INTRODUCTION TO SCANNING IMAGES FOR THE WEB

1. Start up scanning application (Deskscan Software for Hewlett Packard).
2. Lay item to be scanned on flatbed. On the Hewlett Packard align the image in the upper right corner at the arrow. Be sure there are no sharp objects to scratch the scanners glass surface and the scanner's surface is clean.
3. Check the settings in the "Control" window. Typically there is a choice to select the type of image to be scanned (drawing, halftone, photo—color photo, or color millions, etc.) and scanning resolution or type of output device to target i.e. laser, image setter or monitor) which includes resolution settings.
4. Select the type of picture to be scanned (HP: Custom>Image Type) i.e. at 256 gray levels, 256 colors, or millions of colors.
   "Color Photo" is same as 256 "System Colors" a good choice for art or images with limited colors.
   "Millions of Colors" is best choice for images with full range of colors.
5. Select scanning resolution for type of output device, i.e. for the web 72 dpi is sufficient. Select "Screen" Path on the HP scanner. (HP: Custom>Print Path>Screen)
6. "Preview" the image to scan. Crop the image to include only the essential parts of the image. Leave out black / white borders and other extraneous information. Check for accuracy and image size.
7. Scale image using the slider arrows on the HP Scanner to the percentage that will produce the final dimensions desired on the web page. (To change the unit of measure from inches to pixels go to Custom>Image Size>Choose "Pixels") Make note of the width and height in pixel dimensions so they can be entered into the html tags. Don't change the width and height tags later as the image will not display correctly at 72 dpi.
8. Check contrast / brightness setting to equalize the high / low points. With HP click on the Ying / Yang symbol. This equalizes the range of lights and darks.
9. Scan image by clicking "Final" button on HP. Save scan in TIFF (default) format giving the file a logical name*.
10. Move image into image editing program such as Photoshop or Graphic Converter to change the file format for the web and save* the file. Store this file with project.
    To change the image to GIF in Photoshop, select File>Export "GIF89". To change the file to JPEG, select File˘Save As" and then select JPEG from the file format from pop up menu. When prompted choose medium compression.
    To change the image in Graphic Converter, select File>Save As. Choose either JPEG or GIF from pop up menu. If JPEG is selected, the "Options" button allows for changing the degree of compression from the default of medium.

Art containing limited colors are best converted to "GIF" using a limited System palette of no more than 256 colors.

Continuous tone images are best saved using JPEG medium to low compression.

***Saving names:** limit characters and use a name that is descriptive. Adding file extensions (even on Mac's) can be useful. (JPEG is .jpg, and GIF is .gif) Don't change it once it is linked.