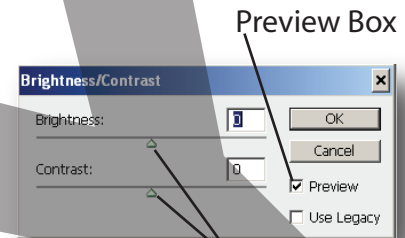


There are two ways to clean up a scanned image, by adjusting the brightness and contrast, or by cleaning a selection with the magic wand tool. Try adjusting the contrast and brightness first. If the desired results are not achieved, then use the Magic Wand Method

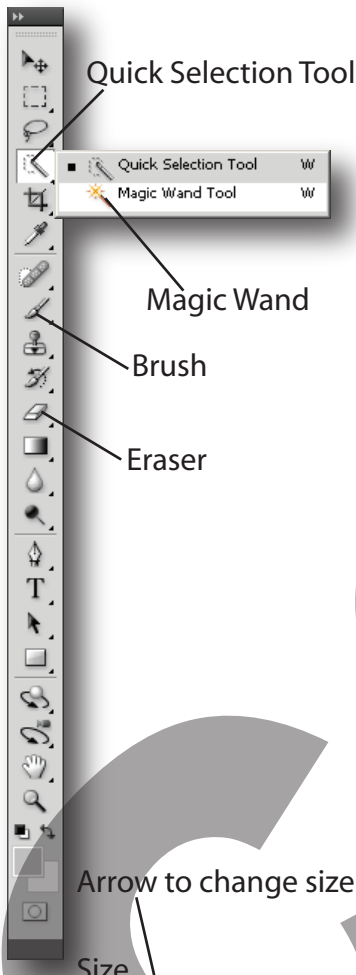
# Cleaning the Image

## Adjusting Contrast

1. If the image is not already opened, choose File, Open to open the image.
2. Choose Image, Adjustments, Brightness and Contrast.
3. Drag the slider on each. If the preview box is checked, the image will change according to how much the slider is moved.
4. When satisfied, choose OK. If the image is not white enough in the white areas, or dark enough in the black areas, choose cancel and move on the next method.



## Editing and Cleaning With the Magic Wand Tool



1. Before editing, save the image to your ID# on the server. Doing this ensures that no matter how badly an image is adjusted, the original will always be available as a fall back.

2. Now choose the magic wand tool from the toolbox on the left of the page. If it cannot be found, slowly roll over each icon and its name will appear. If it cannot be found, it may be nested below the Quick Selection Tool. If this is the case, click and hold on the Quick Select tool until a new window appears, and then choose the Magic Wand Tool from that window.

3. With the magic wand tool, select the white. There should now be "ants marching" around the white area that was just selected. After making one selection, the shift key must be held to add to the selection area. Carefully watch what is being added, if something is added that should not be, simply undo the selection (edit>undo, or Ctrl Z). Zooming in (Ctrl +) can make it easier to see what is being selected.

5. After all the white has been selected; Use the eraser tool to erase all of the white areas. If there is any smeared lead, eraser marks, or other blemishes in the white area, this will remove them. Eraser size may be changed by clicking on the arrow beside the brush size icon and then dragging the master diameter slider. Erase over top of the image; If only the white was selected, the image will not be erased.

6. The image will appear grayer than it should. To correct this, make sure all of the white is still selected and then choose Select>Inverse. The ants should now be marching around the black areas instead of the white. Choose the brush tool from the toolbox. Now, just as was done with the eraser earlier, go over the image. All of the white areas should be untouched, but the gray areas should now be black instead of gray.

7. Choose Select>Deselect and the "Marching Ants" will go away. If there are any areas of the image that could be improved by using the brush or eraser tools, touch them up accordingly.

8. Save the image.

