

S C A N N I N G
P H O T O G R A P H S

INTRODUCTION

Before you get started with a scan, you should know what you are going to use the scanned image for. For this exercise you should be using your scanned image either for use on the WWW or to print out and make photocopies. You will be choosing different options depending on what the final results will be used for. So let's discuss what your options are and why you would make one choice over another.

PHOTOGRAPHS vs LINE ART

Pictures that are taken by a camera, developed and printed out are photographs. Pictures that are printed up in a magazine, flyer, newspaper, etc. are copies of photographs. They do not always scan properly. For this exercise, make sure you are using a real photograph.

BLACK & WHITE vs COLOR PHOTOS

If your photograph is in color, scan it in Color, RGB. If the photograph is black & white, scan it as Grayscale. You can scan color photos as Grayscale but if you do the results will be in black & white.

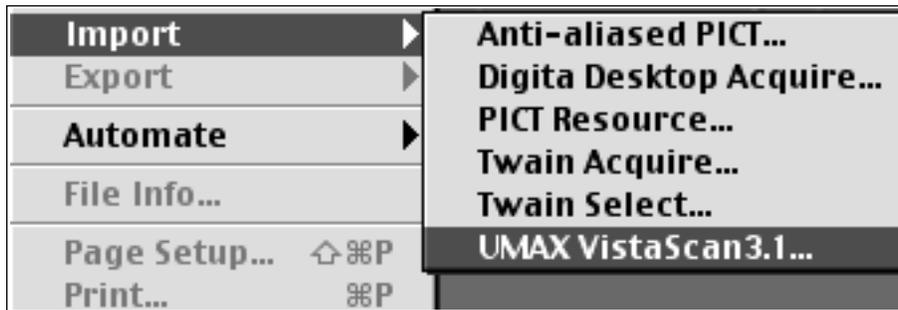
WEB vs PRINTED COPIES

If you are going to use your scanned image on a web page, the image doesn't need to be of as high a quality as an image that will be printed out. Monitor resolution is only 72 dpi (dots per inch), so you can scan the picture as low as 72 dpi and get an acceptable picture for the web.

On the other hand, if you are going to print out your scanned image, it will appear all jaggedy if scanned at 72 dpi. The higher the scan quality (300+), the better the image will print out. However, the higher quality the scan, the more memory used (drastically more). So you need to reach a happy medium. For our purposes, scan at 300 dpi if you plan to print out your image.

GETTING STARTED

1. Turn on the scanner if it's not already on.
Wait for the green ready light to quit blinking to indicate it is ready to go.
2. Turn on the computer if it's not already on.
(Press the arrow key at the upper right of keyboard.)
3. Once everything is done setting up, you're ready to go.
Lift up the scanner lid and place photo on glass:
image side down; top of picture aligned with top of glass plate.
Close lid.
4. Double-click on PhotoShop icon located on the desktop.
5. From the File menu, choose Import-VistaScan...
(Place the arrow on the File Menu and hold down your mouse. Drag mouse down to Import—drag mouse to right to access submenu. Drag down to VistaScan... and release mouse.)



6. The VistaScan dialog box will open up. (see figure 1.1) Click on the Advanced button at the top of the page if necessary to see the control panel. Then click on the Preview button..

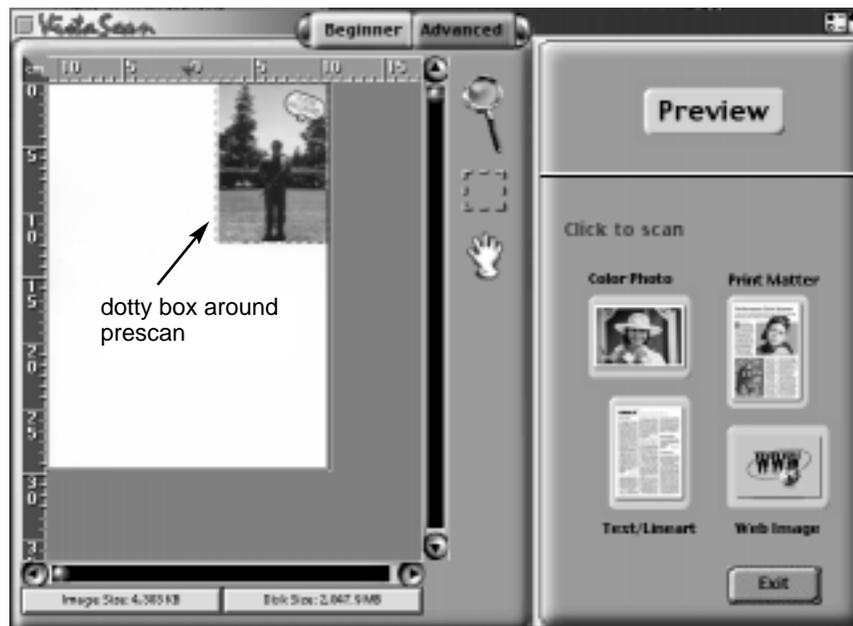


Figure 1.1 VistaScan Beginner Window

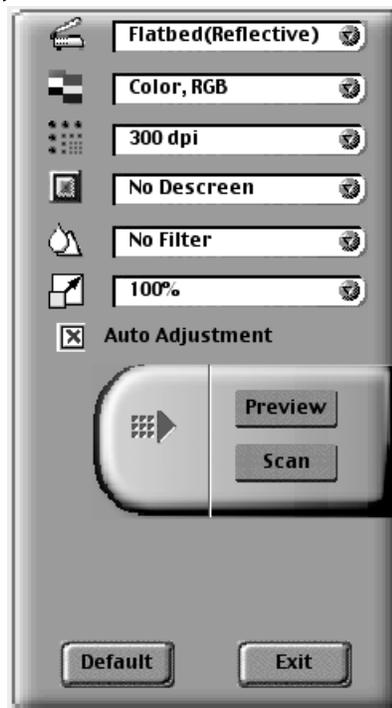


Figure 1.2 Advanced Settings

7. When the preview is complete, the photo will appear in the box. Notice that there is a “dotty box” on the screen. It may or not be anywhere near your photograph depending on the last picture scan. Anyway, place your arrow tip on a corner of the dotty box, hold down the mouse button and drag. As you drag you’ll notice the “dotty box” edges moving. In this manner, manipulate the dotty box edges to enclose the portion of the photo you want to scan.
You can manipulate the dotty box from the edges or the corners. From the corners is more efficient because you get two sides at once. Just keep moving the edges around until you are happy with what you’ve got.

Notice the control panel on the right. This is where you make your selections for picture type, resolution, etc.

8. Select Picture Type from the first pull-down menu.
If you have a color photo you should scan it as Color, RGB. If you plan to print it out for copies, you can still scan it in color and change it to grayscale later.
If you are scanning a black & white photo, scan it as Gray.



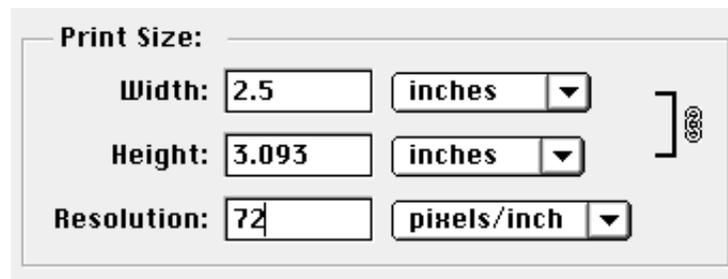
9. Leave the Reflective setting the way it is.
10. Next, select the quality of dots per inch (dpi).
If the image will be used on the web, choose a quality between 72-150 dpi.
Select 300 dpi if you plan to use the image for printed photocopies.
11. Leave the size at 100%
12. Click the Scan button.

Once the scan is made, VistaScan will close and the image will open up in PhotoShop. Detailed instructions for manipulating the picture will be covered in another lesson. For now, follow the instructions below for your desired output: web or print.

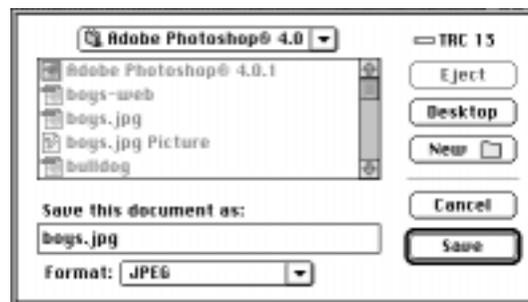
IMAGES FOR WEB

The scanned image will be displayed in a PhotoShop window. To save the image for use on the world wide web, follow these instructions.

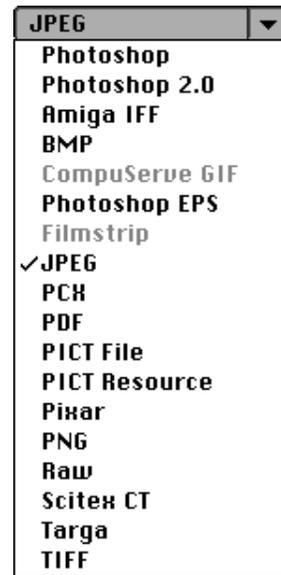
1. Move your mouse up to the IMAGE menu, hold down the mouse button and drag down to Image Size. If it's not already set at 72 dpi, change it to that. Leave everything else set the way it is.



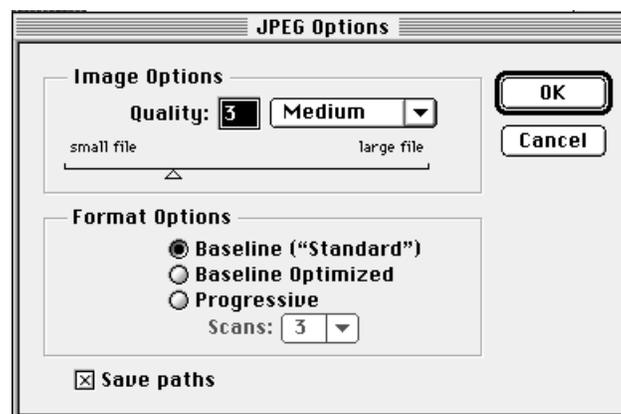
2. Next, go to the FILE menu and pull down to Save. The Save dialog box will open up. The top part of the window shows you where the document will be stored automatically. If that's not where you want to save your scan, manipulate the folders until the desired location is listed at the top. (This is a Macintosh feature and won't be covered in this instruction. If you don't know how to choose a location for saving, ask for help.)
3. Type in a title for your image. Since you will be saving it for web use, make it just one word (no spaces) and include the suffix .jpg. This suffix is necessary for Windows-based servers to identify what kind of item it is.



4. Lastly, you need to choose the correct format for the save. At the very bottom of the window, there is a pop-down list of formats to choose from. For web use, choose JPEG from the list.
5. Click on the Save button.
6. PhotoShop will display one more dialog box, from which you can choose the quality of the image. I am not going to go into this in detail here, but the JPEG format compresses information by losing information. The lower the quality, the smaller the amount of memory the image uses. On web pages, you want your images to use the smallest amount of memory because larger images take longer to download. If your images are too big, they will take too long to download and people won't stick around to see how beautiful your images are.



For our purposes, I recommend you choose low or medium quality. That is often a happy medium between image size and image quality. If the image is going on a very important page and it is critical that the images look spectacular, then try saving the image several times at different quality settings. Then you can place the images all on a web page and look to see how they appear and how long they take to download.

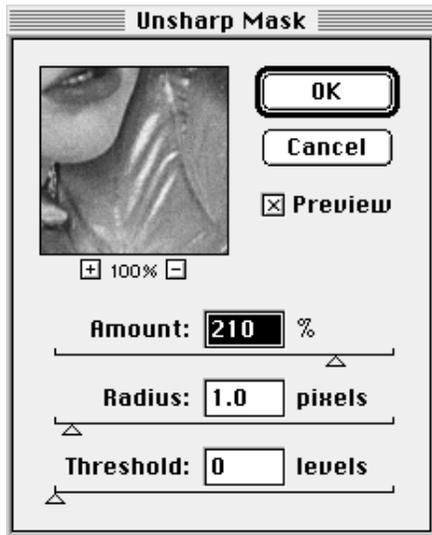


IMAGES FOR PRINT

If you are going to use your scanned image to print out copies on a black & white laser printer and make photocopies, follow these instructions. Note: this process can be difficult to obtain great images, so save more than one copy so you only have to go back a few steps to make adjustments.

1. If your scanned image is in color, change it to grayscale: from the IMAGE menu, choose Mode-Grayscale. When it asks if it's OK to lose the color, click OK.
2. Open up Image Size from the Image Menu and make sure that the resolution is set for 300 dpi.
3. Now is a good time to save your document. It will probably automatically save as a PICT, but if it's set for a different format, change to PICT.
4. From the IMAGE menu, choose Adjust-Curves. A little graph will appear. Drag down the midpoint and the upper right point. Watch your image in the background. It will get very light. (You will probably need to make it lighter than you think. When I do this, it has turned out that the lighter it is, the better.) Do a Save As and save this image under a different name. That way if you don't like the results you can just open up the original save. Experiment a bit.

I like to print out a sample at this point to see the results. If I'm not happy with what I've got, I can easily revise the settings and try again. It's also a good idea to try photocopying your results. Sometimes what looks good out of the printer looks awful out of the copier.



5. Under the FILTER menu, choose Sharpen–Unsharp Mask. Set the amount to 100%- 200%. Don't make the radius any more than 1.5 pixels. Leave the Threshold at 0. This is another place to experiment. Click the Preview box on and off to see the results on your photo. When you are happy with the results, do another Save As with another name.
6. This is another time to print. Compare this print with the previous one to see how you like your results.

7. When you are satisfied with the laser printed image, make a photocopy to make sure it copies well. If it is too dark or too light, go back to your original saved scanned image and readjust each setting made above. Just keep experimenting until you end up with an acceptable photocopy.

This procedure is not hard, but it can be time-consuming.