

Scanning Artwork

Step 1

Open up chosen scanning program through the applications folder or through Photoshop.
(File > Import > choose a scanner)

What kind of artwork are you scanning?

- a) To scan color artwork, go to **Step 2**.
- b) To scan black and white line art or a pencil/graywash piece of artwork, go to **Step 3**.

Step 2

Settings for scanning a color image.

- a) Color artwork should be scanned at 400 dpi gray scale.
- b) No filters or descreening should be used unless there are newspaper grays – descreening applies a blurring that converts the halftone dot pattern to a gray.
- c) Keeping the file resolution small is imperative. Unlike line art, there is no need for color images to have high resolutions.
- d) Go to Step 4

Step 3

Settings for scanning line art or gray toned artwork.

- a) Black and white or gray artwork should be scanned at 600 dpi gray scale.
- b) No filters or descreening should be used unless there are newspaper grays – descreening applies a blurring that converts the halftone dot pattern to a gray.
- c) We use 600 dpi because most scanners are optical 600 so anything higher is faked. We can do the faking ourselves later. Files bigger than 600 dpi are also unnecessarily large.
- d) Go to Step 4.

Step 4

Saving conventions for files.

- a) Make no changes to the files after scanning – save immediately.
- b) Save as a TIFF using “LZW” compression. TIFFs contain the most information of the file formats. DO NOT USE JPEGs! Jpegs use lossy compression that results in an inevitable loss of quality.
- c) Use consistent naming conventions. It's best to use single or double letter combo followed by an underscore and then numerals (example : mm_002 for the second page of “My Most Secret Desire.” Some people prefer to leave off the extension for less clutter.)
- d) Consider putting an extension at the end of a file name to designate what stage of completion the image is at. If the image has just been scanned and nothing else, you could use “_raw” as an ending. If the image has been cleaned up and the line art has been separated, you could use the ending “_cln”.

