Scanning Images for the Web

1. Sit at a computer that is connected to a scanner and place the object face down to be scanned under the scanner lid and near the lid hinge. Close the lid unless the image is thick. DO NOT FORCE THE LID CLOSED! Leave it up if necessary.

2. Launch Adobe PhotoShop Elements. Once running, the application will prompt you with a screen asking what activity you'd like to perform. Select "Connect to Camera or Scanner" and then select the import method to be used. This should be "Epson Twain 5" which allows the software to control the scanner.

3. The Epson scan module will launch and either appear in manual or automatic mode. Automatic mode is indicated by the use of a small screen with the following choices: "Close", "Manual mode", and "Scan". Clicking the "Scan" button is the fastest way to capture an image but may not provide the exact results you seek. If the resulting image that appears on screen doesn't look good enough, consider scanning again in manual mode. For most class project files, students should use the "manual" mode.

4. Make sure the following settings are entered: **Document Source – Flatbed**; **Image Type – Color Photo**; **Destination – Laser Printer**; **Resolution – 300 dpi**; **Unsharp Mask** should be checked. Everything else on the screen can probably be left as they appear unless someone made significant changes during the last scan attempt.

5. Click on the "**Preview**" button just above the "Scan" button. The image will appear in the window. The next step should be to "**crop**" the image so that no excess space around the image is included in the actual scan. This is accomplished with the button containing the **green rectangle** located just above the "Preview" button. When pushed, a dotted line appears around the previewed image. Move the mouse cursor over the dotted line and it will change to another tool that allows you to move the line so that only what is left inside gets scanned. The last step before scanning is to make sure what you've cropped has the proper image settings. Click on the "**Auto**" button to the left of the green "crop" button to set the image exposure.

6. Click on "Scan" to capture the image. Once scanned, an image of the item will appear in a window of **Photoshop Elements**.

7. To resize the image to be used select the crop tool from the toolbar.

8. If you want to **resize** the image later, scan for a large version and then set up the crop dimensions in order for the image to be resized to desired dimensions. **Keep** the **original** and **save** the smaller **cropped version** as a **different file name** so the original is kept in case changes are needed later.

9. The window at the top of the screen contains entry fields for crop width, height, and resolution. Enter the desired width and height in pixels (use number followed by px such as 200 px) with 72 pixels per inch as the desired screen resolution.

10. To **crop/resize** the image, make sure the **crop tool** is active in the toolbar. Take the mouse and move the cursor to the **upper left** of the image to be resized. **Click** and hold the mouse button and **drag** the mouse to the lower right of the image until you have reached the limits of the shape (what you entered in the crop number fields). Let go of the mouse. A **dotted line rectangle** will appear around the area of the image. Since the dimensions were set up in the "crop options" window, the crop tool will only draw in this shape. Therefore, your entire image not be included inside the dotted line created by the crop tool.

11. You may **change** the **location** of the **area** to **be cropped** by clicking inside the dotted line rectangle and holding down the mouse button. Move the mouse with the button down and you'll be able to move the dotted line rectangle anywhere on the image.

12. Once you have the area identified, double click inside the dotted line rectangle and image will be cropped. The resulting image will be in proper aspect ratio (as seen in the next image).

13. The next step is to **save the image** for use in your project. Under the "file" menu, select "**save for Web**" and use "**JPEG High**" in the "settings" pop-up menu. Click on "**OK**" and a new window appears. Be sure to save the image in an appropriate drive/folder. The name should have the **appropriate (.gif, .jpg, .png)** extension at the end.

14. The image may now be used in your Web page.