

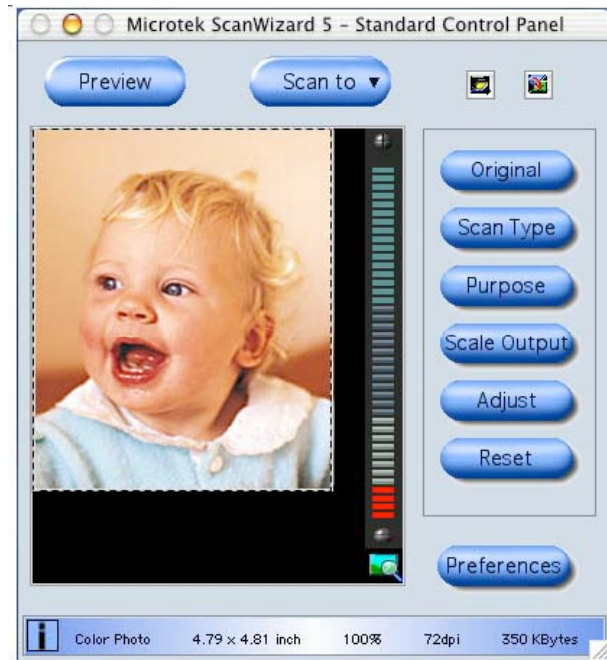
Scanning

To scan in the classroom, start by sitting at the computer which the scanner is attached to. Quit out of any running programs to maximize available RAM, then run Photoshop (from the dock in the classroom. The rest of these instructions apply to the classroom machine, however, you will probably find this approach to be similar for most scanners.

From the **File** menu, choose **Import** and then **ScanWizard** (or **SW blah blah blah**). This runs the scanning software.

Hopefully you will see the Standard Control Panel. If not, look for the button on the upper right of the scanning window to switch it from the advanced to the standard panel.

With the standard panel up, you should see something that looks like the picture to the right. Note that what appears in the Preview window might very well be different from the last time you ran the scanning software. So hopefully you won't see this baby.



Lay your picture on the scanner, close the lid, and hit the **preview**. You will see a rough version of whatever is on the scanner. Sweep out a rectangle to identify the area to scan.

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The toolbar buttons let you set all the various parameters you're going to want to set before scanning.

Original should be set to the appropriate type of your original image.

Scan Type indirectly controls bit depth. You can and should set this (use the appropriate setting for the assignment).

Purpose is where you indirectly enter the pixel density (dpi, ppi, etc.). You can and should set this, too.

You can check out what **Scale Output** and **Adjust** do, but I recommend 100% for the former and use whatever you want (if anything) for the latter that makes your image look good.

Check the **Info** bar on the bottom to make sure things look right to you prior to scanning.



To scan just click **Scan To** and give the scanner software a file name (use something temporary on the Desktop of the scanning machine for the purpose of scanning, then rename/move it as you see fit once the scan is completed). Also you need to choose a **Format**. Use **TIFF**.

Depending on the status of the “Send image(s) to application” box, your image may or may not appear in Photoshop after you scan.

** Don't forget: for detailed (and easy to understand) web-based help, click on the **Help** menu at the top of the screen from within the ScanWizard program!

