

instructional support

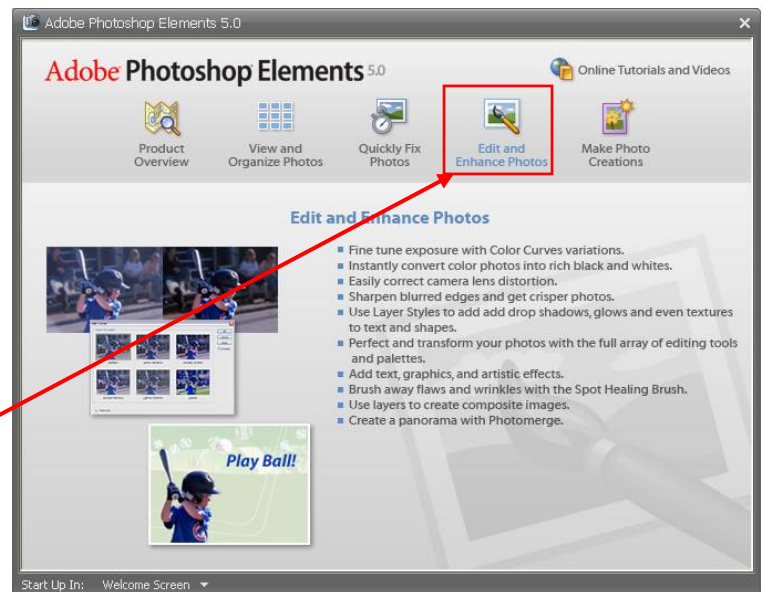
Enhancing Teaching and Learning through Technology

Scanning Graphics with Photoshop Elements 5.0

Photoshop Elements 5 is powerful yet simple to use software. It is designed for editing and enhancing graphic images, digital photos and slides. In addition, its Import feature allows scanning images with a scanner connected to your computer.

TIP: Before you start your scanning, make sure that your scanner is connected to the computer and powered

1. Lift the scanner lid and place the item to be scanned, face down on the glass in the upper right corner of the scanning surface.
2. From **Start menu** on your computer screen, go to **All Programs**, then **Adobe**, and choose **Photoshop Elements 5.0**.
3. Photoshop Elements Quick Start window will open. Choose **Edit and Enhance Photos**.



4. When the Photoshop Elements 5.0 program opens, click on **File** → **Import** and choose **your scanner name**.

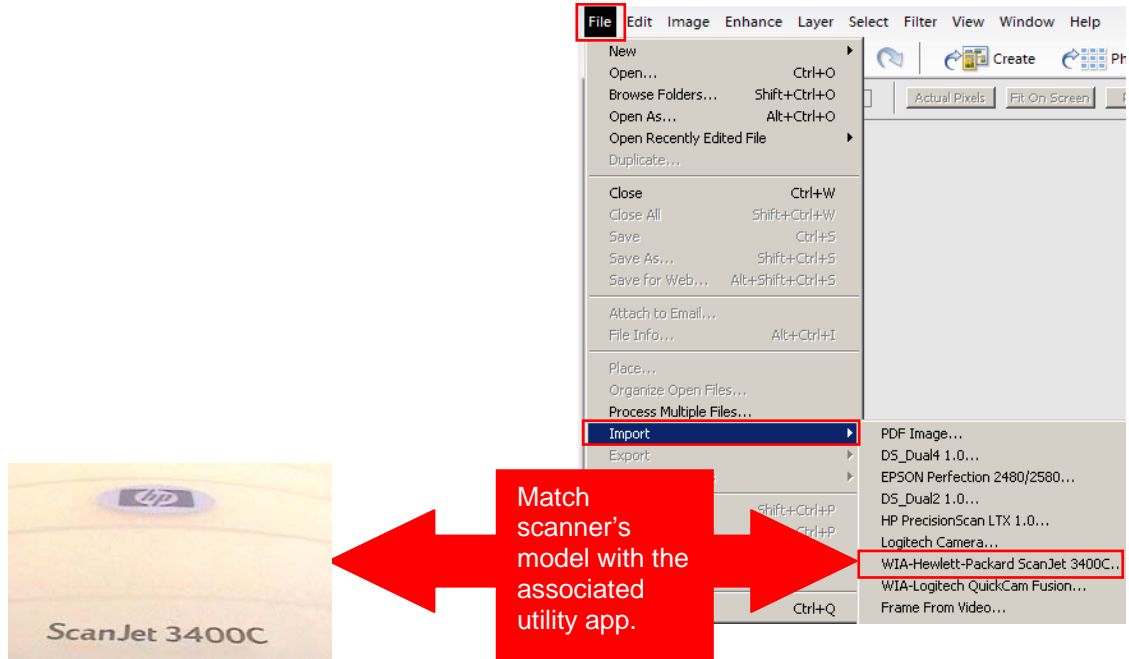
For **Sylvania FPL**: choose Epson Perfection 2480/2580

For **Southeast FPL**: choose WIA-Hewlett-Packard Scan Jet 3400

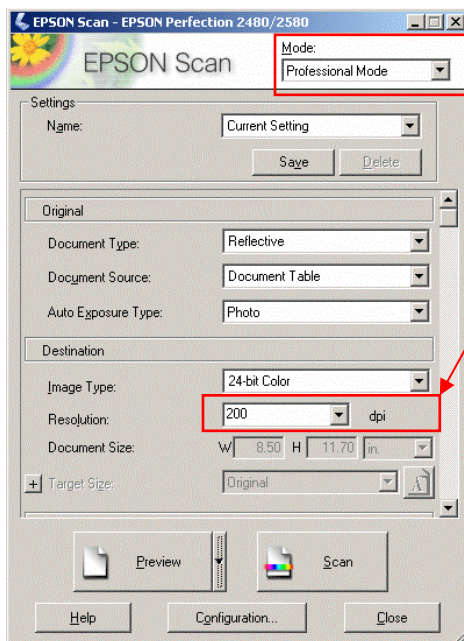
For **Rock Creek FPL**: choose Epson Perfection 2480, 3490, 1670

For **Cascade FPL**: choose Epson Perfection 2480, 1670

The computer that you are using can have a different scanner connected. There are chances that you will need to open a different utility, but the features on that utility are very similar to the one described below.



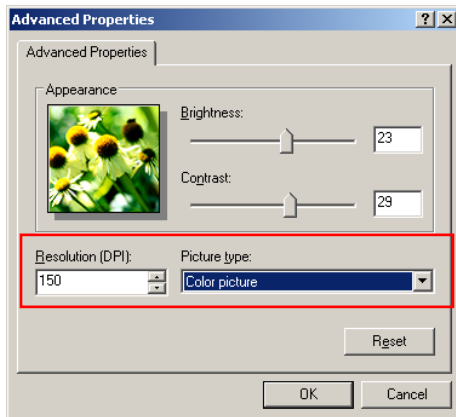
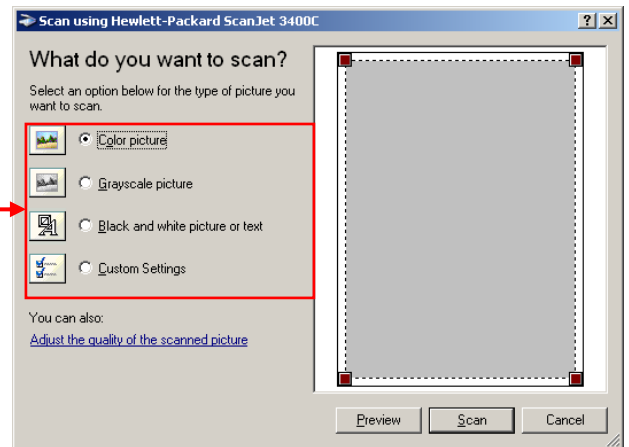
A. For Epson Perfection 2480/2580, 3490, or 1670



1. The Epson scan utility window will come up (Mode set to: **Professional Mode**.)
 - a. Image Type: you can choose Color, Grayscale, or Black & White.
 - b. Resolution: Depending on your scanning purpose, you can change the output resolution. For **web usage**, it's recommended to have maximum of 150 dpi to conserve the file size of your final result. For **printing publication**, choose 150-300 dpi. Default resolution is 300 dpi.
2. Click the **Scan button** when you're ready to scan. Your result will automatically be transferred to Photoshop Elements. If you scan more than once, click the **Scan button again to keep scanning**. When you're finished, click the **Close button**.
3. You may edit and adjust the graphics in Photoshop Elements.

B. For HP ScanJet 3400C

1. The scanning utility application will open up and you'll have a few options to choose depending on what kind of document you are about to scan: **Color picture**, **Grayscale picture**, **Black and White Picture or Text**, or you can choose **Custom Settings**.

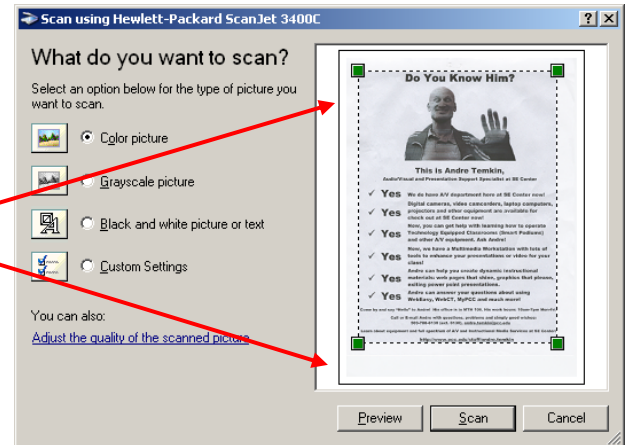


If you click on **Adjust quality of the scanned picture** will open Advanced Properties window.

- a. You can adjust **Brightness and Contrast** here or later in Photoshop Elements.
- b. Resolution: choosing right resolution can help to keep the file size minimal, save space on your hard drive or thumb drive. For **web usage**, set resolution with maximum of 150 dpi (Dots Per Inch). For **printing publication**, choose resolution of 150-300dpi.

Click the **OK button** when all is set.

2. Click on the **Preview button**. The Scanner will show your image. **Adjust the handles** by clicking and dragging from the corner area (green square) so the scanning area covers the entire image, but not much of the empty space.
3. Click **Scan** to scan the image. The image will be transferred automatically to Photoshop Elements.

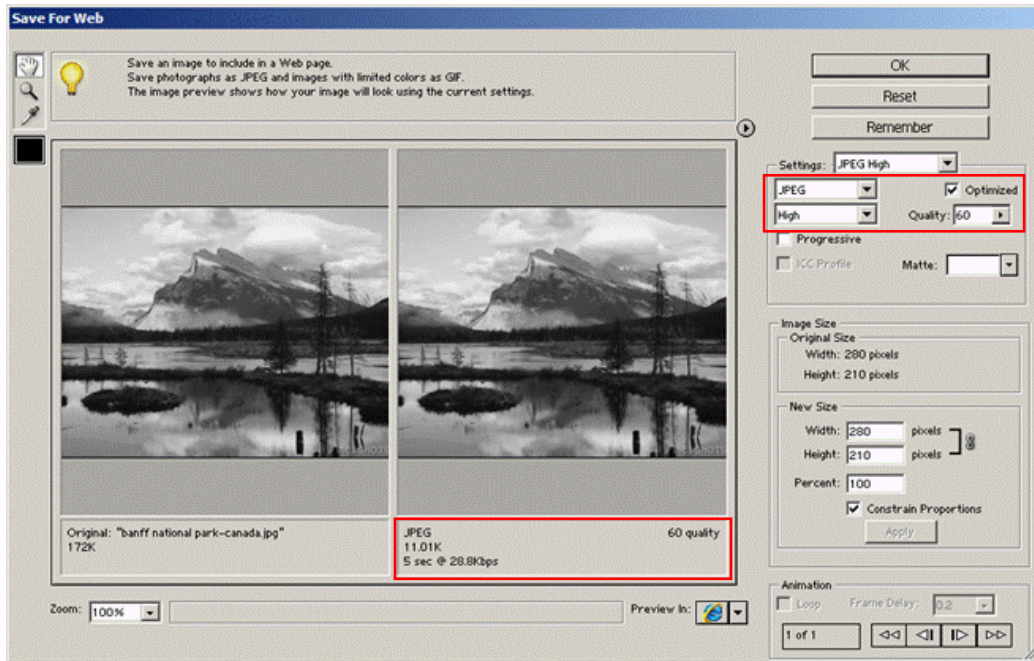


THE NEXT STEP:

5. After the image is scanned, it will be opened in Photoshop Elements as a new file. Now it can be reviewed, cropped, adjusted and saved in any file format. **Please refer to Photoshop Elements handout to find out how to enhance and edit your image.**

- When you are ready to save your image, click on **File → Save for web**. In Save for Web window, you will need to choose the file format for your image. JPEG or GIF formats usually work for most of the situations.
 - Change **format** to JPEG for multicolor images or GIF for images that have lots of text or few colors.
 - Change the **quality** to Maximum, High, Medium, or Low for JPEG or Web for GIF. When you adjust the quality, you can see the changes right away from the original (file size, quality, and how long it would take to load this picture if the audience is using a 28.8 Kbps modem.)

Click the **OK button** when you're ready to save.



- Photoshop Elements will open a window and will ask you to navigate to the folder where you are going to save your pictures to. **Choose the location** where you want to save your file. **Enter the file name** and click on the **Save button**.

TIP:

Choose JPEG if your image contains lots of colors or shades of a color (example: Digital Photos) and doesn't require background transparency. Choose Gif format if your image contains few colors (example: black and white images, text) or requires transparent background

