

## Scanning Photos and Images

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### Before you begin

1. Prepare your photographs and graphic images for scanning.
2. Determine to what medium you will save these files. Your options include saving to diskette, zip drive, burning onto a writable CD, and/or saving to your N: drive.
3. Bring your documents and your diskette, zip drive or writeable CD to the faculty lab.

### Position your picture on the scanner

1. Raise the scanner (HP ScanJet) lid.
2. Place the picture or drawing **face down** on the lower right-hand corner of the glass plate. Be gentle with heavy books.
3. Close the lid **gently**.

### Begin scanning

1. In the **Start menu → Programs → Adobe Photoshop 5.0**.
2. In **Adobe Photoshop 7.0**, go to the **File menu → Import → WIA-HP ScanJet 4500/5550C**. This will automatically start the scanner application.
3. A "Scan using HP Scanjet" dialogue box will appear. The **Paper Source** drop-down menu must be "Flatbed".
4. Click on **Preview** to obtain a preliminary scan of your picture. The scanner will hum and whine. The image will appear in the dialogue box's display area on the right.
5. Use the mouse to expand, contract or move the rectangular frame (black lines) and position it over the part of the image to be scanned.
6. Choose from the menu option on the left side of the box the type that best suits the needs of your image.
7. Click "Adjust the quality of the scanned picture" on the bottom left. Change the image's dpi based on its use:

#### Printing

1. Change the resolution to **300 dpi**. Click **OK**.
2. Click **Scan** to finalize the process and to return to **Photoshop**. In Photoshop you can crop, change image size, change colors, add special effects, etc.
3. Click on the **File** menu and go to **Save As**.
4. In **Format**, choose JPEG (for colored images) or GIF (black and white images).
5. Save the file on your diskette (A: drive), the N: drive, or to a Zip disk or CD.

#### Web page and PowerPoint

1. Change the resolution to **72 dpi**. Click **OK**.
2. Click **Scan** to finalize the process and to return to **Photoshop**. In Photoshop you can crop, change image size, change colors, add special effects, etc.
3. Click on the **File** menu and go to **Save For Web**. In **Settings** (right side of the box), choose JPEG (for colored images) or GIF (black and white images).
4. A **Save Optimized As** box will appear. In the **Save as Type** field, select what the image is used for.
5. **Save** the file on your diskette (A: drive), the N: drive, or to a Zip disk or CD.

#### Archive

1. Change the resolution to **600 dpi**. Click **OK**.
2. Click **Scan** to finalize the process and to return to **Photoshop**. In Photoshop you can crop, change image size, change colors, add special effects, etc.
3. Once you are in Photoshop click on the **File** menu and go to **Save As**.
4. In **Format**, choose TIFF to preserve the integrity of the image.
5. Save the file on your diskette (A: drive), the N: drive, or to a Zip disk or CD.