

SCANNING

with any scanner software

6 Scanning Essentials

1. Preview

This is an initial scan that allows you to see the object you will scan. Look for terms like "new scan" or "pre-scan" or icons involving an eye.

2. Select

This tool allows you to select the object so you won't scan the entire bed of the scanner.

Look for an icon that looks like a plus sign or crop marks.

You can usually re-adjust the selection size by dragging the nodes on the outside of the selection box.

3. Choose the output type

Output types: grayscale, bitmap, color, 48-bit color, etc.

This may be automatically set for color scans.

4. Size

This may be listed as either size or scale and may be connected to the options for **resolution**. It shows the size (usually in inches) of the selected area.

5. Resolution

THIS IS THE MOST IMPORTANT ELEMENT. The resolution setting multiplied by the **size** setting will give you the pixel dimensions of the scan, and the pixel dimensions help you determine if the scan is proper quality for your specific use.

6. Scan & Save

You may need to choose a destination for your scan and a format for your scan file (TIFF, JPG) before you scan.

Look for terms like "save to" or "send to" or icons featuring folders.

Once everything is set, you are ready to scan.

Look for terms like "accept" or icons featuring arrows.

EXTRAS:

Most scanners have a **zoom** allows you to zoom in on the selected area so you can see the details of the selection before you scan.

Most scanners have **photo editing** functions, but if the edits you need can be made in Photoshop, then use Photoshop.

All scanning software is different, but generally it will include 6 essential elements. Use this as a guide to figure out your particular scanner.

Size & Resolution

Some software programs allow you to enter a desired output size and resolution, other software programs require you to figure it out on your own.

If you need to figure it out:

Size (inches)

x Resolution (dpi or ppi)

Pixel Dimension (pixel width & height)

Figure out how large (height and width) you need the image and multiply those numbers by the resolution you want for the final image to determine the pixel dimension.

Next, determine your object size and solve for the needed scanning resolution.

Example desired output for an 8 by 10 image:

| | |
|----------------------|------------------|
| 8 inches wide | 10 inches tall |
| x 300 dpi resolution | x 300 dpi |
| 2400 pixels wide | 3000 pixels tall |

If the object to scan is 3 inches wide by 5 inches tall, then solve for scanning resolution:

| | |
|---------------------------------|-------------------------------|
| 2400 pixels wide | 3000 pixels tall |
| ÷ 3 inches wide | ÷ 5 inches tall |
| 800 dpi is needed for the width | 600 dpi needed for the height |

Always scan at the higher resolution.

The example object described above would need to be scanned at a resolution of 800 dpi.

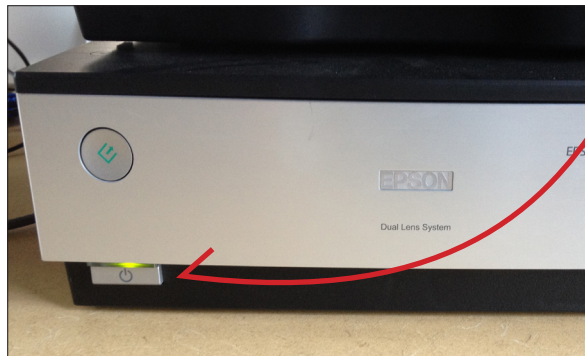
SCANNING

Process using SilverFast Software & the 6 Scanning Essentials



Choose the Epson Perfection V700 Photo Scanner.

There are a variety of scanners in the classroom, but this scanner is the easiest to use.



Make sure the scanner USB cord is plugged in to the computer you are using and that the scanner is turned on.

The scanner may need to warm up; the warm up process can be rather loud.

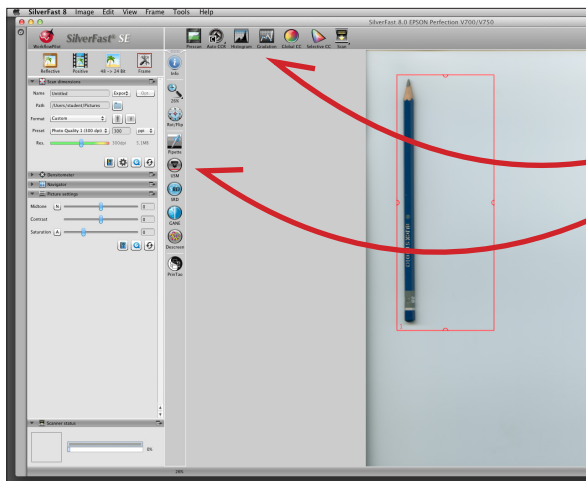


Choose the icon for the SILVERFAST scanning software.

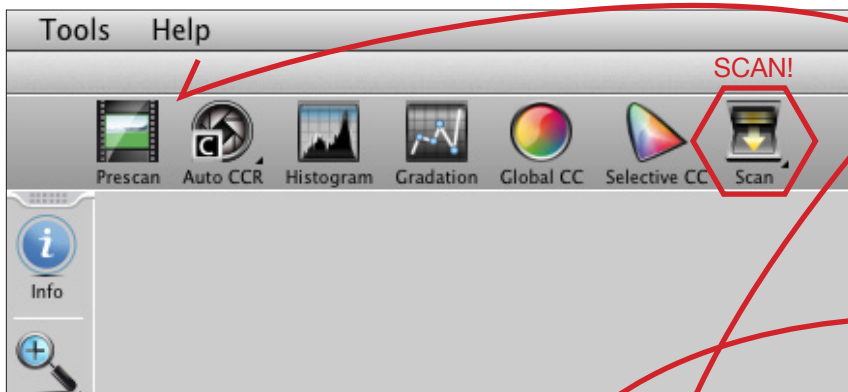
The SILVERFAST start menu will pop up.

Click on the blue arrow icon above the word "START".

You can find this software by scrolling to the bottom of the screen until the menu bar pops up or by going to the APPLICATIONS folder on the computer hard drive.



The 6 Scanning Essentials can all be found along the top menu bar and palette menus along the left-hand side.



1. Preview

Click the PRESCAN button

2. Select

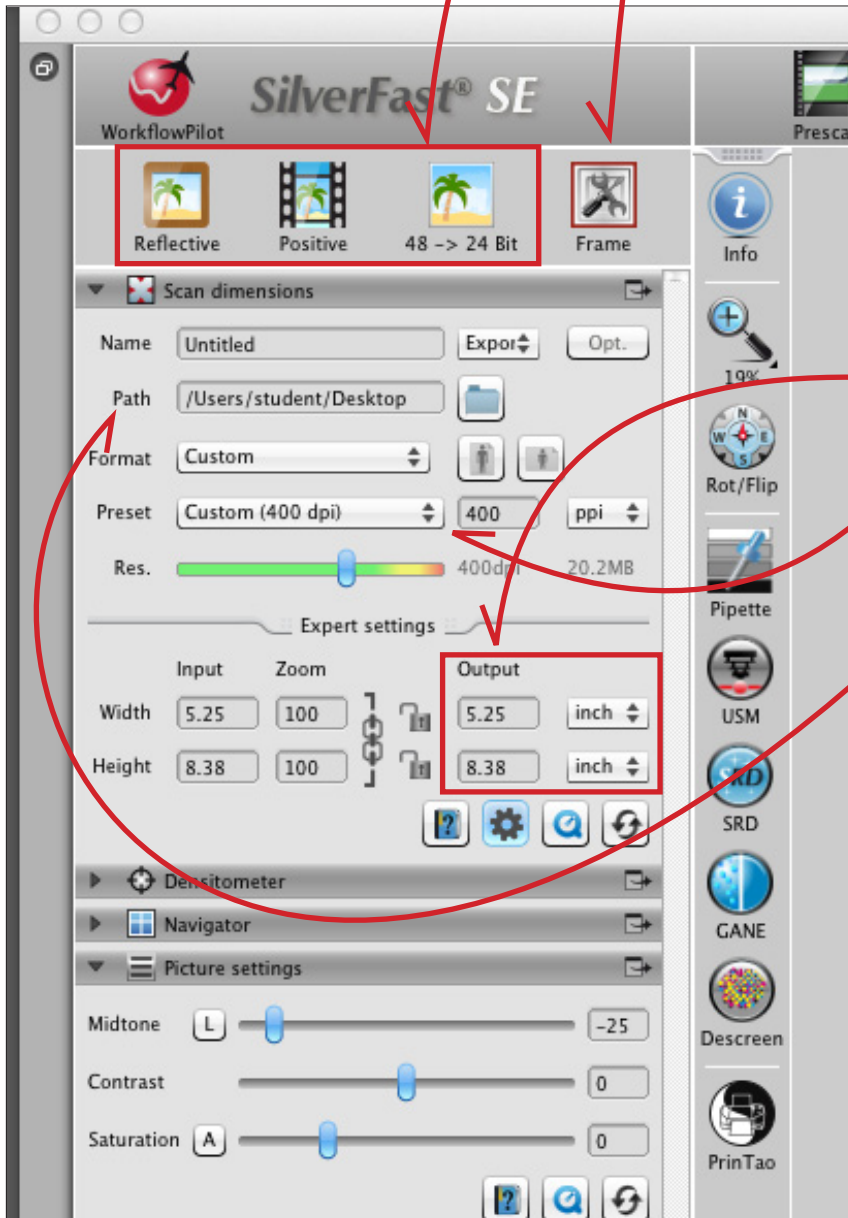
Click the FRAME button and then re-size the frame accordingly using the nodes on the red square surrounding the image. Close cropping is helpful.

3. Choose the Output Type

Use the buttons to the left of the FRAME button.



To get to the expert settings for **Size** and **Resolution** (which you will need to scan properly), go to the SCAN DIMENSIONS palette and click on the icon that looks like a sprocket.



4. Size

This program allows you to choose the output size in the expert settings.

5. Resolution

This step is only accurate if balanced with **size**. Choose the resolution (dpi or ppi) for the size that you specified.

6. Scan & Save

Click on the folder icon (the term near it is PATH) to choose the location where your scan will be saved. SAVE TO THE DESKTOP. DO NOT SAVE DIRECTLY TO AN EXTERNAL HARD DRIVE.

Then click the **SCAN** button.

Be patient, the scanner may take a long time to scan at high resolution.

If the scanning is taking much too long, then the size and resolution output compared to the size of the original object may be too large for the capabilities of the scanner.