

Using the flatbed scanner



John W. Shipman

2008-01-02 19:48

Abstract

Instructions for creating image files by scanning flat artwork.

This publication is available in Web form¹ and also as a PDF document². Please forward any comments to tcc-doc@nmt.edu.

Table of Contents

| | |
|---|---|
| 1. Where to find the TCC scanners | 1 |
| 2. Procedure for scanning | 1 |

1. Where to find the TCC scanners

Flatbed scanners, suitable for converting flat copy or artwork into image files, are located in the Spare 5 computer lab. Several machines are equipped with Epson or Microtek scanners.

These instructions apply to Microsoft XP. Scanning is not supported under Linux at this time.

2. Procedure for scanning

Once you have found a scanner-equipped machine, rebooted it into Windows XP if necessary, and logged in, follow these steps to make scans of your original.

1. In the *Start* menu, select *Scanner and Camera Wizard*.
You will see a window labeled "Welcome to the Scanner and Camera Wizard" and a description of the scanner model.
2. Click *Next*. This will bring up a window labeled "Choose Scanning Preferences."
3. Select the radiobutton labeled *Custom* and click the *Custom settings* button. This brings up a window labeled "Properties."
4. In the pulldown menu labeled *Picture type*, select from one of these choices:
 - "Color picture" if your original is in color.
 - "Grayscale picture" for a black and white original with shades of gray.
 - "Black and white picture or text" if the original is strictly black and white.

¹ <http://www.nmt.edu/tcc/help/pubs/flatscan/>

² <http://www.nmt.edu/tcc/help/pubs/flatscan/flatscan.pdf>

5. Select the resolution using the *Resolution (DPI)* menu. Click the up or down arrows to select a value in dots per inch. For most originals, 300 dpi is a good starting value. Depending on the level of detail, you may want to select a higher value. If you have many originals, scan one and view the resulting file to see if the resolution is sufficient for the level of detail you want. Increase the resolution for more detail; decrease the resolution to save disk space.

Beware, however, because the size of the image file increases as the square of the resolution. For example, a 600 dpi scan will take roughly four times as much file space as a 300 dpi scan of the same original.

6. Click the *OK* button in the *Properties* window. This will return you to the *Choose Scanning Preferences* window.
7. Click the *Preview* button. This will make a quick, low-resolution scan of your original and display it in the window above the *Preview* button.
8. The currently selected area for scanning is shown as a dotted rectangle with small brown squares at each corner. Drag the corners or sides of this rectangle in or out to select the area that will be scanned.
9. Click the *Next* button to move to a window to select the final scan options.
10. Under “1. Type a name for this group of pictures:” there is a text entry field. Edit this field to create a name for the image or series of images.
11. Under “2. Select a file format:”, choose a format.
 - For color or grayscale originals, choose “JPG (JPEG Image)” or “PNG (PNG Image)”. Either of these formats will display in any modern Web browser.
 - For black and white originals, “TIF (Microsoft Office Document Imaging File)” is considerably more space-efficient.
12. Under “3. Choose a place to save this group of pictures”, click on the *Browse* button to bring up a file browser you can use to specify where the image files will be stored. Select an area on the U: drive to save the images in your TCC account. (Do not use the C: drive, as it is local to the scanner machine.)
13. Click the *Next* button to make the actual scan. Depending on the resolution and file type, this may take anywhere from a few seconds to several minutes.
14. If you have more originals to scan, return to Step 7 (p. 2). Successive originals will have numbers 001, 002, and so on appended to the name you specified in Step 10 (p. 2).

When you are done, click on the *Next* button and you will proceed to the usual Windows XP file browser. Click on the icons for the images to preview them.