

## Scanning

Scanning is accomplished with the use of three computer components working together: a scanner, scanning software (in this case one provided by Epson), and an image editing software (in this case Photoshop).

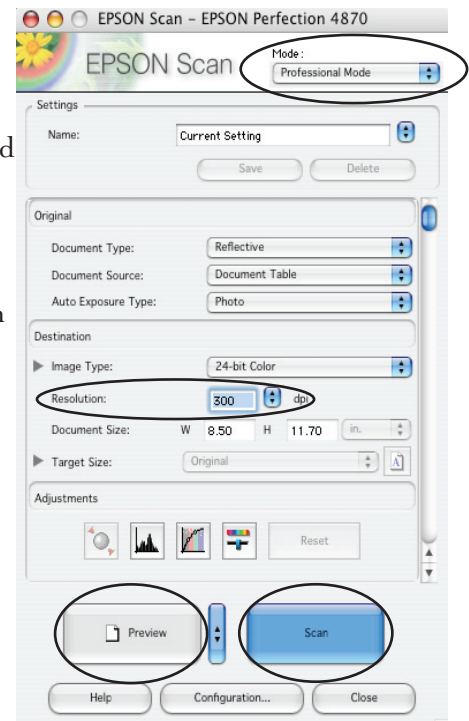
### ***To scan in an image or object in the Computer Center (Mac):***

1. Place the object to be scanned face down in the scanner.
2. Launch Photoshop by clicking on the Photoshop icon on the Dock.
3. Select **File > Import > Epson**
4. Select **Professional Mode** from the drop-down box in the upper right corner, otherwise it will scan in Full Automatic mode and you won't have the ability to customize your settings.
5. Before you scan the final version, we recommend you check the resolution.
6. Click the large **Preview** button and drag the dotted lines around the selection area you want to scan in the Preview Window.
7. Click the Scan button. Once the picture has been scanned, Adobe Photoshop will automatically launch and open your scanned image.
8. Edit and save your image in Photoshop. Saving as a .psd files is generally best.

Note: you may need to save your scanned file to the network space Scratch on ~~Calawah~~ then move to another computer to continue editing in Photoshop.

### ***At what resolution should I scan?***

A good rule of thumb is to set the scan resolution at double what your final image's resolution will be.



<b><i>Image type</i></b>	<b><i>final resolution</i></b>	<b><i>scan resolution</i></b>
web image	72	150
image for print	300	600

Small images: If you are going to be enlarging a small image the higher your resolution the better the enlarged image will look. Experiment to get the best results!