanning it.

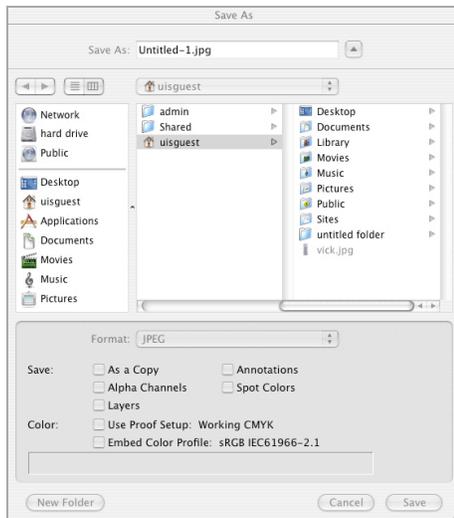**8.** Choose the **Scan** button to scan your photo or document.

Note: Do not try to fine-tune cropping or other image qualities at this stage. It is best to select an area just larger than the border of your image for the initial scan. You can later fine-tune your image within Photoshop for cropping, resizing, straightening, or other alterations you may want to apply to your photo.
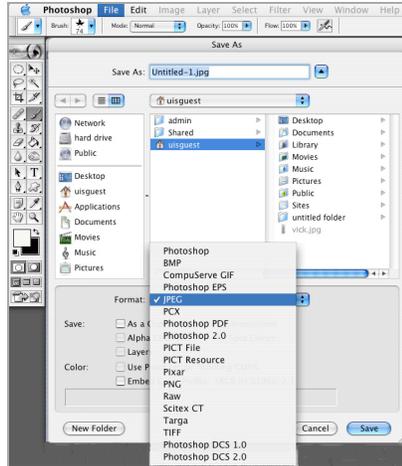
Rotate and crop the image.

9. If your image needs to be rotated slightly, choose **Image > Rotate Canvas > Arbitrary...** from the menu bar, select either the **CW** or **CCW** button for clockwise or counter-clockwise rotation, enter the number of degrees, and click the **OK** button.

10. Select the **Marquee** tool by clicking the button on the Photoshop toolbar that looks like a small, dotted-line square.

11. Define a new border for your image by positioning the cross-hair pointer over one corner, clicking the mouse button, and dragging diagonally to the opposite corner.

12. Select **Image > Crop** from the menu bar to crop the photo.

    ▪ To undo the crop, choose **Edit > Undo Crop** from the menu bar and repeat the previous two steps.

13. When finished, choose **File > Save** from the menu bar.

Save the image.

14. There are different options for saving files:

    a. Simply choosing **File > Save** or **File > Save As** causes the **Save As** dialog box to appear.

    i.   In the **Save As:** dialog box, select a location and enter a file name for saving the file.

    ii. In the **Format** pull-down menu, you may choose what format you would like to save your file. You have many options, including the popular JPEG, Compuserve GIF, BMP, and Photoshop PDF formats.

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b. If you are planning to upload your file to the **Web**, choosing **File > Save for the Web** will give you better options for compressing your file for use on the Web.