

Basic Digital Imaging Scanning Sheet

Tips :

- Always check the cleanliness of the scanner's glass before scanning
- Make sure the image is as straight as possible. You can use the edges of the glass to align if you need to, but the optical quality of the glass is better in the center of the scanner so it's always better to use a piece of cardboard or a ruler to help align the image properly in the center.
- Photos on glossy paper always scan better than photos on matte surfaces.
- Close the scanner so the image is flat against the glass.
- Avoid jostling the machine or bumping nearby surfaces while the machine is scanning (unless performing an artistic experiment) ☺
- Always hit preview and check out how an image looks on the glass so you can make any adjustments needed.

Resolution

When scanning you should set the Resolution to whatever the final output device's resolution is going to be. If your image is destined for more than one place (web, and print, for example), scan for the highest resolution possible.

When in doubt, scan at 300 ppi for print.

Color Mode

Scanner software will either use digital terminology such as "Color RGB, Color CMYK etc." or common descriptions of types of artwork (Text/Drawing, Photograph etc.) Some scanners display a combination of these.

Sharpening?

This effect compensates for slight blurring or softness in an image, and can make the details of an image stand out more (or cause a weird "glow" if overused). Limit your sharpening to 60-80% of the total amount possible (if you can do 500% sharpening, try 200%, for example), then check the scan and increase the amount if it needs be

RGB vs. CMYK

Scan as RGB, never CMYK. Because scanners use RGB to capture color, you'll get better color this way. If you're going to print in CMYK mode later on, convert in a program like Photoshop. (Image > Mode)

Scaling

Resizing an image as you scan it is encouraged! If you have a 4x5 image and you need to print it at 8x10, set it to scan at 200%, Again, think about where the image is going to eventually end up!

Descreening

Artwork that's already been printed (magazine, book, newspaper) often needs to be descreened in order to remove the appearance of the halftone pattern. Choose the

descreening value that matches the artwork's print resolution if you know it- otherwise try various settings.

Common Scans:

Bitmap (1-bit)	Signatures, pen and ink illustrations, Line art, illustrations where you want to convert most greys to black (if available, adjust the threshold- lower will convert only darker greys to black, higher will convert lighter greys to black as well))
Grayscale	B+W photos, B+W sketches with shades of grey in them (charcoal, pencil etc.), color photos intended to be reproduced in b+w
RGB	Color photographs, printed color art, color sketches