

## Visual Media Resources

### Scanning

1. **Position your image face down on the scanner.** (It should already be on) Make sure the entire image is on the glass before closing the lid.
2. **Open Photoshop.** To open scanning software (in Photoshop) select **File>Import>EPSON Perfection 3200 (choose EPSON Perfection 3170 if using the 3<sup>rd</sup> floor library annex scanner)**. This will launch the scanner software within Photoshop.
3. **Image Resolution and Output Type:** Be sure your settings are correct before you begin. A Settings menu will appear in the left hand corner of your screen. Normal settings (for positive images) are as follows: Document type: Reflective; Auto Exposure Type: Photo; Image Type: 24-bit color; and Resolution: 200 dpi.
4. **Preview your image.** Select the Preview button on the lower left hand corner of the Settings menu to preview your image.
5. **When the preview image appears, draw a box around the area you want to scan.** Do this by clicking the mouse in a corner of where you want the box to begin and dragging it out to create a marching line around your image. Once the box has been created, you can move it by positioning the mouse over the edges of the box and dragging the box to make it smaller or larger.
6. **Complete scan** by clicking on the scan button on the lower right hand corner of the Settings menu. The image will appear in the Photoshop interface. After the image is scanned close the Settings menu. The image is now ready for editing. **Note:** If you are having problems with a moiré pattern on your image, you may want to try the **Descreening Filter**, located at the bottom of the settings menu (scroll down to the bottom of the menu and check the box to turn it on). This may cause your image to be slightly blurry, so it is not recommend you keep the filter on at all times.
7. **Correct image in Photoshop.** (see “Basic Photoshop Image Correction”)