

Let's Improve Your Scanning Skills

Floyd Nordin, Instructor

How to use this



To preserve these



HOW TO SCAN A PHOTO / DOCUMENT:

1. Blow off dust on photo and glass. Then place item in corner face down.
2. Push button to pre-scan total area.
3. Draw rectangle box around image of interest (Crop).
4. Push 'zoom button' if image is small.
5. Choose color, greyscale or black & white bitmap scanner output type.
6. Use any tool that may improve the image:
Rotate, mirror, resize, change resolution or sharpen.
7. Consider advanced commands:
Adjust color (hue & saturation), exposure with highlight-shadow-midtone adjustments, invert colors or descreen.
8. Push 'save-to' or 'return' button to perform the scan. You do not have to 'pre-scan' again if nothing was changed on the flat bed glass.

TIPS AND TRICKS:

1. Resize a small image so final file will be as large as it is needed, with enough resolution, for the intended end result.
 - A. Printing: 200 DPI for color and grayscale and 600 for black and white bitmap to a 600 DPI printer;
 - B. 72 DPI for only displaying an image on a monitor or placing on the internet.
2. Keep in mind print size and ratio for result. You should use ratio for other sizes as well.
 $8 \times 10 = 1.25$ or 80%; $5 \times 7 = 1.4$ or 71.4%; $4 \times 6 = 1.5$ or 66.7%; $3.5 \times 5 = 1.43$ or 70%.
3. Use sharpening to clear up fuzzy image, but not so much that imperfections are increased.
4. Normal midtone value is 2.2 (range 1.0 to 4.0) Decrease to darken and increase to lighten image.
5. Adjust color saturation to improve color.
6. Always use 'Descreen' when scanning a newspaper picture which gets rid of the dots.
7. Image file types: Note: Do all your image adjusting prior to scan and 'JPG' is a good way to go. If you are going to do more cropping, enhancing, etc. to the image after scanning, then use 'Tiff' for color and grayscale or 'BMP' for black and white line drawings (with no shadows). JPG is best if you do not change it much after scanning. Tiff or Bmp files are much larger - but do not lose resolution as changes are made.

LIST OF SCANNER OUTPUT TYPES:

For these uses

1. Color photos or drawings with lots of shading to be:
 - * Printed on a color printer.
 - * Displayed on a color monitor set to millions of colors.
 - * Displayed on the Web and saved in the .jpg or .png file format.
2. Color photos or drawings with shading to be printed to a black and white printer.
3. Black and white photos and drawings with shading to be used for any purpose.
4. Black and white drawings without shading to be placed in another program without resizing in the other program.
5. Any image to be saved in .Gif file format & displayed on the Web.
6. Text that needs to be editable in a word-processing program.

Use this output type

True Color
(16.7 million colors)

Grayscale

Grayscale

B & W Bitmap

256-Color
(Web Palette)

Editable Text
(OCR)

SCANNER RESOLUTIONS AND SPECS:

(Larger values of DPI and Depth are better but more expensive.)

600, 1200, 2400, 4800 **Optical** DPI with larger interpolated numbers.

36, 42, 48 Bit color depth

Scan speed and quietness

USB, Parallel and SCSI interfaces (USB 2.0 is best if your computer supports it.)