


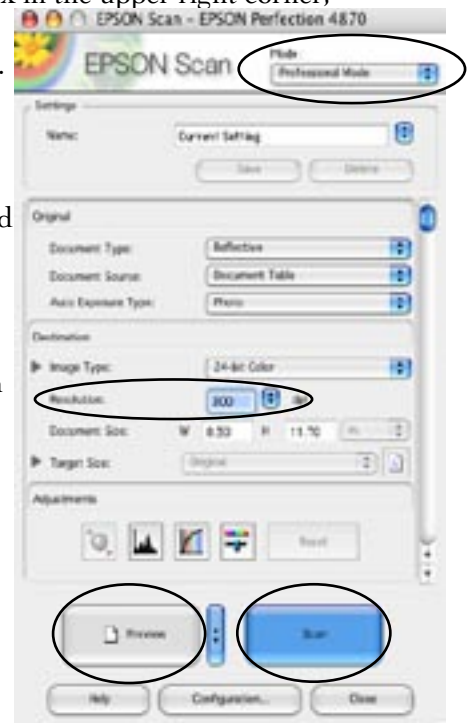
Scanning

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). Sometimes an image is scanned via the scanning software. You start the scanning process through the scanning software and Photoshop is launched automatically when the scan is complete for saving purposes. In the MCC, the process is started in the program you wish to scan into, i.e. Photoshop.

To scan in an image or object in the MCC:

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.

Image type	final resolution	scan resolution
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!