

Introduction to Scanning for Desktop Publishing

(1 day)

Background

This course aims to provide users with a knowledge of the fundamental techniques of scanning, adjusting and retouching photographs using Corel Photopaint or Adobe Photoshop.

Who should attend

Delegates may need a reasonable degree of proficiency with the basics of using a graphical environment, but no prior knowledge of an image editor program is required.

Course Outline

?? Basics

- **Scanning principles:** how a scanner reads an image; what is a "pixel"?; how scan resolution affects final quality and file size.
- **Program essentials:** using the Toolbox and control palettes; quick keyboard shortcuts
- **Operating the scanner:** File/Acquire command; the scanner's TWAIN plugin
- **Saving to disk:** overview of file formats such as CPT, PSD, PICT, PCX, TIF, EPS, GIF and JPEG. File sizes and compression options

?? Scanning and adjustment

- **Scanning images:** choosing a scan resolution and physical image size; setting for line-art, greyscale and colour photographs
- **Basic image:** adjustment: cropping, adjusting tonal balance and overall tonal range
- **Retouching:** removing blemishes such as dust, scratches, streaks or unwanted details
- **Selection techniques:** selecting and masking off part of an image

?? Colour and filters

- **Colour correction (1):** ensuring blacks, whites and greys are true thus achieving an overall neutral colour balance; removing colour casts
- **Colour correction (2):** adjusting saturation
- **Introduction to filters:** sharpening the image



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