

# Scanning Basics

## Using Adobe Photoshop & an Epson Scanner

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### 1. Preparing to scan.

- Select the scanner you will be using (Epson, Canon, or Artec). If you are using the Epson scanners in the SOE lab, the plug-in (drivers) will be installed already. If you are using a scanner on your computer, be sure you have installed the driver (software that tells the computer how to connect to the scanner).
- Make sure the scanner is plugged in to the computer (USB port) and turned on (if needed).
- Open the top cover of the scanner and place the item you are scanning face down on the glass. Put the top left corner of your image in the designated corner (Epson-top right; Canon and Artec-bottom left). Close the cover. If you are scanning a book or other object that does not lay flat, you will need to hold it steady while you are scanning,

### 2. Scanning the image.

- **Launch Adobe Photoshop 5.5. Prescan your image.**

If you are using the **Epson** scanner:

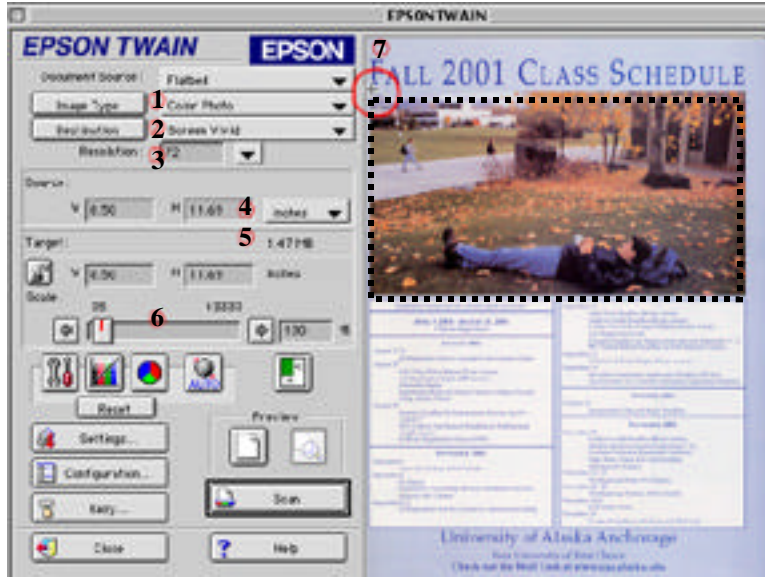
Go to File ... Import ... Twain acquire.

This will automatically launch the scanner software and **prescan** your image

A screenshot of the Adobe Photoshop 5.5 File menu. The menu items are: New..., Open..., Close, Save, Save As..., Save a Copy..., Save for Web..., Revert, Place..., Import, Export, Automate, and File Info... The Import menu is open, showing sub-options: Anti-aliased PICT..., PICT Resource..., Twain Acquire..., and Twain Select... The Twain Acquire... option is highlighted with a mouse cursor.

- **Prepare the image for the final scan.**
  - Select the image type, destination, resolution (if needed), area to scan, and scale.
- **Finish the Job**
  - Click the Scan Button. (In some cases, you will need to hold the document steady while you scan.) Your picture will open in a new window in Photoshop.
  - Save the file. The format you choose depends on what you plan to do with the file.
    - Photoshop-If you plan to manipulate the image before you use it.
    - JPEG-Photographs, compressed, good for web (or on-screen) images with lots of color variation.
    - GIF-Logos, good for web (or on-screen) images with large areas of flat color or line art. Also works on the web.
    - TIFF-A universal format that works on PCs and Macs. Does not work on the web.

## Prescanning Options:



1. Image Type
2. Destination
3. Resolution
4. Source Size (8.5x11.7) (dimensions)
5. File Size (1.47MB)
6. Scale
7. Select part to scan.

**1. Image type:** color photo, gray scale, line art (B&W).

Tip: Use line art for scanning text or handwriting.

**2. Destination:** Will you print the image on a laser or ink-jet printer or will you use it on-screen for a web page or presentation? The destination affects the resolution. On the Epson scanner, when you select the destination the resolution is automatically set.

**3. Resolution:** The higher the resolution, the larger the file size (5). Make your choice based on the output device you plan to use. Larger isn't always better. Here are some general guidelines. Your output device may provide more information.

- Computer Screen (also email and web): 72 dpi
- Ink jet printer: 150 dpi
- Laser printer: 300 dpi

Tip: When scanning a line art drawing (or handwriting) use a higher resolution. If you were scanning an image to use on screen, start with a resolution of 300 dpi then resample (change resolution to 72 dpi) down in Photoshop. This will give you a much sharper image.

**6. Scale:** Sometimes the dimensions (4) of the item you are scanning are too big for your document. You can adjust the size by setting the scale.

**7. Select the area** you want to scan by adjusting the size and shape of the dotted lines. Use the + (cross-hair cursor) or move the handles to select the part of the image to be scanned

## 3. Perfecting the image.

Photoshop offers a variety of ways to adjust the quality of the image. Use variations to adjust color and contrast. Go to **Image... Adjust... Variations**. Use the choices at the top right to select what you want to adjust. You can also resample (adjust the size of) the image. Go to **Image... Image Size...** To keep the changes proportional, be sure to check "Constrain Proportions." Enter the change in size in the dialog box.

## Appendix A: Using Other Scanners with Photoshop

If you are using the **Canon** scanner:

Go to File ... Import ... Canon PI CS-U 3.33...

This will open a dialog box. You will need to make some choices before you **prescan** your image.

The Canon Plug-In dialog box looks a little different but contains all the same choices as the Epson. Make your adjustments to image type, destination, resolution (if needed), area to scan, and scale. Then click Scan to finish the scanning process.



If you are using the **Artec** scanner:

Go to File ... Import ... 1236USB PPC ...

This will open a dialog box. You will need to make some choices before you **prescan** your image.

The Artec dialog box looks a little different than the others. Make your adjustments to resolution, image material, color mode, descreen, brightness and contrast. Also if you are scanning a magazine or newspaper, it's important to select the type of image you are scanning in "Descreen." Select the area to scan. Then click Scan to finish the scanning process.

