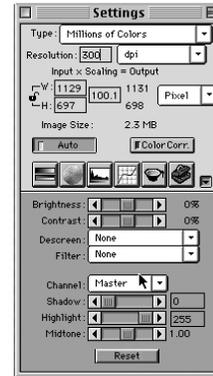
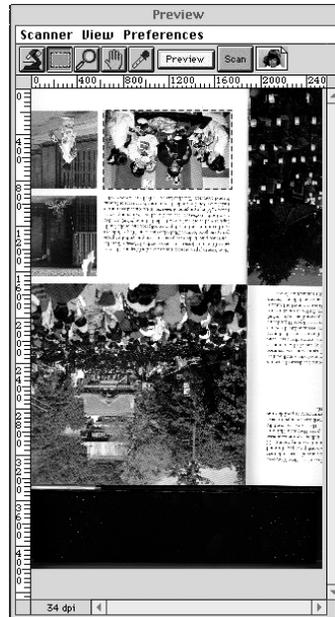


Scanning

To scan in the classroom, start by sitting at the beige computer which the scanner is attached to. Quit out of any running programs to maximize available RAM, then run Photoshop (from the desktop).

From the **File** menu, choose **Import** and then **ScanWizard**. This runs the scanning software inside Photoshop.

You should have a Preview window and a Settings window, like those pictured 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.



Lay your picture on the scanner and hit the **preview** button in the Preview window. You will see a rough version of whatever is on the scanner. Sweep out a rectangle to identify what to scan.

The Settings window is where all the real action takes place. Learn it. Love it. Live it.

Type indirectly controls bit depth. You can and should set this.

Resolution is where you can enter the pixel density (dpi, ppi, etc.). You may have to change to the units you like before typing into this box. You can and should set this, too.

W and **H** are readouts giving you the width and height of the image **as determined by your settings of type and resolution**. Changing the units on the right will report this information in pixels, inches, etc. I recommend setting this to Pixels. That's what we really care about.

Image Size gives you the memory footprint of the image **as determined by your settings of type and resolution**. Of course, you need to hit the scan button in the Preview window to actually get the scan made!

For now, ignore the bottom half of the settings box. Just leave **Auto** clicked and **Color Corr.** un-clicked.

Hit the **SCAN** button on the Preview window to scan your image. This will take some time, and when it's done, the scanner software will automatically quit, leaving you in Photoshop proper.

Save your image to disk using **File -> Save**. Choose the file format that is most appropriate for your needs. Make sure to save the file onto your Zip disk since the beige computer is not on the network.

