

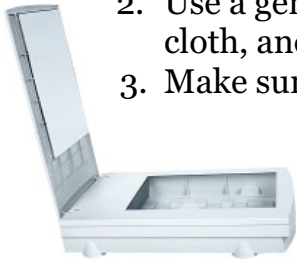
# Advice When Scanning

Before scanning an image, install the software needed by your scanner provided by the manufacturer. For a high-quality scan, you should predetermine the scanning resolution, as you want to avoid re-sampling ('upsizing') an image.

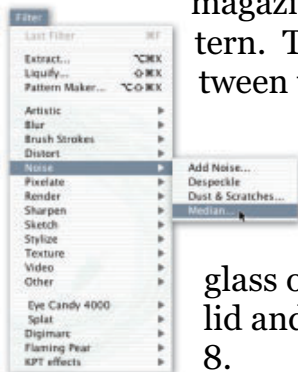


The most important thing when scanning is be consistent. In a multi-user environment, this means posting the scanning guidelines on the scanner lid. A little consistency goes a long way in speeding up workflow. Some other general tips when using a flatbed scanner for best results:

1. Ensure that the scanner is lying flat, or you may get misregistered scans.
2. Use a gentle glass cleaner whenever smudges appear. Spray the cleaner on the soft cloth, and then wipe the scanner down.
3. Make sure your photos are clean before scanning. Never write on the back of photos, instead write on a post-it note and adhere to the back.
4. Place your photos on the scanner straight. Use the edges to help you maintain parallel edges on your photos.
5. If your scanner allows you, set the white and black points before scanning. Think of this as a white and black balance that you would do in a video camera. This will produce the best tonal range. You can then use Photoshop's color correction tools to adjust the white and black points as well as make additional color changes.



6. If you are scanning in previously printed items such as newspapers, magazines, books, inkjet prints, etc, you will likely get a moiré pattern. This is caused by Photoshop scanning the small spaces between the previously printed dots. Most scanners have a de-screen filter in their software. If available use it when scanning previously printed items. If this is not available, run the Median filter at a low value (Filter>Noise>Median).



7. If you are scanning three-dimensional objects place a piece of clear glass or plastic on top of your scanner's tray. You can also remove the scanner's lid and place a shadow box or black cloth on top of large objects.
8. Scan at the quality you need. For video, scan so you have approximately 4,000 by 3,000 pixels. This is generally enough pixel information so you can zoom in for corrections. This will also allow you to crop at a later time, or perform motion control in After Effects or your Non-Linear Edit System. Remember, you can go down, but you can't go up.
9. Save to uncompressed formats such as TIFF, PICT or TARGA for maximum compatibility and disk space usage. The PSD format is great for layered files, but is not as efficient for single layered files. Always save the appropriate file extension for your file type.
10. Routinely check your manufacturer's website for new drivers. This software improves upon how well your scanner interfaces with Photoshop. The updates are generally free.
11. If your scanner malfunctions, power down your system, and check your cable connections. When satisfied, power up the scanner first and restart your computer. If the problem is not fixed, check for new drivers.

