

## School of Art | Digital Literacy Scanning

1. Plug In Scanner to available USB point on the computer.

- 2. Open Photoshop





- a) Select Source from drop down menu
- b) click **PREVIEW**
- c) **Destination** i.e. what resolution do you want the final/destination file to be?
- d) Choose Output Size e.g. A4
- e) Crop if necessary i.e. if you only want to a bit of the page/image.
- f) SCAN
- g) Close ScanGear Window



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## To Save a copy for Print/Archive

(You should have scanned at 300dpi)

5. (In Photoshop) File Menu>SAVE a) choose TIFF [print copy]

## To Save a copy for Internet/e-mailing

- 6. Image Menu>Image Size a) Change to 72dpi
- 7. File Menu > Save AS a) choose JPEG [online copy]

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Height: 842	pixels 🔽 📕	Auto
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Height: 297.01		
Resolution: 72	pixels/inch 💌	
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Bicubic (best for sma	ooth gradients) 🗾 💌	