

SCANNING PRINTS

EpsonScan software is the easiest way to scan prints with an EPSON 700/ 750/ 850 flatbed scanner. After a scan is made, open the file in Photoshop for further processing.

SETUP

Setup the scanning process to capture enough data for high quality, medium size prints. This means 300 ppi at 100%. This is a good resolution for making web files and is the resolution needed to make a Digital Portfolio at the end of the semester.

turn on _____ the Epson scanner
_____ use the small rectangular button on the bottom left
insert _____ the print into the Epson scanner
align paper with the top right corner
run _____ EpsonScan from the dock
set _____ Mode: to PROFESSIONAL MODE

ORIGINAL

Document Type: **Reflective**
Document Source: **Document Table**
Auto Exposure Type: **Photo**

DESTINATION

Image Type: **24 bit color**
Resolution: **300 dpi**
Document Size: *leave this alone for now*
Target Size: **Original**

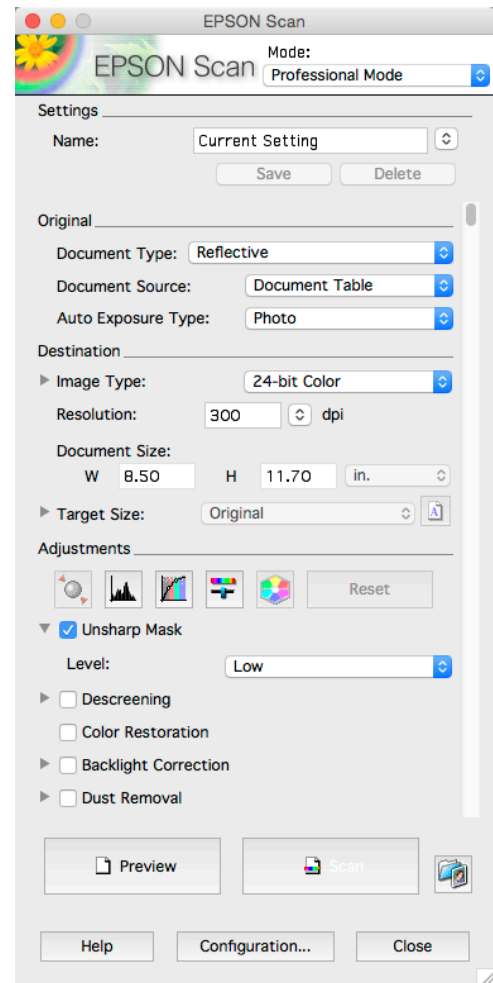
ADJUSTMENTS

Unsharp Mask
Level: **On**
Low

PREVIEW

hit _____ **PREVIEW** button

This opens another window showing the Document Table of the scanner including a preview of the print.



SCANNING PRINTS, cont'd₂

SCANNING AREA

Define the area that will be scanned. There is no need to scan the entire paper, just the image.

drag _____ a bounding box around the image area of the print
leave an area of white space around the print that is about the same size as the black border of the print

adjust _____ sizing of the scanning area
drag the corners or the edges of the bounding box

ROTATION

adjust _____ the rotation if necessary
this can also be done in Photoshop **[IMAGE>IMAGE ROTATION]**

SCAN

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

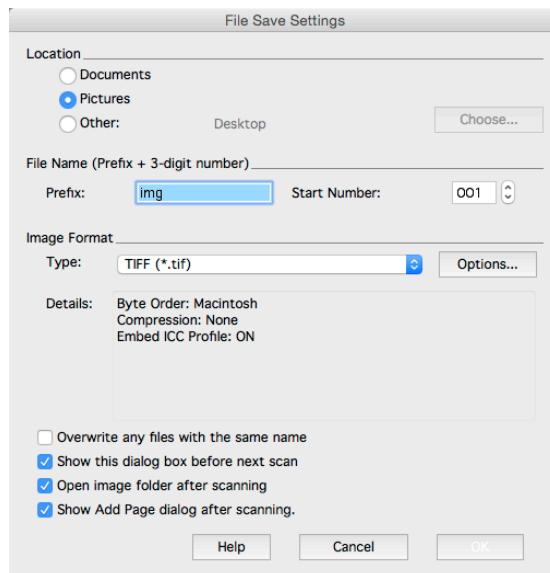
scan _____ the image hit the [SCAN] button

SAVE

Save the file at full resolution in the **TIFF** format. This is the Master file from which Web files and Portfolio files will be made. The naming convention described here is necessary because these files will be used on a web site that is designed with a specific template. **HTML** does not like spaces in filenames.

save _____ the image
to the hard drive of the computer
save to the **PICTURES** folder or
the **DESKTOP**, as you prefer
use the **TIFF** file format

set _____ the file name
use your *first name_last name*,
all **LOWER CASE**
followed by a *capital C*
and the number of the crit
e.g. *steven_berkowitzC1.tiff*



Copy the files to your personal storage device when finished. Backup everything. Anything can happen to a University computer.

open _____ the save dialog box using **FILE> SAVE AS** **[CMD] [SHFT] S**
navigate _____ to your personal disk
hit _____ **[SAVE]** or **[RETURN]** or **[ENTER]** to save the file
or -
open _____ **OWLbox** and upload file to your personal storage folder

SCANNING POST PROCESSING

STRAIGHTEN

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 **CROP** tool to find the angle of correction
select _____ the **STRAIGHTEN** tool in the top toolbar
drag _____ a line along the bottom edge of the photo
release _____ and the photo will be straightened to that angle
resave _____ the image after every edit [CMD] S

REALIGN

If the photo is not exactly rectangular, use the **PERSPECTIVE CROP** tool. Sometimes the enlargers are just slightly out of alignment and the lens board is not exactly parallel with the baseboard. This results in a slight distortion of the rectangular image into a trapezoid.

draw _____ the **CROP** tool rectangle
view _____ the document at **FIT SCREEN** resolution [CMD] 0
select _____ the **PERSPECTIVE CROP** tool from the **TOOL** palette [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
adjust _____ the top left corner handle of the crop rectangle
hit _____ the [END] key, or use the **SLIDERS**
adjust _____ 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 bottom left corner
double-click _____ inside the crop rectangle to do the crop, or hit [ESC] to cancel
view _____ at **FIT SCREEN** size [CMD] [OPT] 0

SAVE

save _____ the picture file as a **TIFF** [CMD] S
this is the Master Working File

Open the **TIFF** file in Photoshop and prepare the files for the **STUDENT GALLERY** web site or for your **DIGITAL PORTFOLIO** that is handed in at the end of the semester.

SAVE for WEB

Here is a quick overview of the specs for saving files for the **STUDENT GALLERY** web site.

use _____ save for web [CMD] [OPT] [SHFT] S
use _____ the **JPEG HIGH** preset
save _____ the larger web picture at 600 pixels on the **SHORT** side
name the file: *steven_berkowitzC1W.jpg*
save _____ the smaller thumbnail picture at 100 pixels on the **SHORT** side
name the file: *steven_berkowitzC1T.jpg*
upload _____ both files to OWLbox class folder, into the current **CRITIQUE** folder

BALANCING TONALITY

ADJUST HIGHLIGHT and SHADOW DENSITY

Sometimes the paper will not scan with a clean white. Sometimes the shadows will not come out to a dark enough black. These can both be adjusted with a LEVELS adjustment curve.

Highlights: the brightest white in a properly printed photograph should be less than paper white, meaning there are crystals of silver even in the brightest highlights. If there is no silver, there is no image. The only exception is a spectral highlight.

Shadows: the darkest shadows in a properly printed photograph should not be dead black. There should be some small amount of detail, meaning that some paper should show through. If there is no detail, there is no image. The only exception is the dead of night.

open _____ a LEVELS adjustment layer
slide _____ the white (highlight) adjuster
to just above the top end of the curve in the histogram
slide _____ the black (shadows) adjuster
to just below the bottom end of the curve in the histogram
save _____ the picture file immediately [CMD] S

CORRECT ERRATIC PRINTING

Sometimes a print will come out with a slight color shift, e.g. if the paper is fogged or not fixed properly. It is preferable that the photo be reprinted, but in an emergency, this can be adjusted with a CURVES adjustment layer.

open _____ a CURVES adjustment layer
double-click _____ on the white (highlight) eyedropper
set the RGB values to all 252
this is a neutral white that is less than paper white (max value of 255)
say NO when asked if this should be set as default
click _____ in the brightest area of the photo to reset it to that bright white
all other tonal values will be adjusted accordingly

CORRECT DARK EDGES

Sometimes a photograph will be adjusted properly but the outside edges will still be too dark or uneven. This can also be adjusted with eight curves adjustment layer.

select _____ the area outside the photo
use the MAGIC WAND tool [W]
refine _____ the edge
use the REFINE EDGE tool SELECT> REFINE EDGE... [CMD] [OPT] R
set REFINE EDGE> SMOOTH to 5
hit [OKAY]
open _____ a CURVES adjustment layer
double-click _____ on the white (highlight) eyedropper
set the RGB values to all 255 (paper white = max value of 255)
say NO when asked if this should be set as default
click _____ inside the selected area of the photo to set it to a pure even white
only the selected area will be adjusted

RETOUCHING

Anytime a print or negative is scanned into the computer small dust spots can show up. These must be removed. This technique can be used to make major repairs in damaged photographs. People get paid \$175./ hour for this work.

SURVEY the PRINT

view print at 100% by hitting [CMD] 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 the dust spots

zoom out periodically to see the actual visual effect of your work

use fit to screen [CMD] 0

some smaller dust spots may never show up on the print

SETUP the HEALING BRUSH TOOL

The Healing Brush 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 (9 pixels?)

make a new layer

rename it 'patch' or 'repair'

this avoids changing the original photo, just in case

zoom in hold [CMD] and hit [+] 5 times

move across the surface of the print as described above

place the cursor over the dust spot

paint by clicking the mouse (avoid making brushstrokes)

it may take several clicks while slightly moving the mouse
to cover larger dust spots