Checking Scan Quality

Check the Histogram (Window>Histogram)
The Histogram graphs the number of pixels at each brightness level in an image.
A *low key* image has detail concentrated in the shadows.
A *high key* image has detail concentrated in the highlights.
An image with a full tonal range will have a high number of pixels throughout.
In all cases there will be a good distribution of pixels.
If there is insufficient detail in the image, re-scan.

Crop and Rotate Scan if Necessary.
Image>Rotate Canvas.

Set Highlight Values
Select and double-click the eyedropper tool to display the options palette.
For *sample size* choose 3 by 3 average.
Identify the highlight by opening the *INFO* palette (Window>Info) and moving the pointer around the image to identify the lightest area in the image.
Open the *Curves* dialog box (Image>Adjustments>Curves).
Double click the white eyedropper tool to display the colour picker.
Enter the value you want to assign to the highlight (for RGB a good value is 244, 244, 244,) or enter a value of 96% in the brightness text box.
Click OK in the colour picker dialog box and then click the highlight area you identified in step c.

Set Shadow Values
Repeat the above steps but look in the darkest area of the image, double click the black eyedropper tool in the *curves* dialog box, and in the colour picker, enter RGB valued of 10, 10, 10, or a value of 4% in the brightness text box.

Adjust the Mid-tones
Open the *Levels* dialog box (Image>Adjustments>Levels).
To adjust the mid-tones use the grey slider directly under the histogram. Drag the slider to the right to darken the mid-tones, and to the left to lighten the mid-tones.

Adjust the Colour Balance
Covered in class lecture using Curves.

Retouch and Sharpen the Image (see following pages for detailed instructions)
To avoid unwanted artifacts in an image, all image manipulation should be complete before the image is sharpened. Always save an unsharpened version of the image, in case further manipulation is required.