

Scanner Tutorial



Scanning images for PowerPoint

The university has a variety of scanners available for student use. Unfortunately, these scanners use different programs with different settings. This tutorial will introduce you to the basics of scanning, and a few specific programs that you will likely be using on campus.

Step One: Finding a scanner.

1. There are two primary locations that you will always find a scanner: the library and Schmeeckle Reserve Visitor Center. Other colleges and buildings may or may not have scanners. The CNR does **not** have a scanner in the public computer lab anymore, although they should have one in the Advanced Computing Lab.
2. In the library, there is one scanner in the lower floor lab, and one scanner in the main floor lab. Another older scanner is located in the IMC on the third floor of the library.
3. The scanner at Schmeeckle Reserve will be located in the interpretive technology lab in the basement. Call ahead to make sure it isn't being used (346-4992).

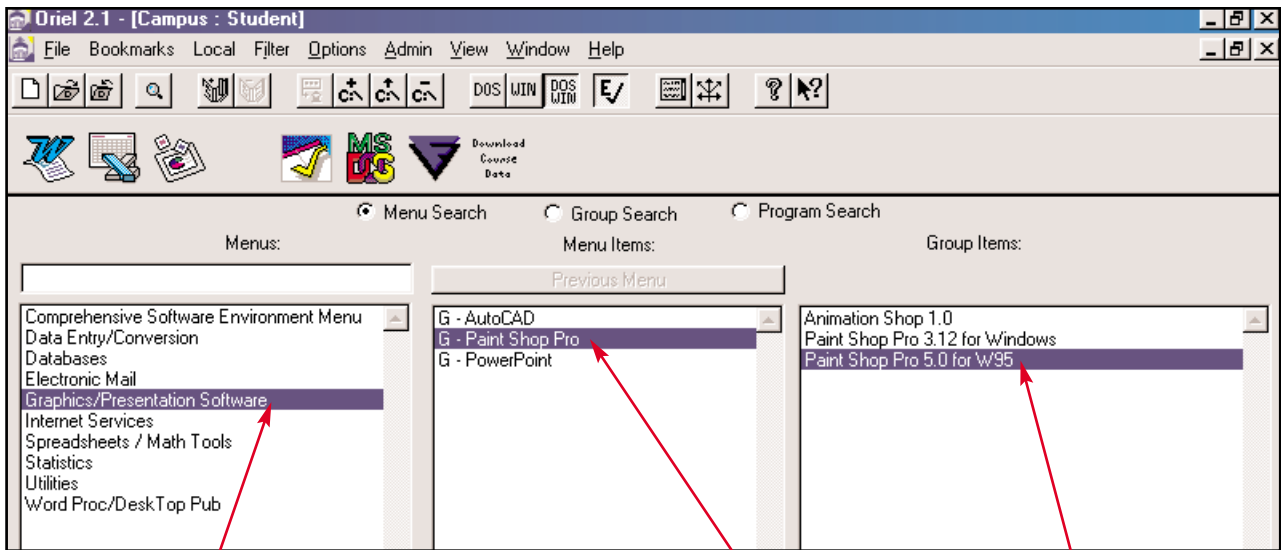
Step Two: Placing your image on the scanner

1. Almost any image can be scanned by a flatbed scanner: books, magazines, newspapers, photographs, charts, etc. For transparent images, like slides and transparencies, the scanners must be specially adjusted. Transparency scanning will not be covered in this tutorial. Ask for assistance if you need to scan transparent images. In the case of slides and film, a special slide scanner is available for use at Schmeeckle Reserve or the IMC. Choose an image to scan.
2. Make sure the scanner is on. If it is not, turn it on and reboot the computer. Lift the scanner cover. Place your image face-down on the glass, just like you would do on a copy machine. Make your image as perpendicular as possible with the sides of the scanner. This will save work later on.
3. Close the cover if your image is flat. If you are scanning from a thick book, you won't be able to close the cover. In this case, leave the cover open but find a heavy object to hold the book flat against the scanner.

Step Three: Opening Paint Shop Pro

1. Although most scanners come with their own programs, we will be using a common graphic editor called Paint Shop Pro. This is available on all campus computers. Paint Shop Pro gives you the flexibility you need to edit your images before saving them for your presentation. **Always** start your scanning jobs by opening Paint Shop Pro.

- If you are at Schmeeckle Reserve, skip to item 8. If you are on campus, follow these steps. After you log into the computer, double-click the “Oriel” icon on the desktop.
- A window like the one below will appear...

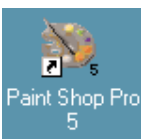


4. Double-click “Graphics/Presentation Software” in the left menu box.

5. Double-click “G-Paint Shop Pro” in the middle menu box.

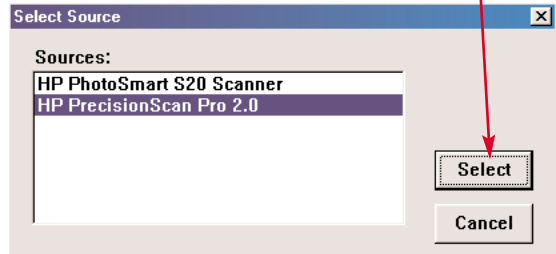
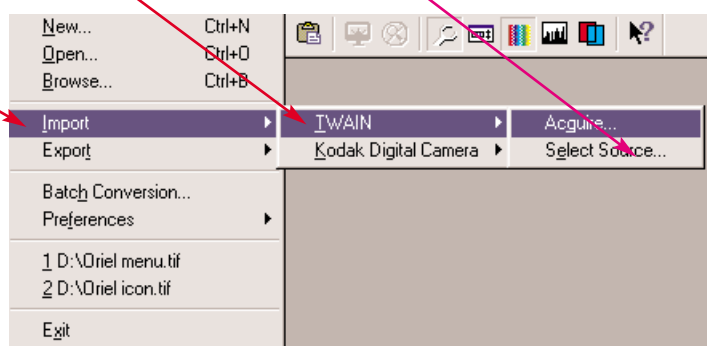
6. Double-click “Paint Shop Pro 5.0 for W95” in the right menu box.

- Wait for Paint Shop Pro to open.
- If you’re at Schmeeckle Reserve, simply double-click the “Paint Shop Pro 5” icon on the desktop. Wait for Paint Shop Pro to open.



- Now we need to transfer the image from the scanner into Paint Shop Pro. Click “File” on the top menu, move down to “Import >”, move right to “TWAIN >”, and click “Select Source.”

- In the window that appears, you need to make sure the right scanner is selected. In the library, click on “HP Precision Scan Pro 2.0”. At Schmeeckle, click on “NewColor 4000”. Then click the “Select” button.



- Again, click “File” on the top menu, move down to “Import>”, move right to “TWAIN >”, but this time select “Acquire.”

Step Four: Scanning the image

At this stage, the scanning program for the individual scanner will appear. Unfortunately, every scanning program is different. If you are using a scanner at the library or at Schmeeckle Reserve, specific instructions will be given in Step Five.

1. Follow these basic guidelines for all scanning programs. Ask for assistance if you cannot find where to change the settings (see Step Five for scanners at Schmeeckle or the library).
2. First, you need a **preview** of your image. Some programs do this automatically. You should see a picture of the scanner bed on your screen with your image.
3. Next, you need to **select your image** by drawing a box around it. Only the selected area will be scanned.
4. Then, you need to set the resolution. Resolution is measured in **DPI** (dots per inch). Most monitors and projectors can only display about 72 dpi. Set your resolution at **100 dpi** just to be safe.
5. You also need to set the size/dimensions. The size is measured in **pixels**, which is the number of dots your screen can display. Try to scan your images at about **800 pixels wide by 600 pixels height**, or as close as you can by still keeping the picture proportional.
6. Finally, you need to do a **final scan** of the image, and transfer it to Paint Shop Pro.


Step Five: Scanning at the library or Schmeeckle Reserve.

Library

The library uses Hewlett-Packard scanners. These instructions should work with almost any HP scanner.



1. After selecting “Acquire” in Paint Shop Pro, a window like the one to the left should have appeared.

2. If the preview doesn't appear automatically, hit the preview button on the top toolbar to see your image. 

3. Now we need to select your picture. Move the mouse cursor to one corner of the picture. The cursor should be a plus +. Click the mouse button and hold it down.

Move the mouse cursor to the opposite corner. A box is drawn around your image.

Release the mouse button, and the dashed box appears. Notice that the box has handles. You can easily resize the selection box to fit your picture.

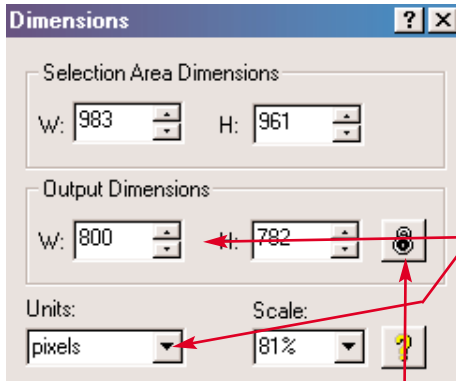
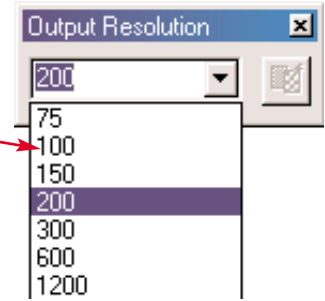


Remember, only the image inside the selection box will be scanned.

4. We need to change the resolution. Click “Tools” on the top menu, and then click “Output Resolution.”

On the box that pops up, change the number to 100 (for DPI).

Close the box.



5. We also need to change the size. Click “Tools” on the top menu, and click “Dimensions.”

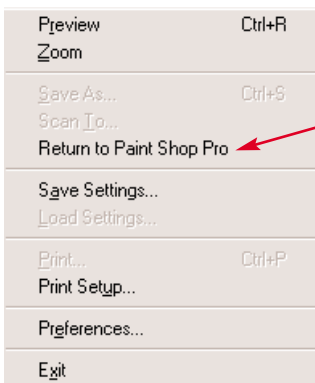
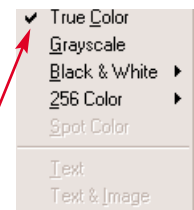
We want to measure in pixels, so change the “Units” to pixels.

We also want our “Output Dimensions” to be close to 800 W by 600 H. On this example, when the width is changed to 800, the height automatically changes to 782. It’s larger than 600, but will work fine for PowerPoint. Try not to get any smaller than 800 x 600.

Make sure the padlock stays locked. This keeps the Output Dimensions in proportion.

Close the box.

6. Make sure you’re scanning the right kind of image. Click “Output Type” on the top menu, and make sure that “True Color” has a checkmark next to it.



7. Finally, we’re ready to scan. Click “Scan” in the top menu, and then click “Return to Paint Shop Pro.”

8. Wait for the scanner to complete the final scan. The program will automatically take you back to Paint Shop Pro.

9. Skip to Step Six to continue.

Schmeckle Reserve

The Schmeckle Reserve Visitor Center uses Heidelberg scanners.

1. Contact the reserve at 346-4992 and ask for Char or Jim. We will schedule a time to train you on using the scanner.

Step Six: Editing the scanned image.

Paint Shop Pro offers an endless diversity of tools for modifying your image. We will focus on the two most important ones: rotating and flipping an image. Feel free to explore Paint Shop Pro more on your own.

1. Rotating an image:

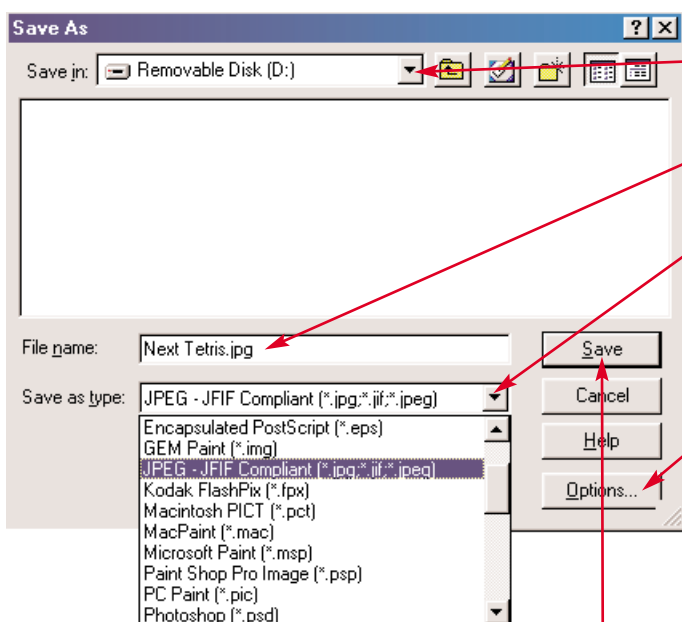
- Click “Image” on the top menu. Then click “Rotate.”
- Choose a direction (right: clockwise and left: counter-clockwise)
- Choose number of degrees. For the most part you will stick with 90 or 180 degrees. You can rotate any other degrees by selecting “Free” and typing in a number.
- Click the “OK” button to rotate your image.

2. Flipping an image:

- If your image is backwards, it may need to be flipped.
- To flip/mirror horizontally, click “Image” on the top menu, then click “Mirror.”
- To flip/mirror vertically, click “Image” on the top menu, then click “Flip.”

Step Seven: Saving the scanned image.

1. Click “File” on the top menu, then click “Save as...”

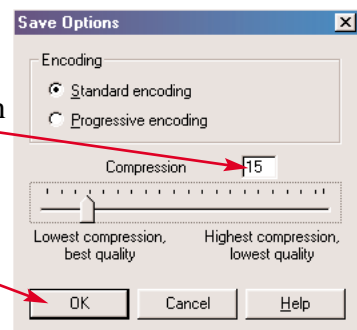


2. Choose “Removable Disk” to save on a zip disk, or choose your private drive.

3. Type a name for the scanned image.

4. Change the type to “JPEG-JFIF Compliant.” JPEG graphics work great for PowerPoint. They are small and look good on the screen. They are not appropriate for printing.

5. Click the “Options” button. Make sure the Compression is 15 or lower. Higher compression makes graphics look fuzzy. Click the “OK” button.



6. Click the “Save” button.
Your scanned image has been saved on your Zip disk or Private drive.

Congratulations! You have completed the scanning tutorial. The image you scanned will be used in PowerPoint Tutorial #3.