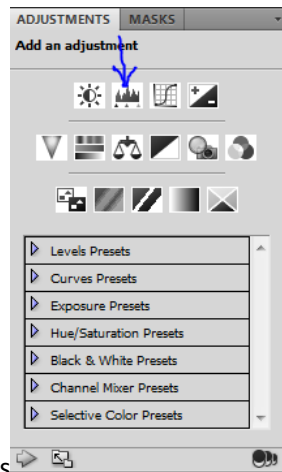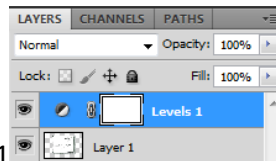Quick tip for eliminating background dots, works great for black and white text documents ☺
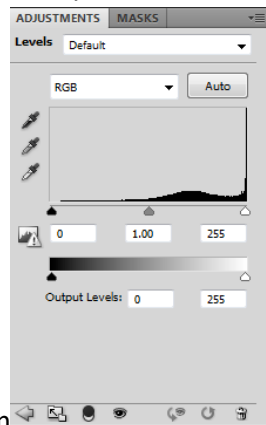
- Load document

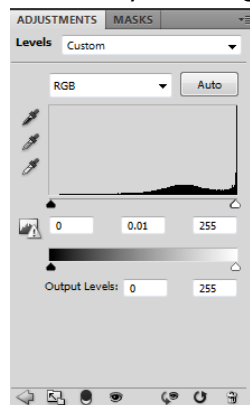- Go to Adjustments tab and choose Levels

- this will create a new Layer named Levels 1 and open up the Level

Adjustment screen

- Choose the middle arrow and move it all the way to the right, or highlight the middle box and

change the number from 1.00 to 0.01.

Quick tip for eliminating background dots, works great for black and white text documents ☺

- At this time your document should have adjusted from

to

- Highlight the image layer to ensure you are erasing the image, not the Level
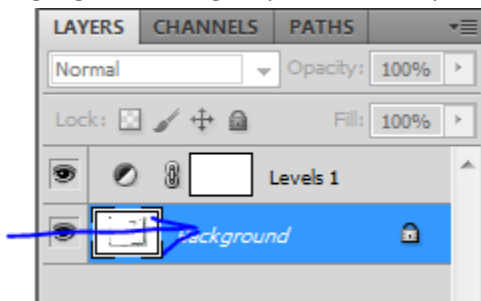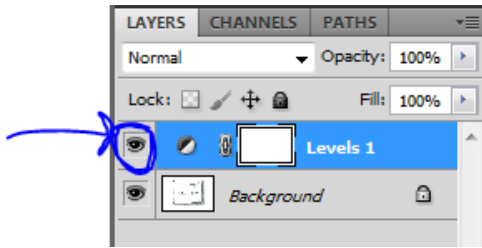

then start erasing the now easy to see dots.

Quick tip for eliminating background dots, works great for black and white text documents ☺

- When all the dots are erased, simply click on the Eye next to your Levels layer and turn it off

 and your image will go back to normal

- The last step includes right clicking your Background Layer, or the bottom layer and choosing the option to "Flatten Image"
- You document is now ready for any other needed adjustments