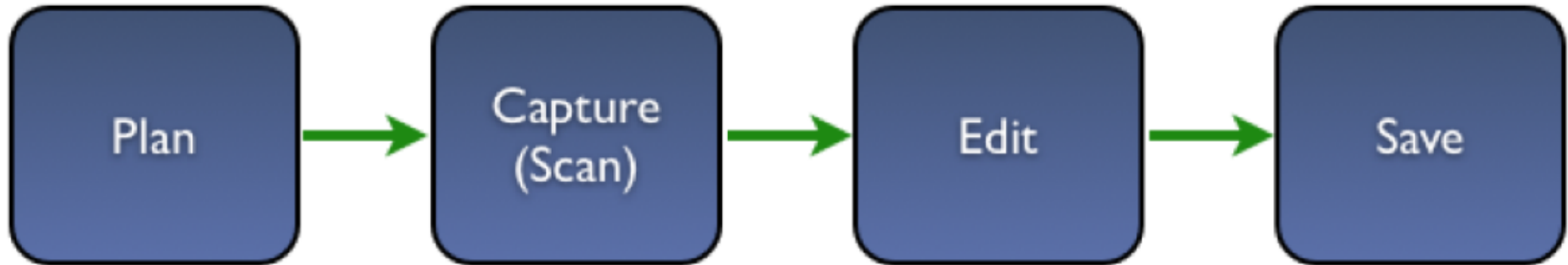# How to Scan Images

ADOBE VISUAL DESIGN

SCOGGINS

How to Scan Images

▶ Gather images from magazines, newspapers, books, created artwork, or found objects (leaves, flowers, and so on) to practice scanning and to create graphical content to include in future projects. You will scan the images and objects and produce an individual body of work (electronic files and folders with original materials).

Plan → Capture (Scan) → Edit → Save

Plan

- **Ask yourself:**
  - What message do I want to get across?
  - What image or object do I want to use?
  - Does this image tell the story? Focus on the message.
  - Does it tell the same story as another image?
  - How am I going to use this image? Displayed on a monitor? Printed?
  - Will I need to modify this image again for another purpose?
  - Does the image include any extraneous information?
  - Does it have any distracting details?

Capture

- **Preview scan:**
  - Turn on the scanner.
  - Position the image or object on the surface.
  - Start Adobe Photoshop (if it did not start when you turned on the scanner).
  - Scan using one of the scanning methods described at the end of this guide.
  - Do a preview scan to determine the area you want to capture.
  - Set the final size.
  - Set the resolution. If you will use the image in a print layout, you should set resolution to at least 300 ppi.
  - Scan again to acquire the image you will actually use.

Edit

Edit image:
- Start Adobe Photoshop.
- You may notice that the image lacks contrast. Apply automatic color correction, such as Autocolor, to correct this problem.
- Add special effects.
- Resize according to your needs. If you will use the image in a print layout, you should keep it at as high a resolution as possible.

Save

- **Save files:**
  - Save as a file you can make changes to in the future.
  - Save as a web-ready file.
  - Save as a print-ready file.

Crop and Straighten Photos

▶ You can place several photos on your scanner and scan them in one pass, which creates a single image file. The Crop and Straighten Photos command is an automated feature that can create separate image files from the multiple-image scan.

▶ For best results, you should keep 1/8 inch between the images in your scan, and the background (typically the scanner bed) should be a uniform color with little visual "noise." The Crop And Straighten Photo command works best on images with clearly delineated outlines. If the Crop And Straighten Photos command cannot properly process the image file, use the Crop tool.

Crop and Straighten Phot

To automatically crop and straighten a scanned image:

▶ 1. Open in Photoshop the scanned file that contains the images you want to separate (Figure 5).

▶ 2. Select the layer that contains the images.

▶ 3. (Optional) Draw a selection around the images you want to process.

   ▶ This is useful if you don't want to process all the images in the scan file.

Figure 5 Images to be cropped and straightened

Crop and Straighten Photos

- 4. Choose File>Automate>Crop And Straighten Photos.

  - The scanned images are processed, and then each image opens in its own window (Figure 6).

  - Note: If the Crop And Straighten Photos command incorrectly splits one of your images, make a selection border around the image and some background, and then hold down Alt (Windows) or Option (Mac OS) as you choose the command. The modifier key indicates that only one image should be separated from the background.

- 5. (Optional) If after cropping and straightening, an image is not in its proper orientation, choose Image>Image Rotation and adjust the rotation.

Figure 6 Cropped and straightened images