



Scanning

What is Scanning?

When you scan an image, you reproduce it in an electronic, digital form. With the digital version, you can then do many things, including: store and retrieve the image to and from a digital storage disk, edit it in software programs like PhotoShop, and compress it for Web broadcast.

Requirements:

1. A scanner, scanning software, and computer:
 - There are two scanners located in the Multimedia room.
 - A PC scanner is located in Foyer 1.

2. Images to be scanned:

- Any flat image, letter size or smaller.

Note: Be very careful to protect the scanner glass. It's very fragile and even microscopic scratches will be magnified in your scanned files.

3. A place to store your scanned files:

- Digital images usually require a disk with a high storage volume. A zip disk, CD, or external hard drive will usually have a high enough capacity.

To scan an image on PC:

1. Place the image face down on the scanner glass. Use the markers on the side of the scanner to position the image correctly.
2. Open Photoshop and choose, "File" → "Import".
3. Choose the appropriate scanner software.
4. A dialog box will pop open with choices for scanning your image.
5. Click on the "Preview" button to see how your image will look.
6. When the image previews well, choose the settings that fit your purposes for the image such as resolution, scale, and color mode.



7. If the image looks OK, click on the "Scan" button. If not, reposition the image and preview it again.

To scan an image on a Multimedia Mac:

1. Place the image face down on the scanner glass. Use the markers on the side of the scanner to position the image correctly.
2. Open up the Applications folder on the dock (analogous to the tray on a Windows machine) of the Macintosh and open the VueScan software.
3. Click on the "Preview" button to see how your image will look.
4. When the image previews well, choose the settings that fit your purposes for the image such as resolution, scale, and color mode.
8. If the image looks OK, click on the "Scan" button. If not, reposition the image and preview it again.

If you have any trouble, contact one of the staff. Good luck!