

Scanning

General Information you need to know:

- ❖ In order to scan, you need the scanner to be attached by cable to your machine or a network.
- ❖ Most scanners also need a power supply
- ❖ You need the program to run the scanner.* *Every scanner has a slightly different program made by the company that made the scanner, but they all run basically the same way.*

The following instructions will tell you the general rules: the specifics will differ from scanner to scanner, but you should be able to work your way around from this. **The important bits are red**

- To scan, check the scanner is plugged in and attached to the computer or network
- Put the picture in the scanner face down
- Go to Start ⇒ Programs and look for the name of the scanner e.g. Canon scanner or Agfa
The software will contain several files: a manual and help document. One of them is the actual program
- Click on the program icon (it doesn't matter if you choose the wrong one: if you get a non-scanning program just File exit and try again)
- The program will open:

*Most scanning programs have 5 steps. Sometimes a WIZARD will guide you through these.
Or, if the program is set to basic levels, it will do these steps automatically without asking you to decide.*

1. Preview

This shows you a rough idea of placing and picture. Often the one you see first is the last picture to be scanned. **Click preview to check your picture**

2. Destination:

- a) You can scan pictures to file ie. save them as files on your computer (better idea)
or
- b) scan directly into a program like Word or Powerpoint

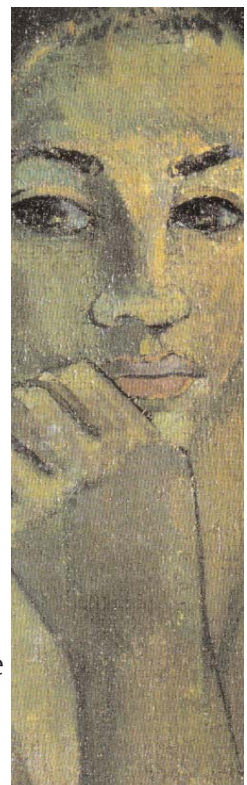
3. Original

What kind of picture are you scanning? A photo? A drawing (line art)? or a collage etc. Colour or black and white. This only fine tunes the settings

4. Dimensions

You can set a percentage size of the original, e.g. 200% or 50% to enlarge or shrink

You can set a specific measure: Choose which type of measure (inches, mm/cm). If you specify either the width or height, the other will alter automatically to keep the picture in proportion



This will usually come with a cd that comes with the scanner, but you can also find all the software on the Internet. This software consists of the program to control the scanner, and the drivers – these are the programming files the computer needs to recognise what kind of scanner it is using)

5. Resolution:

this shows the quality. The higher the resolution (dots per inch). the bigger the size of the file.

72 is fine for anything appearing on a screen only ie for the internet or multimedia

150 is fine for almost everything and a good default

320 is more for printing off your best photos for your albums

Final: Scan

When you **click on scan** you will be asked to give the picture a name and **choose where to save it. Choose a folder on your c drive, or the desktop.**



File types



- Scanned files are usually in tif format. These are usually **high quality** graphics
- Some will be jpg (pronounced jaypeg). The jpg format just allows for compression of the picture so it takes up less space on your disk. This is useful if you want to e-mail a picture or squash it onto a disk. Internet pictures are usually jpeg, so though you can import them into your documents, if you try and enlarge them they tend to be very poor quality.
- To change a file's format, go to File ⇒ save as, and choose a different format in the option box.

Housekeeping:

Graphic files tend to be big in terms of how much space they take up, so note you can often only fit one or two on a floppy disk.

Clean them off your computer hard drive regularly, or you will run out of space!