

HOW TO: Scanning

Determine target size before scanning. How large do you want your final print?

Epson Scanner Epson Perfection 4870

- 1) Turn on scanner
- 2) Turn on computer
- 3) Open Photoshop
- 4) Insert your original, slide, negative, **print**
 - **place print image side down on the glass. Place image in upper right corner of scanning bed (Glass will scratch, be careful)**
 - film, emulsion side facing away from you
 - place film or unmounted slide in the film strip carrier

5) Open scanner software by choosing

File- Import- Epson Perfection 4870

6) Click advanced options button (Professional Mode)

ORIGINAL

- 7) Document Type: - **Choose reflective/film**
- Document Source: - Choose negative / positive
- Auto Exposure Type: - Photo

8) click preview button.

A preview image will appear in the image area.

9) change the area of interest, (Click and drag a selection around the portion of the image to be scanned) box of dancing ants

DESTINATION

- 12) Image Type: 24-Bit color
- Resolution: -240 resolution if outputting to an inkjet printer
-300 if outputting to a professional lab
- Document Size: This will be the actual document size after you have made your selection of the previewed image

-Remember you should have determined what meg size to scan for before you begin...

- Target Size: Original/Customize choose customize if you cannot change the width of the target
- W/H: 10 inches on the longest side
If the image is square, 8 inches will update to your W/H choices
- Scale: On
- Trimming: On

ADJUSTMENTS: Turn them off. Adjust in Photoshop

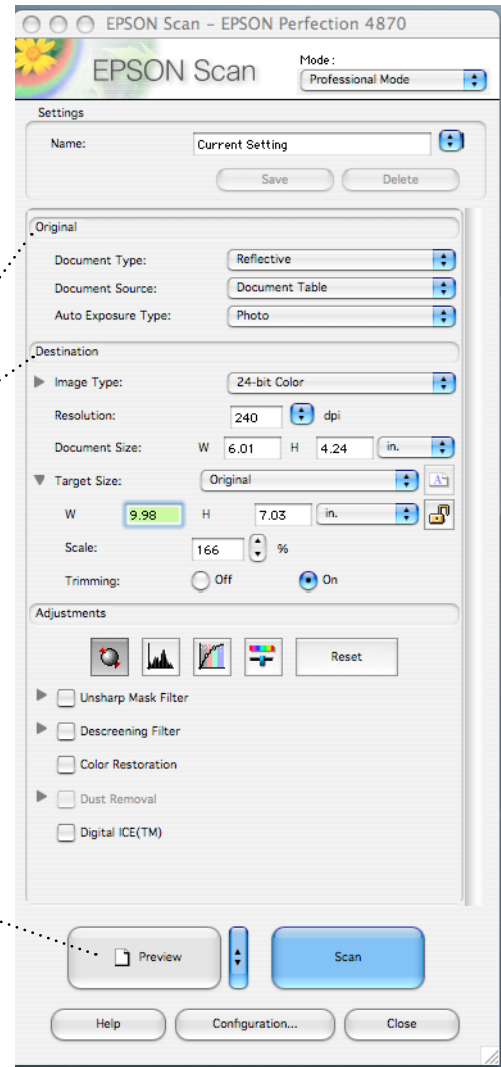
- 13) Click the scan button. A scanned image appears in the Photoshop application or in a desktop folder.

- 14) In Photoshop or Preview application choose file-save. Title and save to your CD of flash drive

15) Remove your original from the scanner

- 16) Throw out scanned image from computer

- Use Photoshop to do brightness, contrast adjustments in a levels or curves adjustment layer



Assignment Scanning

-Flatbed

Objective:

*The Student will learn the basics of scanning software.

*The Student will understand basic image resolution concepts

-Image should be scanned **10 inches** on its longest side

-Resolution **240ppi**

- 1) choose image to scan
- 2) determine meg size to scan to
 - where are you outputting it to? inkjet, lab, press, etc.
 - what will your finished output size be?

All of the information is provided for you if you know where to look.

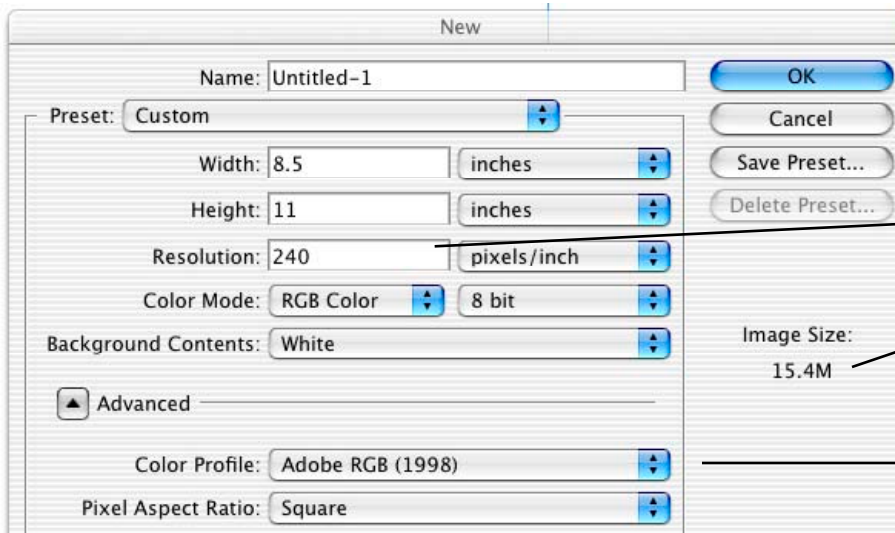
- 3) record on a piece of paper to hand in
 - original image size height x width
 - scanned image size: height x width -resolution and image size (meg size) of your RGB image.

-(remember) scan black and white as RGB

- 4) save image on a CD
 - .psd file -adobe rgb 1998
 - label CD: -name, project, date, class, email and phone #

- hint
- open photoshop
 - file new
 - color mode RGB color
 - enter desired size of finished scan height, width, resolution
 - look at image size write it down

This dialogue box will help you understand size issues within Photoshop -explore the box...



resolution

meg size

Adobe RGB 1998