



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 three primary locations that you will always find a scanner: Schmeeckle Reserve Interpretive Technology Lab, the library, and the CNR. Other colleges and buildings may or may not have scanners.
2. The scanners at Schmeeckle Reserve have step-by-step instruction sheets that are designed specifically for environmental education/interpretation students. Just ask the Schmeeckle staff at the front desk, and they will show you where the lab is located.

Step Two: Placing your image on the scanner

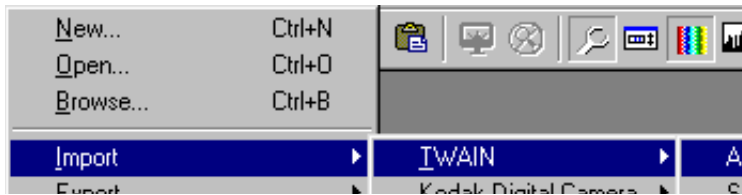
1. Almost any image can be scanned by a flatbed scanner: books, magazines, newspapers, photographs, charts, etc. Slides can be scanned with a special scanner available at Schmeeckle Reserve. Again, instruction sheets are available.
2. Make sure the scanner is on. If it is not, turn it on and reboot the computer.
3. Lift the scanner cover. Place your image face-down on the glass, just like you would do on a copy machine. Don't worry about it being sideways or upside-down; we will rotate it later
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 Adobe Photoshop

1. To scan an image, always start by opening Adobe Photoshop. This is available on all computers at Schmeeckle Reserve, the CNR, and the library.
2. Click the "Start" button, choose "All programs," choose "Adobe," and then click on "Adobe Photoshop CS2"



3. Wait for Photoshop to open.
4. Now we need to transfer the image from the scanner into Photoshop. Click “File” on the top menu, move down to “Import >”, and choose the scanner that is hooked up to the computer.

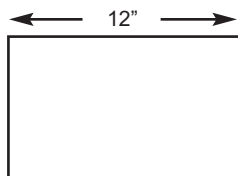


At Schmeeckle Reserve, you will choose either “HP Precision Scan Pro” or “NewColor 4000”. Other locations depend on the brand of scanner.

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 Schmeeckle Reserve, follow the step-by-step instructions. All scanning programs, however, will have the following basic settings that need to be changed (if you cannot find the settings, ask for assistance.)

1. **Preview:** 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.
2. **Select Image:** Next, you need to **select your image** by drawing a box around it. Only the selected area will be scanned.
3. **Set Resolution to 80 dpi:** Resolution is measured in **DPI** (dots per inch). Most monitors and projectors can only display about 70-90 dpi. Set your resolution at **80 dpi** just to be safe.
4. **Set Output Size:** You also need to set the output size/dimensions for full-screen images.

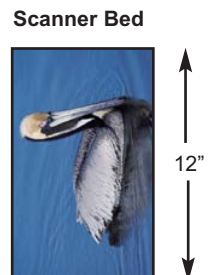


If your image is horizontal, set the output **width** to **12”** (the height will change automatically)



If your image is vertical, set the output **height** to **9”** (the width will change automatically)

These dimensions refer to the layout of the actual image you will be using in your presentation. For instance, if you have a horizontal image rotated on the scanner bed, the height will actually be 12”, because you will rotate it later.



5. **Final Scan:** Finally, you need to scan the image, which will transfer it back to Adobe Photoshop.

Step Six: Editing the scanned image.

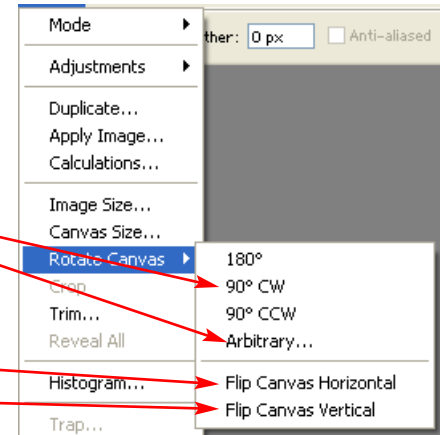
Adobe Photoshop offers an endless diversity of tools for modifying your image. We will focus on the two most important ones: rotating and flipping an image. Feel free to explore Photoshop more on your own.

1. Rotating an image:

- Click “Image” on the top menu. Then click “Rotate canvas”
- Choose a common angle and direction to rotate.
- Or choose “Arbitrary” for your own angle and direction.

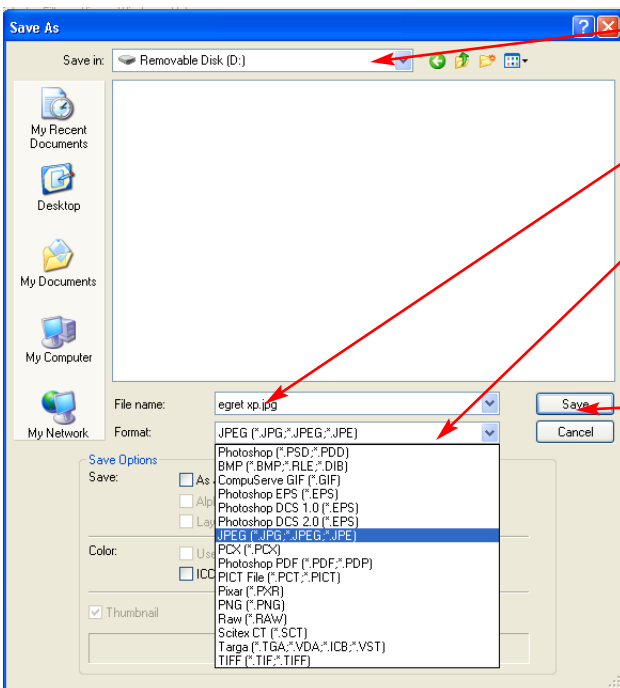
2. Flipping an image:

- Click “Flip Canvas Horizontal” for a mirror image.
- Click “Flip Canvas Vertical” for a mirror image.



Step Seven: Saving the scanned image.

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



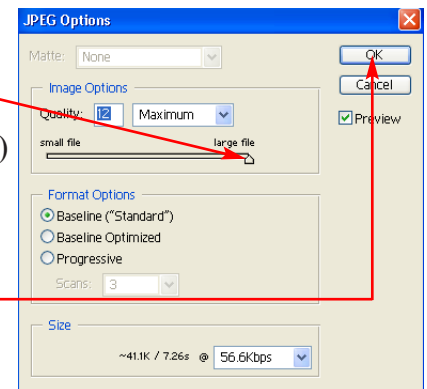
2. Choose “USB DISK” to save on a Flash Drive, or choose your private drive.

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 “Save” button.

6. On the window that appears, slide the tab all the way to the right (large file, quality=12/maximum) Smaller files (increased compression) makes graphics look fuzzy. Click the “OK” button.



7. Your image has been saved.

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