

## Scanning Tips

- 1) Make sure you are working in “Professional Mode”
- 2) “Image Type” should be “24-bit Color”
- 3) Hit the “Preview” button to preview your scan. Draw a selection around only the area you want to scan with the “Marquee” tool.
- 4) Choose the appropriate resolution for your final output size (see below)
- 5) Hit “Scan” button.
- 6) Save your files to your thumbdrive before leaving!
- 7) The CDSC is open M-F 8:30am-4:30pm. Check their calendar before dropping in to scan to make sure there is not a class reservation:

<https://cdsc.libraries.wsu.edu/space/calendar-and-booking/>

## Resolution and Document Size

The print resolution you will need for your Digital Comics Collage in Photoshop is 300 ppi/dpi. If you scan a 4 x 6-inch item at 300 dpi in the scanning software, that means you can print it at 4 x 6-inches *or smaller*. If you scan a 4 x 6-inch photograph at 900 dpi in the scanning software, you can potentially print it *larger* than its original size, up to 12 x 18-inches. Keep this in mind as you choose your dpi when scanning.

