

## Scanning into Photoshop or using Epson Scan on Windows PC

### Where:

Knapp Media Center stations 35, 36, 39, 40

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### Scanning

- Open either
  - **Photoshop**
    - Go to **File** → **Import**
    - In the menu that appears to the left you will either see **Import from Device**, or the name and model of the scanner attached to that station (**ex: EPSON Perfection V600**).
  - or **Epson Scan** (icon is on the Desktop)
- **Mode:**
  - Professional Mode is recommended for scanning images into Photoshop - it gives you the ability to customize all settings
- **Document Type:**
  - Reflective - default for general use
  - Film - for transparencies, slides and film negatives - use [these instructions](#) instead
- **Image Type:** 24 bit color recommended
- **Resolution:**
  - if you intend to print this image later on, 300-600 dpi is the recommended range, 300dpi being the minimum recommended setting.

**NOTE:** The higher the resolution you scan with, the larger the resulting file will be

- Apply any other adjustments as needed
- **Scan**
- If you are scanning with the Epson Scan application, another window will pop up to ask you where you would like to save the scanned file and what you want the file format to be.
  - JPEG - general use, small, lossy file format)
  - TIFF - high quality, large file, lossless file format)
  - PDF

If you scanned directly into Photoshop, the file is now open and ready for you to edit further.

After you apply any other edits to your image, you can save it as a **JPEG** file for easy sharing. If you plan on further editing or creating a project out of this image and printing it in a larger scale later on, it is also recommended that you save a copy of the original image as a **TIFF** file.