

IMAGES: From Scan to Output in 8 Basic Steps

SCANNING:

1. **Pre-scan** Decide on output size and output resolution. Use these to determine amount of data needed and scanning resolution. (Halftones=1.5 to 2X printing resolution; Continuous tone & line art=resolution of output device; Web=72 ppi))
2. **Prescan and Crop** image in scanner interface. **Scan, Save, close and re-open** in Photoshop for remaining manipulation.

PHOTOSHOP:

3. **IMAGE: Image Size** Specify final output size and resolution
4. **Tone** (highlights, shadows, mid-tones) image with either **IMAGE: Adjust: Levels or Curves**.
(Do NOT use *IMAGE: Adjust: Brightness & Contrast*)
5. **Adjust Color** if necessary or desired. Remove color casts with **IMAGE: Adjust: Hue/Saturation or Selective Color**

NOTE: Avoid over-correcting or toning. Contrast will increase somewhat on the press

6. **Correct** scratches or blemishes. If Image is grainy, **Despeckle**.
7. **Apply Unsharp Mask**— Final step before output
(Color Images: Apply **Despeckle** and **Unsharp Mask** in L channel of Lab mode: Then convert to CMYK)

NOTE: Avoid unnecessary changes between Modes. Each time you change Modes, information is lost.

8. **Output Image**