



## SCANNING PRINTS with an EPSON 2450 FLATBED SCANNER, cont'd<sub>2</sub>

### SCANNING AREA

Leave an area of white space around the print that is smaller than the black border of the print.

- adjust \_\_\_\_\_ sizing of the scanning area
- drag \_\_\_\_\_ the top left corner of the bounding box
- drag \_\_\_\_\_ the bottom right corner of the bounding box

### ADJUSTMENTS

- adjust \_\_\_\_\_ the rotation [ROTATION]
- adjust \_\_\_\_\_ the flip [FLIP] horizontal or vertical
- make \_\_\_\_\_ adjustments
- skip \_\_\_\_\_ the COLOR ADJUSTMENT, use Photoshop
- set \_\_\_\_\_ the EXPOSURE CONTROLS
- skip \_\_\_\_\_ the COLOR BALANCE, use Photoshop
- set \_\_\_\_\_ end points on HISTOGRAM
- remove \_\_\_\_\_ any blank spaces

### SCAN

Make the final scan and bring the picture into Photoshop for further post-processing.

- scan \_\_\_\_\_ the image hit the [SCAN] button
- the scanner window should close and the picture should open in its own window

### SAVE

- save \_\_\_\_\_ the image immediately FILE> SAVE
- use \_\_\_\_\_ the Photoshop file format
- embed \_\_\_\_\_ the ADOBE RGB (1998) color profile
- navigate \_\_\_\_\_ to your Zip disk
- hit \_\_\_\_\_ [SAVE] or [RETURN] or [ENTER] to save the file
- this is the Master file, don't loose it

## SCANNING POST PROCESSING

### ROTATE

It is unlikely that the print being scanned will be absolutely straight. If the print positioning is way off, reposition the print in the scanner and preview again. If the print is only slightly skewed, scan it and let PhotoShop do the correction.

use \_\_\_\_\_ the MEASURE tool  
to find the angle of correction  
drag \_\_\_\_\_ the MEASURE tool to the approximate location  
from the top left corner to the bottom left corner for a vertical print  
from the top left corner to the top right corner for a horizontal print  
zoom in \_\_\_\_\_ hold [CMD] and hit [+] 5 times  
home \_\_\_\_\_ hit the [HOME] key to jump to the top left corner  
use \_\_\_\_\_ the SLIDER to move from the top to the bottom  
adjust \_\_\_\_\_ the position of the MEASURE tool at top and bottom  
rotate \_\_\_\_\_ the image IMAGE> ROTATE> ARBITRARY  
the angle from the MEASURE tool should appear in the ANGLE box  
click \_\_\_\_\_ [OKAY] to rotate by that angle  
resave \_\_\_\_\_ the image [CMD] s

### CROP

draw \_\_\_\_\_ the CROP tool rectangle  
view \_\_\_\_\_ the document at FIT SCREEN resolution [CMD] [OPT] 0  
select \_\_\_\_\_ the CROP tool from the TOOL palette or hit [C]  
drag \_\_\_\_\_ the CROP tool from the top left to the bottom right corner  
this can be an approximate placement that will be adjusted  
zoom in \_\_\_\_\_ hold [CMD] and hit [+] 5 times  
adjust \_\_\_\_\_ the placement of the top left and bottom right corners  
hit \_\_\_\_\_ the [HOME] key  
move \_\_\_\_\_ the top left corner handle of the crop rectangle  
hit \_\_\_\_\_ the [END] key, or - use the SLIDERS  
move \_\_\_\_\_ the bottom right corner handle of the crop rectangle  
slide up \_\_\_\_\_ the page to check the adjustment in the top right corner  
slide over and down \_\_\_\_\_ the page to check the adjustment in the bottom left corner  
2xclick \_\_\_\_\_ inside the crop rectangle to do the crop, or hit [ESC] to escape  
view \_\_\_\_\_ at FIT SCREEN size 2xclick the HAND tool in the TOOL palette

### SAVE

save \_\_\_\_\_ the picture file [CMD] s  
this is the master working file  
Photoshop will attach a file extension of .psd  
any other variations that are made should be saved with another name  
to preserve this master file

## RETOUCHING

Anytime a print or negative is scanned into the computer small dust spots will show up. These must be removed. People get paid \$175./ hour for this task.

### SURVEY the PRINT

view the print \_\_\_\_\_ at 100% by hitting [CMD] [OPT] 0  
open \_\_\_\_\_ the window wide on the screen  
    drag \_\_\_\_\_ the bottom corner of the window down and across  
zoom in \_\_\_\_\_ hold [CMD] and hit [+] 5 times  
move \_\_\_\_\_ to the upper left corner  
    hit \_\_\_\_\_ the [HOME] key

move \_\_\_\_\_ across the surface of the print systematically  
    drag \_\_\_\_\_ the scroll bar on the bottom right of the picture window  
scroll down \_\_\_\_\_ after the other side of the print is reached, then  
    move back \_\_\_\_\_ across the print again  
continue \_\_\_\_\_ until you have removed all of the dust spots

zoom out \_\_\_\_\_ periodically to see the actual visual effect of your work  
    use \_\_\_\_\_ fit on screen [CMD] 0  
    some smaller dust spots may never show up on the print

### SETUP the RUBBER STAMP TOOL (Clone Tool)

The Rubber Stamp tool will let you copy one small section of the print onto another.

select a brush size \_\_\_\_\_ that will just cover the average dust spot  
place the cursor \_\_\_\_\_ over the area you wish to copy  
    this should be just next to the dust spot  
    and should be the proper tonality  
hold \_\_\_\_\_ the [OPT] key and click once  
move the cursor \_\_\_\_\_ over the dust spot  
    paint \_\_\_\_\_ by clicking the mouse  
    it may take several clicks while slightly moving the mouse  
    to cover larger dust spots

Reposition the source of the clone periodically to match tonality.

This tool can be used to make major repairs in damaged photographs.