

# AHSL

Arizona Health Sciences Library



## Image Scanning for PowerPoint Presentations & emailing

### A Little Bit About File Formats

(.JPG file extension, pronounced Jay Peg). This is the right format for those photo images which must be very small files, for example, for web sites or for email. JPG is often used on digital camera memory cards, but RAW or TIF format may be offered too, to avoid it. The JPG file is wonderfully small, often compressed to perhaps only 1/10 of the size of the original data, which is a good thing when modems are involved. However, this fantastic compression efficiency comes with a high price. JPG uses lossy compression (lossy meaning "with losses to quality"). Lossy means that some image quality is lost when the JPG data is compressed and saved, and this quality can never be recovered.



(.TIF file extension, pronounced Tif)  
TIFF is the format of choice for archiving important images. TIFF is THE leading commercial and professional image standard. TIFF is the most universal and most widely supported format across all platforms, Mac, Windows, Unix. Data up to 48 bits is supported. It is also a very large file. It's a good choice for archival purposes but not for PowerPoint.



### A Warning About Copying an Image into PowerPoint

If you copy an image from the web or even PhotoShop and copy it directly into your PowerPoint, you will have an extremely large PowerPoint file and will cause problems while running your presentation. Plus you can easily lose the image. Always save your image first and then insert it into PowerPoint.

### Scanning Your Images

By using Photoshop to scan your pictures, you can make your improvements before saving to disc.

- ◆ Start PhotoShop 7
- ◆ Open the scanner's lid
- ◆ Look for an arrow that indicates what corner to place your item, place picture face down.
- ◆ In Photoshop select **File, Import** and choose the **Epson** listing
- ◆ The scanning software will start and do an initial scan or you can press **Preview**
- ◆ Using the mouse, click and drag to marquee the area you wish to scan
- ◆ Change the resolution depending on what you are going to use this image for: 100dpi for showing on a computer, 300 or more dpi for printing the image
- ◆ Press **Scan**. You will see your image appear in the PhotoShop window
- ◆ Before Editing, **close** the scanning software



### Editing in PhotoShop

Crop, Adjust the levels for improved color and dark & light tones and Adjust the Brightness & Contrast of you image before placing into your Microsoft PowerPoint presentation.

#### Cropping

- ◆ Use the Marquee tool for quick cropping.
- ◆ Select the Marquee tool
- ◆ Click and drag around the area you wish to use
- ◆ Select > **Image > Crop**



There is a cropping tool, but it takes a little practice to use.

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## Adjusting Auto Levels

Run Auto Levels to see how the computer can repair the tones in your image. If the effect is not what you want, simply hit **Ctrl + z** to undo.

Select **>Image >Adjustments >Auto Levels**



## Inserting Your Image in PowerPoint

- ◆ Open your presentation in PowerPoint
- ◆ In the slide view, place your cursor anywhere on the slide you wish to have the image
- ◆ Select **>File >Insert >Picture >From File**
- ◆ Choose your image location

Once your image is in place, you can move it to the desired location and re-size it as needed. For more instructions on PowerPoint, please refer to the PowerPoint flyer.

## Adjusting Brightness & Contrast

If needed, you can change the brightness and contrast of your image.

- ◆ Select **>Image >Adjustments >Brightness/Contrast**
- ◆ Make sure the **Preview** box is selected
- ◆ Move the two sliders to effect your Brightness/Contrast



## PhotoShop Classes

The Arizona Health Sciences Library offers free classes, one such class is for Scanning with PhotoShop. Learn the tips and tools for scanning and how to use graphics from the Internet for your presentations.

<http://www.ahsl.arizona.edu/services/classes/AHSL-classes.cfm>

## Saving Your Image

After editing your image you can create a folder on the ISLab or LRCLab drives or save to your own disk.

- ◆ Select **>File >Save As >My Computer >H:islab or H:lrlab**
- ◆ Select **>File >Save As >location of your disk**

**Warning:** the ISLab and LRCLab folders are routinely deleted. Check with the different labs to find out the schedules for deletions.



## Contact Us!

Information Services: 520-626-6125  
Loan Services: 520-626-1218  
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