

How to Scan a Single Image Using a Flatbed Scanner

Equipment Needed: Computer, scanner, image(s)

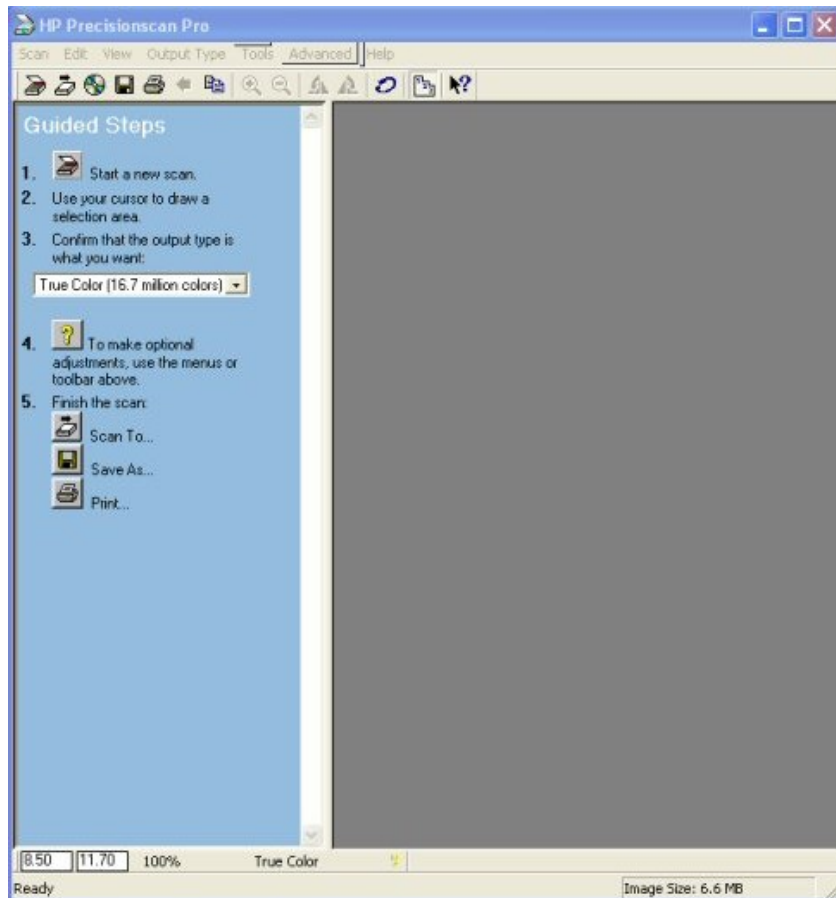
Software Needed: HP Precision Scan or any software (such as Adobe Photoshop Elements) that has a scanning utility. This tutorial will show you how to use the software that comes with the HP scanjet 4470c scanners in the LRC as well as how to scan from within Adobe Photoshop Elements (especially useful for multiple scans).

Note: There are three scanning stations in the LRC; all are available to faculty and students. One is in the faculty workroom (FH 224), one is in the LRC (FH 226) and one is in the Lab Assistant's office (FH 228).

Scanning with HP Precision Scan Software

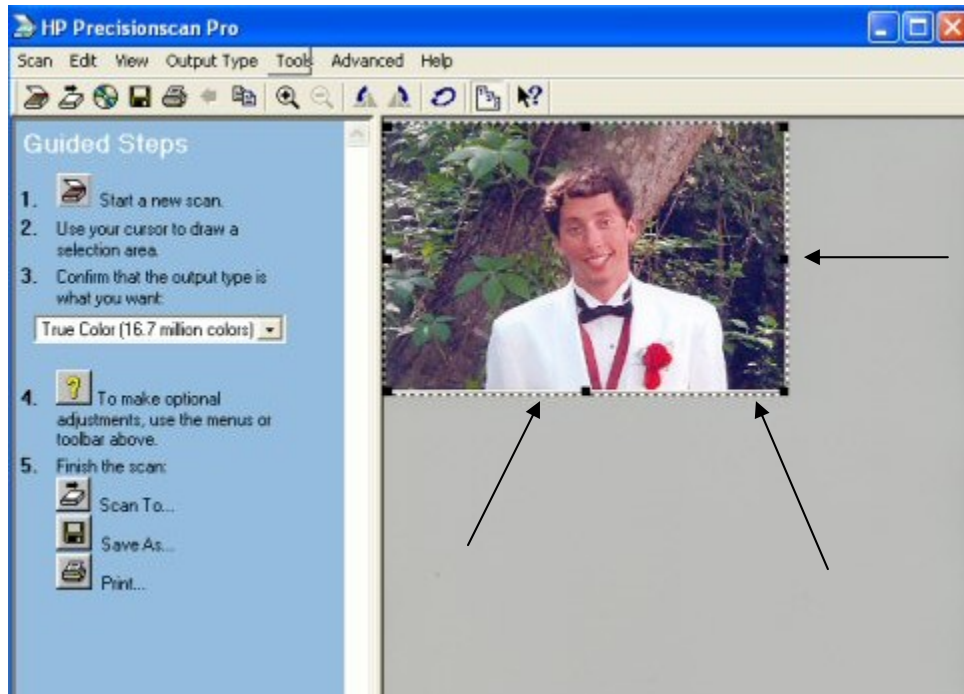


Before you begin, be sure the scanner is turned on (the power button is on the left front panel and will have a glowing green light above it when it is on). Next, launch the scanning software by clicking on the PrecisionScan icon on the desktop. The opening screen looks like this:



Place the image you wish to scan face down in the upper right-hand corner of the glass and close the lid. Now, follow the guided steps on the left of the screen.

1. Click on “start a new scan.” If this is the first time the scanner has been used for the day, you will get a “be patient – the lamp needs to warm up” message. Be patient and let it warm up. This first step will produce a full page preview scan. Chances are your photo is not 8.5” x 11” so you’ll need to proceed to the next step.
2. Use your cursor to draw a selection area. Your cursor will change to a cross-hair cursor. Select only the area of your image by clicking and dragging a rectangle around it:



3. Confirm the output type is what you want. In this case, it is correct – I want full color (16.7 million colors). But what if you have a black and white photo? Click the down-arrow on the drop-down box to view other choices and select the one that is appropriate:



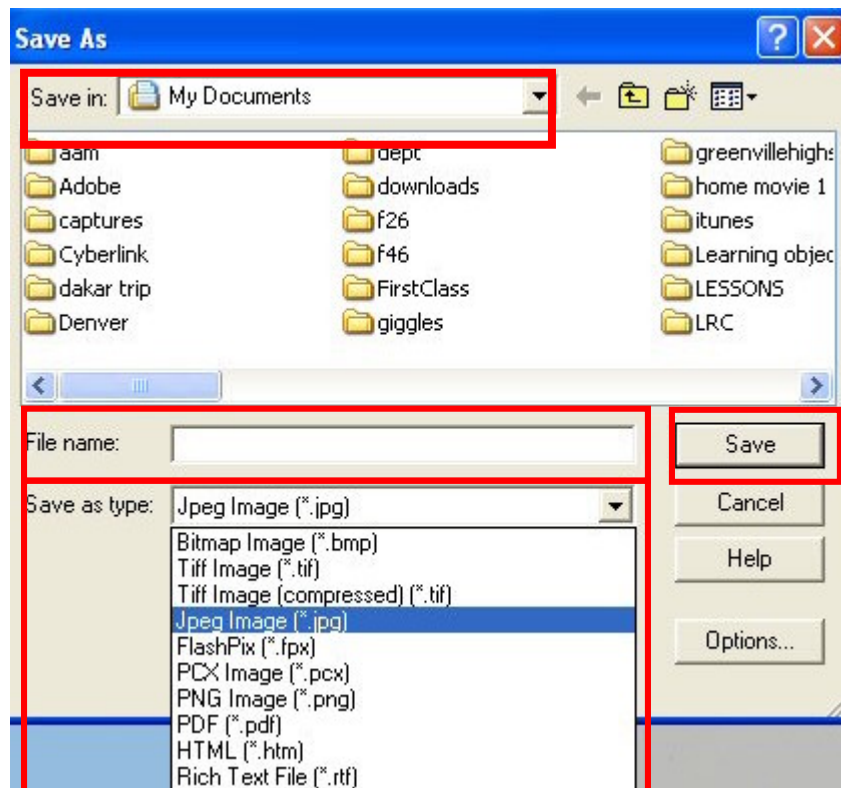
4. Step 4 is to make any needed adjustments. The best place to do this is from the “Tools” menu on the toolbar at the top. It is from here that you can rotate, mirror, resize, change the resolution or sharpen an image.

A word is in order here about **resolution**.



Resolution is expressed in dpi (dots [or pixels] per inch). The higher the number, the better the resolution. It is helpful to know what you will be using your image for before you decide on a resolution. For example, if you will be putting your image on the web or emailing it, a resolution of 75 dpi is more than sufficient. If you will be using it in a video, then 150 dpi should be sufficient. Higher than 300 dpi is a waste of cyber-real estate. However, for museum or archival quality scans, you will want to use very high resolutions but refrain from emailing or posting to the web!!

5. The last step is to make the final scan and save the image. Click on the **Save As...** button. A dialogue box will open up:

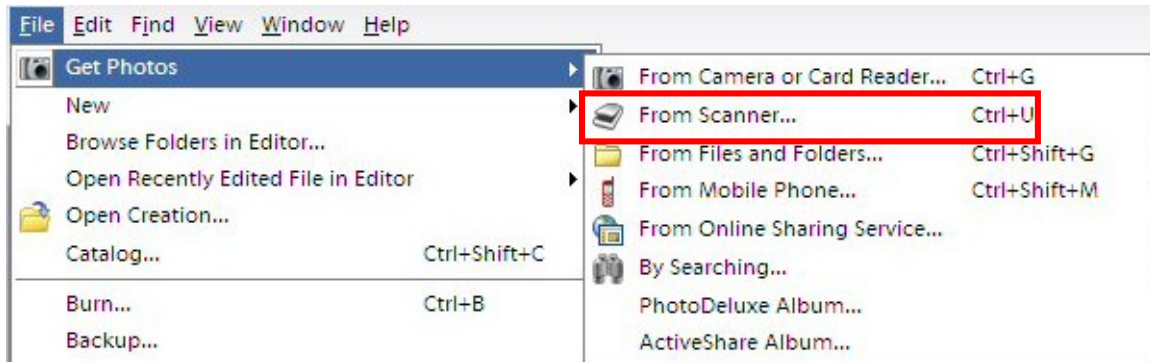


- Select the folder you want to save your image in.
- Give the file a name
- Select what type of format you want. In most cases, for color photos, you want a Jpeg image.
- Click the **Save** button, the scanner will make a final pass of the selected area and save your image to your selected folder in the format you chose. That's all there is to it!!

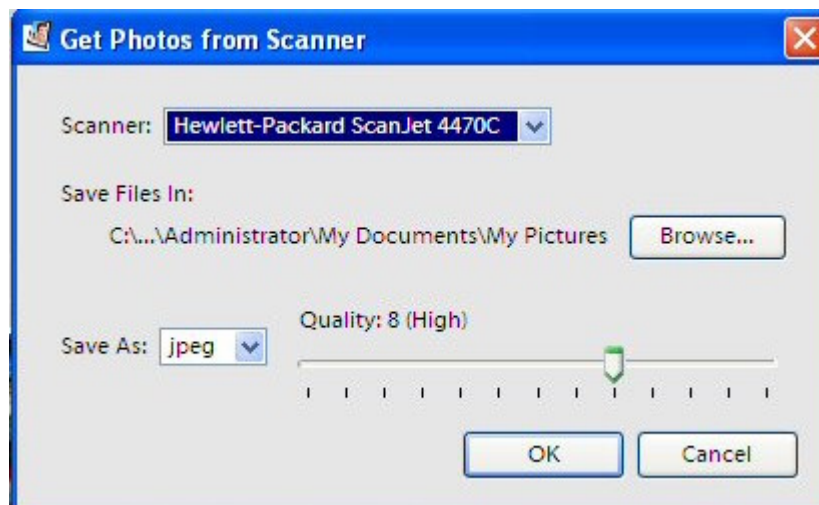
How to Scan Multiple Images and Divide Them

There are many applications such as Adobe Photoshop Elements that allow you to scan images from within the application itself. This is particularly useful if you plan/need to edit your images once they have been scanned. We'll take a look at an especially useful feature of Photoshop Elements – the ability to scan multiple images, divide them and then straighten them, if crooked.

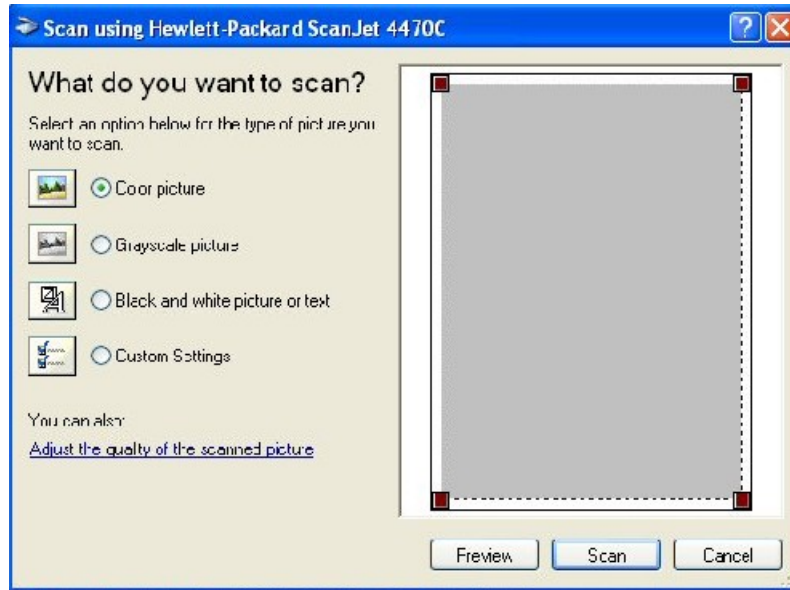
1. Launch Adobe Photoshop Elements. At the Welcome Screen, select Import and View Photos.
2. When the photo organizer screen appears, in the toolbar at the top, click on File > Get Photos > From Scanner:



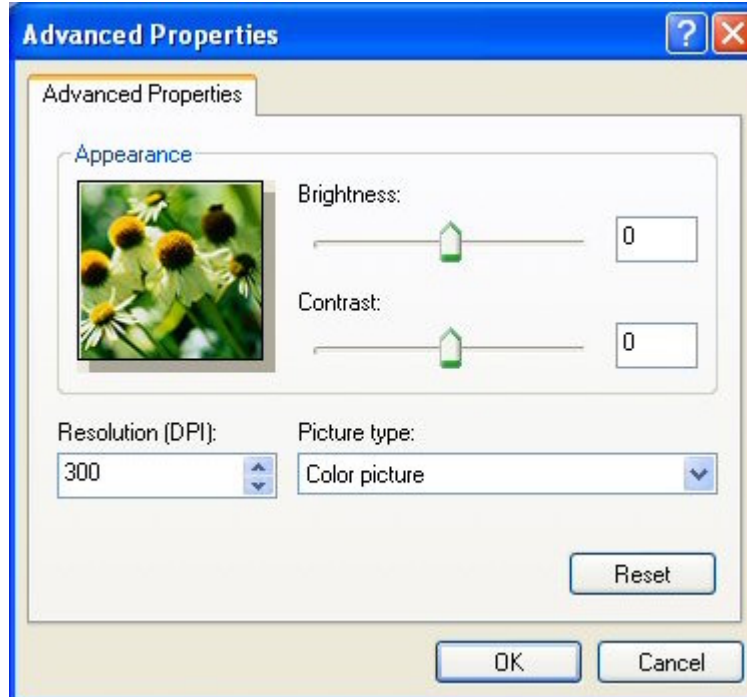
3. When the following dialogue box appears, select the scanner (in the LRC, it's the ScanJet 4470C), select the folder for saving your images (click "Browse" then navigate to the folder you want, select it and click "OK" to close the dialogue box and return to this screen), designate the file format (usually jpeg, which is the default), and set the quality (the default of 8 is fine). When you've made your selections, click "OK."



- The next screen asks you to select the type of image you are scanning. We'll select "Color picture" for our tutorial. Notice that at the bottom there is a link to adjust the quality of the scanned picture. Let's click on it and see what's there.



- When you select "Adjust the quality...", you will be taken to the following screen:

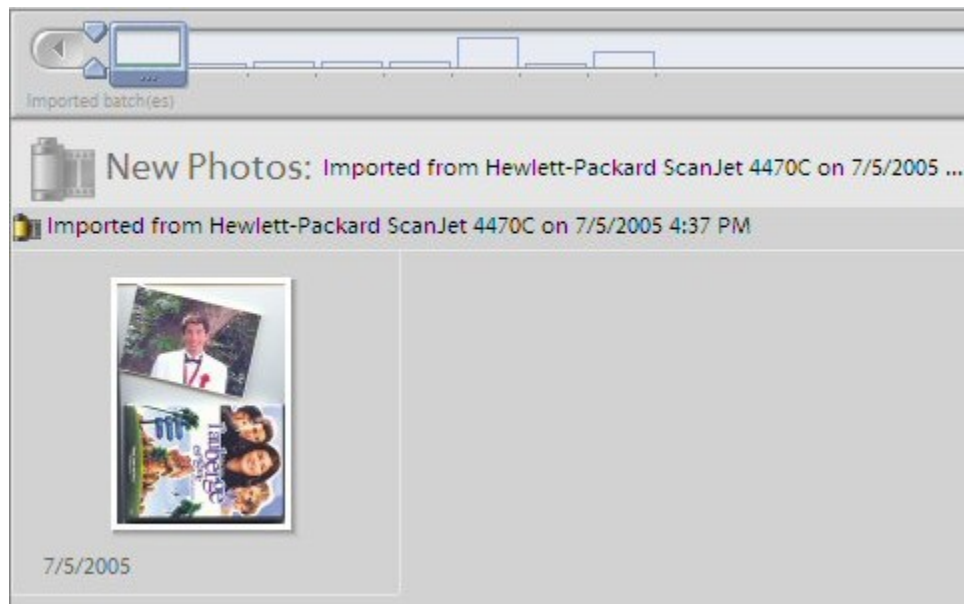


You can adjust the **Brightness** and **Contrast** by moving the sliders right or left. You can also re-select the **Picture type** and change the **Resolution**. In this case the resolution is too high, so let's reset it to 150 dpi, which should be more than sufficient. When you've made the changes, click "OK" and you will return to the preview screen.

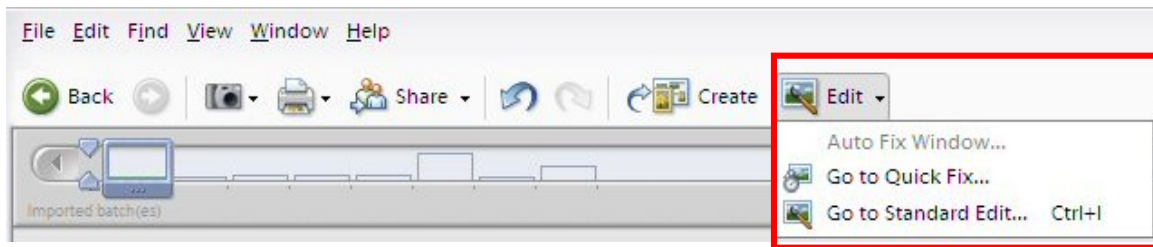
- To begin the scan, click the **Preview** button. If you get a message that says “Waiting for scanner...” be patient – it’s warming up. Eventually, your patience will be rewarded with a preview of your scan:



Normally, I would then use the green handles to resize the first image, scan it, save it and repeat the process for the second image. However, this time, let’s let Photoshop Elements do the work for us. Go ahead and click **Scan** to scan the whole mess. Photoshop Elements will scan the entire sheet (both images) and then place the single image in the Organizer:

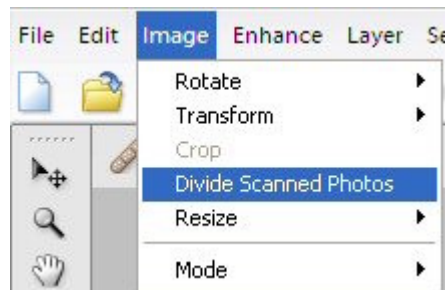


- To proceed with dividing our images, we need to move from the Organizer to the Editor. To do this, simply click on the **Edit icon** (in the toolbar at the top) and in the drop-down menu select **Standard Edit**.



Photoshop will automatically carry your image over to the Editing workspace.

8. Once you are in the Editor, on the toolbar at the top of the screen, select Image > Divide Scanned Photos:



Now watch the magic. In a few seconds, Photoshop Elements will divide the one scanned image into two separate photos and magically straighten the crooked photo of the handsome devil in the white dinner jacket:



9. Only two things remain. First, save the image of the handsome devil (click on File > Save then name it, select the format [.jpg] and click OK. So much for that photo.
10. Finally, we need to rotate the image of the DVD. Begin by selecting the thumbnail of the DVD in the photo bin at the bottom of the screen (to select, left-click once):



The photo now appears in the workspace. To rotate the photo, simply click--on the toolbar at the top—on Image > Rotate > 90 degrees left. The photo will right itself and all you have to do is save it.

Pretty nifty, huh??!!

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