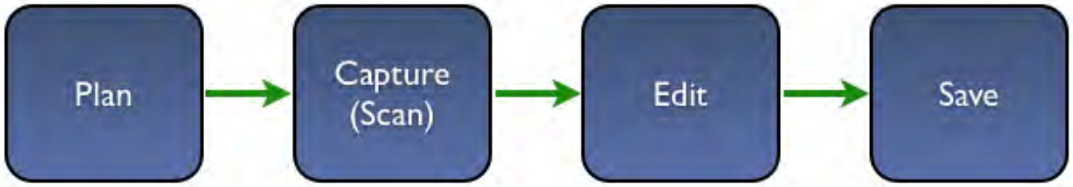
How to scan images

Gather images from magazines, newspapers, books, created artwork, or found objects (leaves, flowers, and so on) to practice scanning and to create graphical content to include in future projects. You will scan the images and objects and produce an individual body of work (electronic files and folders with original materials).



Plan

Ask yourself:

- What message do I want to get across?
- What image or object do I want to use?
- Does this image tell the story? Focus on the message.
- Does it tell the same story as another image?
- How am I going to use this image? Displayed on a monitor? Printed?
- Will I need to modify this image again for another purpose?
- Does the image include any extraneous information?
- Does it have any distracting details?

Capture

Preview scan:

- Turn on the scanner.
- Position the image or object on the surface.
- Start Adobe Photoshop (if it did not start when you turned on the scanner).
- Scan using one of the scanning methods described at the end of this guide.
- Do a preview scan to determine the area you want to capture.
- Set the final size.
- Set the resolution. If you will use the imager in a print layout, you should set resolution to at least 300 ppi.
- Scan again to acquire the image you will actually use.

Edit

Edit image:

- Start Adobe Photoshop.

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- You may notice that the image lacks contrast. Apply automatic color correction, such as Autocolor, to correct this problem.
- Add special effects.
- Resize according to your needs. If you will use the image in a print layout, you should keep it at as high a resolution as possible.

Save

Save files:

- Save as a file you can make changes to in the future.
- Save as a web-ready file.
- Save as a print-ready file.

Scanning into Adobe Photoshop CS6

You can scan images into Photoshop by using either of two methods:

- Import with your scanner's TWAIN interface.
- Import with a Photoshop plug-in called WIA.

With either method, you can open and edit the images immediately in Photoshop. Scanned images will especially benefit from the retouching techniques described elsewhere in these guides.

Importing with TWAIN

TWAIN is an interface for acquiring images captured by most scanners. With the TWAIN option, you essentially open the scanner's software from within Photoshop. The TWAIN option lets you specify a wide range of settings, depending on the options provided by your scanner.

You must install the TWAIN device and its software and then restart your computer before you can import images into Photoshop through TWAIN. See your scanner's documentation for more information.

To import with TWAIN, choose File > Import and select your scanner. Your scanner's TWAIN software will open.

Importing with WIA

The WIA plug-in (Windows only) lets you specify where images are stored when you scan them. It's useful when you're scanning a large number of images and do not need to tweak scanning options too precisely.

To use the WIA plug-in:

1. Start Photoshop.
2. Choose File > Import > WIA Support.

   The WIA Support Wizard appears (**Figure 1**).
3. Click Browse to designate a place on your computer to store your scanned images.
4. To make sure the image opens in Photoshop, select the Open Acquired Image(s) In Photoshop option.

   The Create Unique Subfolder option lets you save scanned images directly into a folder whose name is the current date.

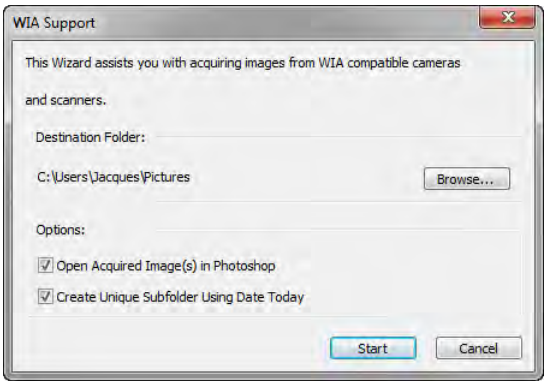

Figure 1 Initial page of WIA Support Wizard

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5. Click Start.
6. Select the scanner you want to use (**Figure 2**).

   Note: If your scanner does not appear, ensure that the scanner's software and drivers are installed properly and that the scanner is connected.
7. Click OK.
8. On the next screen of the Scan Using [your scanner] dialog box (**Figure 3**), specify the type of image you are scanning:
   - Color pictures
   - Grayscale pictures
   - Black and white pictures or text

   Note: You can modify the resolution of images to be scanned. To do this, click the Adjust The Quality Of The Scanned Picture link (**Figure 3**). The default setting for Color Picture is 150 dpi, which is suitable for web projects. If the scanned images are for print projects, make sure you select a resolution of 300 or greater.
9. Click Preview to view the scan in the preview window.
10. If necessary, select a bounding box corner to crop the scanned image area (**Figure 4**).
11. Click Scan to scan the image.

    The scanned image opens in Photoshop.
12. Choose File > Save to save the image.

    For maximum flexibility in working with the image later, choose PSD (Photoshop's native format) as the file format.

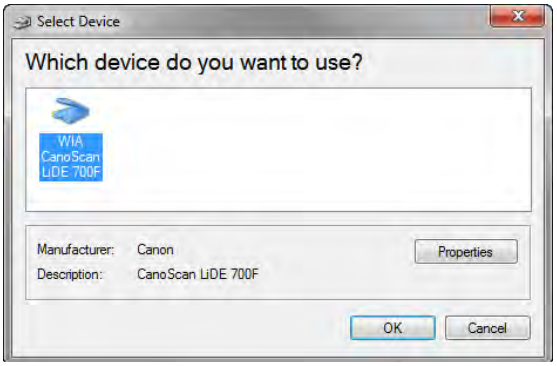

Figure 2 Selecting scanner

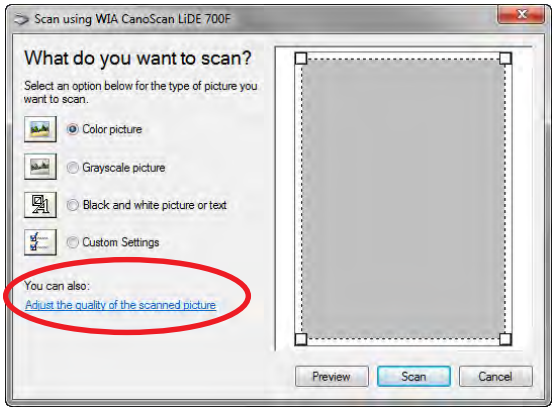

Figure 3 Setting scan options

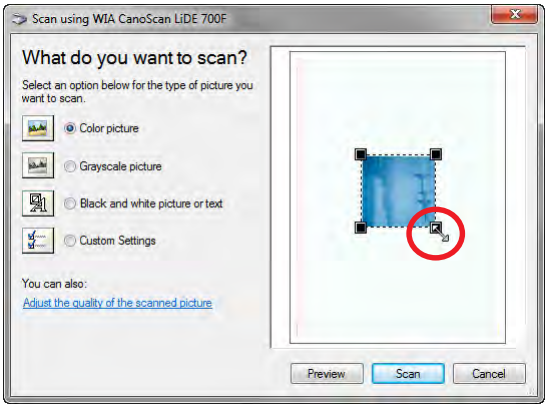

Figure 4 Crop the scanning area

Crop and straighten photos

You can place several photos on your scanner and scan them in one pass, which creates a single image file. The Crop And Straighten Photos command is an automated feature that can create separate image files from the multiple-image scan.

For best results, you should keep 1/8 inch between the images in your scan, and the background (typically the scanner bed) should be a uniform color with little visual "noise." The Crop And Straighten Photos command works best on images with clearly delineated outlines. If the Crop And Straighten Photos command cannot properly process the image file, use the Crop tool.

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To automatically crop and straighten a scanned image:

1. Open in Photoshop the scanned file that contains the images you want to separate (**Figure 5**).
2. Select the layer that contains the images.
3. (Optional) Draw a selection around the images you want to process.

   This is useful if you don't want to process all the images in the scan file.
4. Choose File > Automate > Crop And Straighten Photos.

   The scanned images are processed, and then each image opens in its own window (**Figure 6**).

   Note: If the Crop And Straighten Photos command incorrectly splits one of your images, make a selection border around the image and some background, and then hold down Alt (Windows) or Option (Mac OS) as you choose the command. The modifier key indicates that only one image should be separated from the background.
5. (Optional) If after cropping and straightening, an image is not in its proper orientation, choose Image > Image Rotation and adjust the rotation.

Figure 5 Images to be cropped and straightened

Figure 6 Cropped and straightened images

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