

Scanning Images

NB: Basically there are two kinds of scanning: scanning pictures and scanning text. It is important that you understand that there is difference.

Scanning Pictures

Scanning pictures is easier than scanning text. Quite simply a scanner takes a picture of what's on the scanner bed, very much like a copy machine does. A scanner translates the image into an electronic file. That file can be used on a web page, in a word processing document, sent with an email, or just for printing.

Procedure:

Log on to the network before proceeding.

Place the document to be scanned face down on the scanning bed. Make sure that it's flat or the image will be distorted.

Open the scanning software.

Click on the preview button .

This process will scan the entire page. Often we do not want the entire page just part of it.

The next step is to “outline” the desired area. After the scanned image appears you will see a + on the screen and moving your mouse should move the +. Place that + just *above* and to the *left* of the image you wish to capture. Holding down the mouse button drag the + to the lower right corner of the image you wish to capture. A dotted rectangle should appear around this image.

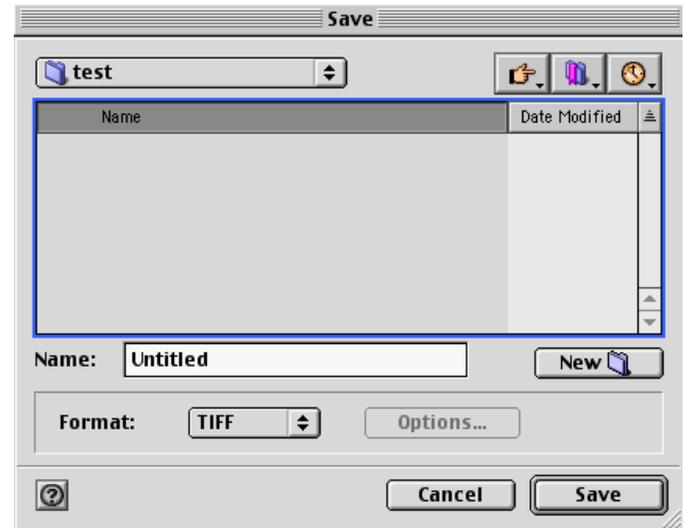
Adjusting the outline: Using the mouse point to the right side of the rectangle until it looks like a double pointed arrow (\leftrightarrow), click and hold the mouse button down then move that edge just to the right of the desired portion. Adjust the left (\leftrightarrow), top (\updownarrow) and bottom (\updownarrow) sides until the dotted rectangle contains only desired area. You can click

on the  button to zoom in on the rectangular region for finer adjustments.

Click SCAN and then click Save As...

You will need to tell the computer three things:

1. Where you want to save the file,
2. What you want to name the file, and
3. What format you want the file to be.



Where to save: Your home directory (the one with your last name and first initial) on the server is the best place to save these picture files.

Name: You may call the file anything you like but the name should not include any punctuation—no periods, commas, slashes, etc.

Format: GIF and JPG both work great for sending via email, placing on a web page, or importing into HyperStudio or AppleWorks. TIFF files are okay but are large and cannot be read by just any computer.

Clicking Save at this point will scan the portion of the image that you have outlined and save with the name that you gave it.

See reverse for more tips on images and computers.

Pictures and Files

The size of an electronic image is a very important element in good scanning. Files that are too large are difficult to work with. Large files can take forever to download from email or the Internet. Files that are too small are often too grainy to look at.

There are three elements that effect the size of the picture file. They are the size of the item to be scanned, the format of the saved image and the resolution or number of dots-per-inch that you choose when you scan.

You really can't do much about the size of the image to be scanned but you can control the file format and number of Dots Per Inch—DPI.

The larger the dpi the larger the file. 72 or 144 dpi is best for placing pictures on web pages and sending email but pictures scanned at 72 dpi can look grainy.

You can scan up to 1200 dpi but that will create a very large file that will take a long time to move on the Internet or email. 1200 dpi files (unless from tiny pictures) cannot be imported into AppleWorks or HyperStudio.

You can change the dots per inch by clicking on *Tools* menu and then clicking *Resolution*. This will put a box on the tool bar that will allow you to adjust the dpi.

The file formats of JPG and GIF are usually the smallest. With TIF (TIFF) being the largest. The same picture scanned at the same dpi can be ten times larger in TIF than in JPG.

At the bottom of the scan window there is an indicator of the size of the file. Files going out on the Internet should be kept under 200k. Files larger than 1,000k (1.0 M) can take a long time to download from a home computer using a dial up line and should be avoided if possible.