

# Scanning and optimising images using Photoshop

## Practical workbook

### Aims and Learning Objectives

The aim of this course is to explore the procedures of image capture using a scanner and to optimise the resulting digital images using Photoshop.

After completing the course, you will be able to:

- understand colour rendition issues;
- understand the digitisation process;
- set scanning parameters adequately for the intended output;
- capture images using a scanner;
- crop images;
- correct perspective problems;
- adjust the tone and colours of images;
- sharpen images;
- scale images.

## Document information

### Course files

When working in the Computer Centre training rooms save your files in **C:\USER\Scanning\**.

### Related documentation

Other related documents are available from the web at:

<http://www.bristol.ac.uk/is/learning/documentation/docs-by-category.html#graphics>

## **Introduction**

There is little doubt that the use of digital images in learning, teaching and research projects is growing. Typical uses include: supporting lectures and other presentations; creating Web-based instruction and creating digital image archives. Another aspect of digital images is that they can be delivered on a variety of supports: PowerPoint, Web, image database, CD-ROM and print. It is therefore important to be familiar with image digitisation processes in order to obtain images that will be 'fit for purpose'.

Scanning provides a means for converting traditional film images to the digital format, where they can be manipulated and enhanced just like any digital image.

This course shows you how to make better use of your scanner and apply image enhancement techniques using Adobe Photoshop.

## **Prerequisites**

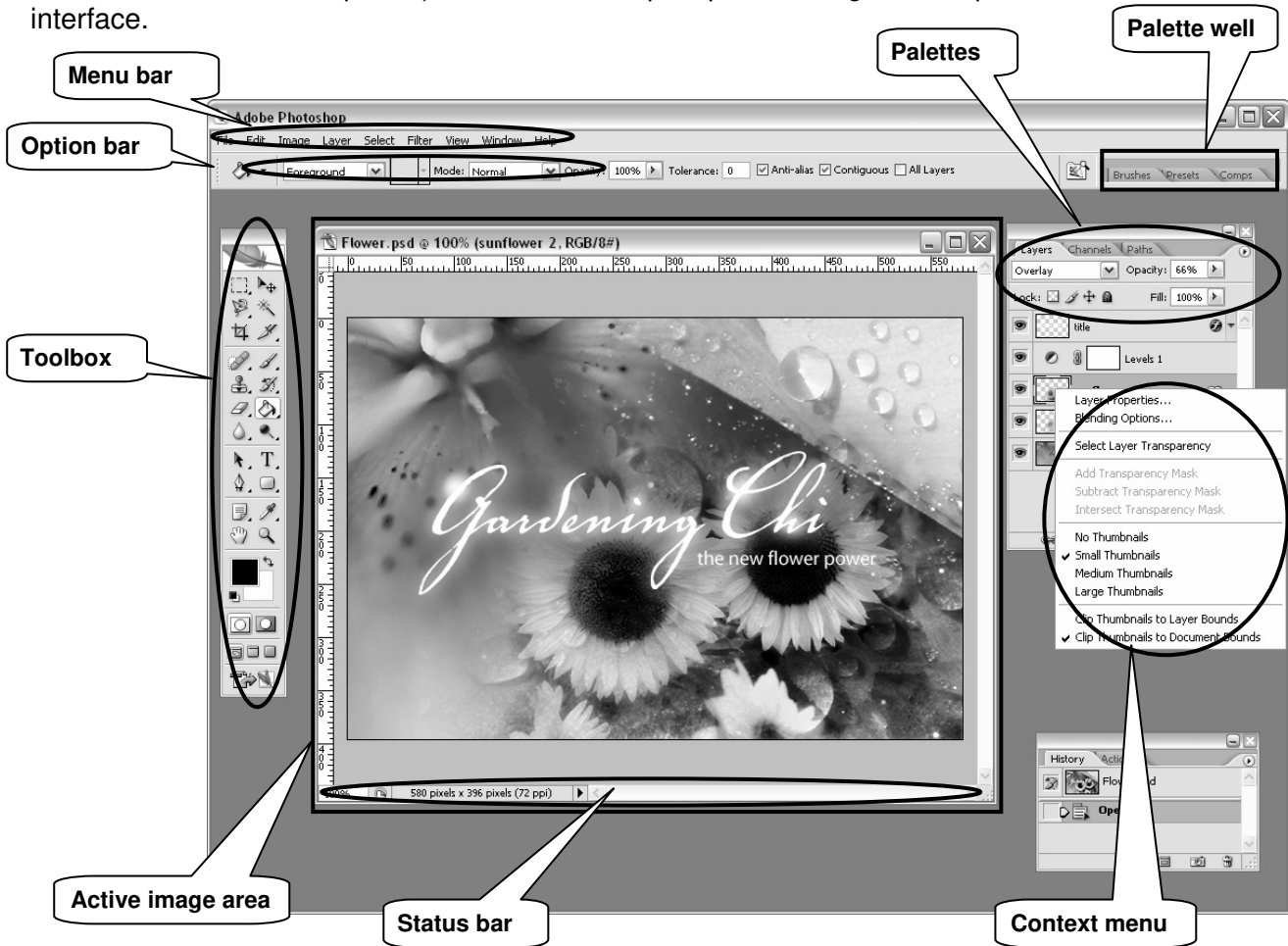
This course assumes that you are familiar with the use of a computer keyboard and mouse, and with the Windows environment.

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# Introduction to Photoshop

Photoshop is the ultimate Swiss army knife for all your imaging needs, from basic to highly sophisticated image editing. For example you can simply enhance a photograph (remove red eye effect and scratches, crop, etc.), or create a complex photo collage or a sophisticated Web interface.



The main components of the Photoshop work area are:

- **Menu bar** - contains menus organised by tasks. For example, the **Layers** menu contains commands for working with layers.
- **Toolbox** - contains tools for creating and editing images.
- **Options bar** – provides options for the currently active tool.
- **Active image area** (also called **Document window**) – displays the active open file. Several images can be open at the same time, but only one can be active at a time.
- **Palettes** – help you monitor and modify images. They can be nested by dragging the title tab of one into the body of another. Use the **Window** menu to show/hide palettes

Other useful elements are:

- **Palette well** – helps you organize the palettes in your work area.
- **Status bar** – located at the bottom of every document window, it displays useful information about the image and brief instructions for using the active tool.
- **Context menu** – display commands relevant to the active tool, selection, or palette. You access them by right-clicking on an image or palette item.

The **Toolbox**, **Palettes** and **Active image area** can easily be moved around the workspace by clicking the top bar and dragging them.

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