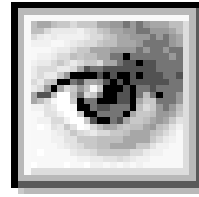


Scanning



Tips

To incorporate photographic images or line illustrations into your documents you can use the colour scanners available in MACC 1 & 3. The best way to scan images into the Mac is by using PhotoShop. Firstly open PhotoShop, then select IMPORT from the FILE menu. A drop-down list will then appear. Select the appropriate scanner plug-in, this will then load the scanning software within PhotoShop. Before you change any settings place the item you want to scan on the scanner glass face down and then close the lid. Then click on the PREVIEW button screen.

The scanner will then quickly scan the image to show you its position on the glass bed of the scanner. Next click and drag a selection box with the mouse around the area of the image you wish to scan - scanning the areas you don't require will take up unnecessary disk space. Next choose REFLECTIVE if you are scanning a photographic print or TRANSMISSIVE if you are scanning a slide. Then select either COLOUR, GREYSCALE or BLACK AND WHITE. The next setting to select is the image resolution. For screen-based use choose 72dpi i.e. for Director or Web design, or for images to be incorporated in Quark Xpress documents for printing, scan at 300dpi. Now set the size in terms of % that you wish the image to be. 100% is the same size. Lastly click scan. You can now work on your scanned image.

Once your image is in PhotoShop you will notice that it was most likely scanned in RGB mode, you can change from RGB to CMYK mode if your final work is going to be printed out in colour. If you intend to use the image in a web page or in a Director movie RGB mode is the correct colour mode.

You can add effects to your image by using the FILTERS menu. You can change brightness and contrast etc. You can resize and rotate your image as well. All this editing should be done at this stage, do not import an image into Quark Xpress to do and then start to rotate and resize. This will cause Quark Xpress to do all the processing when you go to print, which will slow the process down or may reduce the quality of the print produced if a QuickDraw printer is used. So make sure you know that if the image needs resizing or rotating that this is done in PhotoShop before placing into your Quark Xpress page.

Finally, from the FILE pull-down menu, when you are ready to save your image, choose file SAVE AS or SAVE A COPY. SAVE AS will give your image a name and save in the PhotoShop format which cannot be imported into Quark Xpress. SAVE A COPY will allow you to choose from a range of file formats. Use TIFF for work going into Quark Xpress for colour printing, JPEG for work going into either Quark Xpress or Web design software, and PICT for going into Director interactive documents.