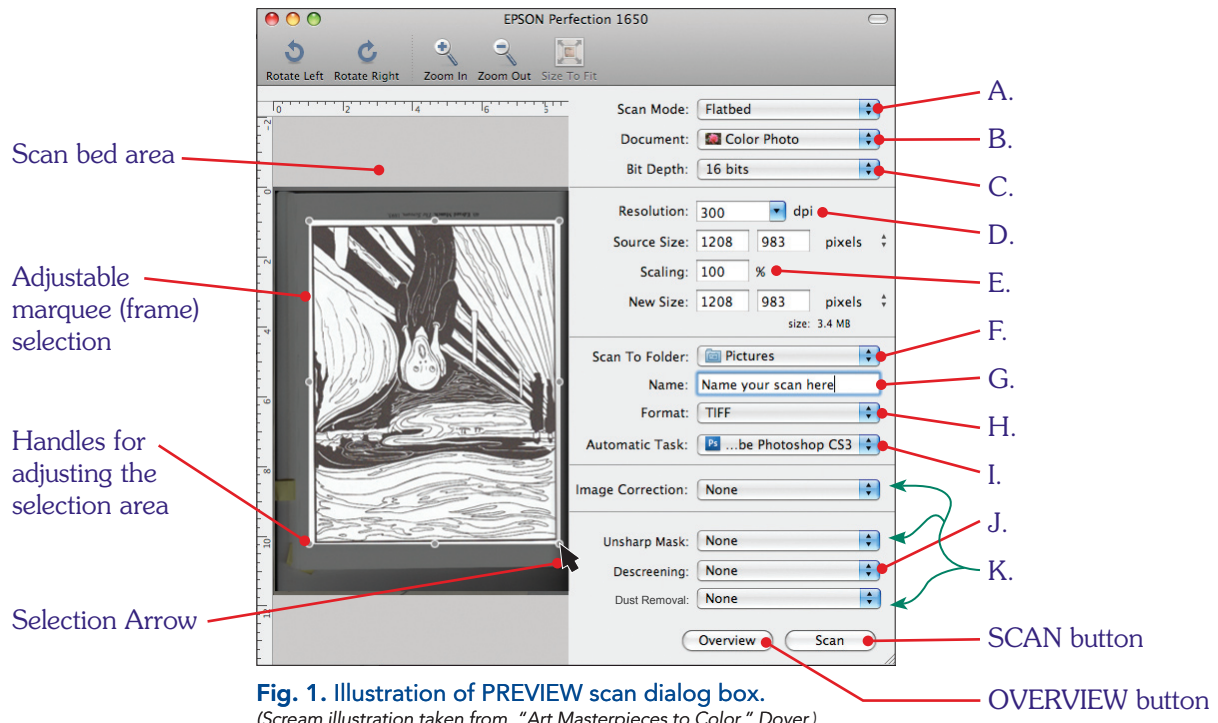


# Scanning With Preview



**Fig. 1. Illustration of PREVIEW scan dialog box.**  
*(Scream illustration taken from, "Art Masterpieces to Color," Dover.)*

1. Launch PREVIEW. This may require you to open the *Applications* folder on your desktop and double-click the icon for the Preview program.
2. At the top of the screen, click on the **File** pull-down menu and choose **Import Image**.
3. PREVIEW will automatically run an overview scan, allowing you to preview the document before actually scanning. The entire scan bed area will show in the dialog box. (See fig. 1) To repeat the function, click the **Overview** button at bottom.
4. Use the **Selection arrow** (solid black arrow) to drag a marquee (a frame) around the area you intend to scan. 8 round handles will appear which you can use to resize or relocate your selection area.
5. Check your settings on the right starting with:
  - A. **Scan Mode**. Most scanners are flatbeds which scan only reflective images (photos, prints, etc.) Some can also scan transparent images (35 mm, large format film) by using an attachment or removing the inside cover. Choose the appropriate Scan Mode for the image.
  - B. **Document**. Set the type of document you are scanning; Color Photo, Black & White, or Text.
  - C. **Bit depth**. 8- or 16-bit depth is all you really need for a good quality image.
  - D. **Resolution**. Choose **300 dpi** (dots per inch) for a high quality image, usually intended for print media.  
**150 dpi** for medium quality image, good enough for most school projects.  
**72 dpi** for a low resolution image, usually intended for on-screen media.
  - E. **Scaling**. Use the percentage box to set how big or small you wish to scan your image. General rule of thumb is to scan your image at, or near, the size you plan to use it.
  - F. **Scan to Folder**. The default is to save your image to the PICTURES folder. Click and drag down to choose **Other**, then locate the folder you want to save to.
  - G. **Name**. Name the scan before you actually make it.
  - H. **Format**. Choose which file format to save your scan in; TIFF, JPG or PDF.
  - I. **Automatic Task**. Select to open the scan in a particular program, like Photoshop, after the scan is complete.
  - J. **Descreening**. Use this when scanning a printed image such as a magazine, newspaper or fine print.
  - K. Other settings to correct the image as you scan.
6. Click **SCAN** button to complete the process.