

UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Things You Need to Know About Scanning

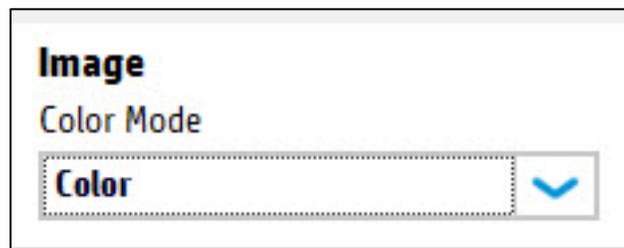
Before you begin, ask:

- ✓ Are you scanning this image so you can print it on a printer?
- ✓ Are you scanning this image so you can upload it to a web site, Blackboard course site or view it on a computer?
- ✓ Do you need to do both?

Answering these questions determines what settings you need for scanning and saving your image. The following instructions are based on flat bed scanning but much of it applies to slide scanners as well. Settings determine the quality of the completed scan, as well as the file size. File size is very important if you are planning to use the image for Blackboard or any other web application.

Color Setting on ScanJet Pro:

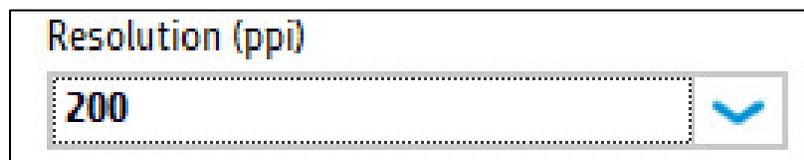
The color you are able to choose from include; Gray, Halftone, Black and White, and Auto detect color. You must keep the colors to the requirements and you are only allowed to choose one color per image that you scan.



Choose your color mode

Resolution Setting:

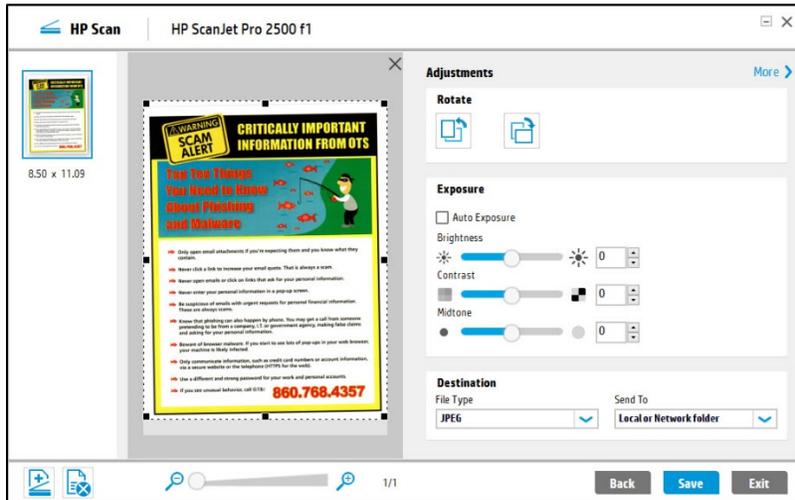
- Select 100-200 dpi (dots per inch) only if the image is being published on the website.
- Select 300 dpi only if you are printing out the scanning image.



Choose your resolution

Scale Setting:

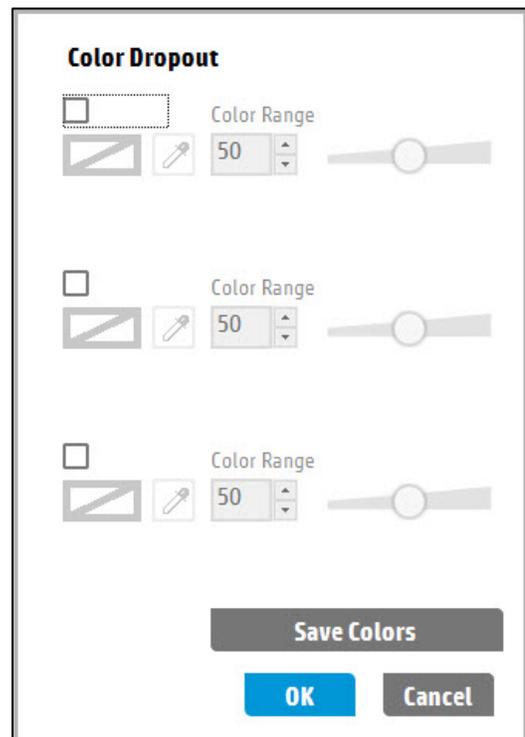
The options for scaling consist of Rotation, Exposure, and Cropping the image. You are allowed to rotate the image in each direction whether it is 90 degrees in left or right. You can modify the exposure settings by adjusting the brightness, contrast, and the midtone of the scanning image. Also, you can crop the image to how small you like.



Choose your scaling settings

Other things specific to scanning images:

Image: You can change the color mode, which you can select the default option of color (24-bit RGB), Gray (8 bit), Halftone (1 bit), and Black and White (1-bit). Another option, the exposure for color and gray and you can change the exposure from the colors on the page. The color dropout is a way for you to change the colors of the areas you select on; the purpose is to dropout the colors and change them other colors you like.



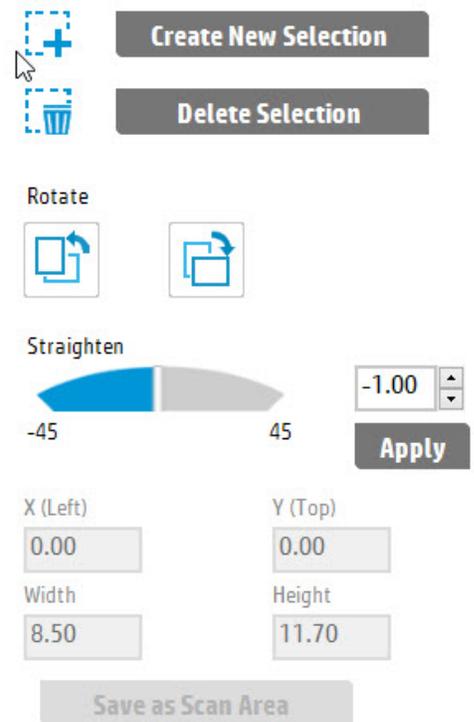
Document: The options you can choose from the document include; Erase edges and cleanup background. The erase edges are defaulted as disable, but if we were to select enable then the edges would be completely removed from the document. The cleanup background simply cleans up the background by making the background look more smoother or replace the background to White.

Choose Cleanup Background

Enable the edge erase

Destination: The destination is where you can change the file type, rename your file name, or send your scanning image to a local or network folder.

Manage Images: The managing images is where you can straighten out the scanning image. whether the image is tilted to the left or to the right, managing your image allows you to straighten out your entire background image.



A Few Final Notes

Overall, you should make an approach by:

- Creating a large scanning image file to print out and setting the size to 300 DPI at most.
- For small image that you want to place on a website, the size shall be 150 DPI.
- The color mode should be enabled to Color (24-bit RGB), image looks more clear
- You can modify the exposure until pictures looks exactly the way you want.
- Do not enable the erase edges because it literally erases your edges, as you increase the top number it will erase the edges within the image until there is not there.
- The file type is of your choice.
- The managing image depends on if your image straight or not, so if not needed do not modify the image.

Recommended PowerPoint Size

PowerPoint is very forgiving. You can insert any size image and then shrink it. However, the overall file size remains the same, so you run the risk of having a very, very large PowerPoint file if you are using a lot of images. To keep your presentation file size small and running smoothly, you will want to compress the images in your presentation. To do this, make sure an image is selected, then click on the pink “Picture Tools” tab at the top of the screen.

Compressing Pictures in PowerPoint 2010

Recommended Blackboard Size

Blackboard is less forgiving. If your image is too big, people viewing the images will have to scroll and scroll. To avoid this, aim for an output of no larger than 700 x 525 or thereabouts for a 1024 x 768 screen resolution. This leaves room for the main navigation buttons on the left (they take up about 150 pixels w) and some margins around the image but essentially ‘fills the space’. If you are planning for an 800 x 600 screen, aim for 450 x 335. Since slides are square, you need to plan accordingly to get them to fit into these same recommendations. If you are uploading a picture of yourself to the “Faculty Information” area, Blackboard recommends 150x150 pixels for the image size. Most image editing software has an option to show you the image size in either inches or pixels.

Output Calculators

Some scanning software includes an Output Calculator that will help you figure out the output size. Remember to set the output to pixels before calculating.
Input x Scaling = Output in pixels

Related Websites

<http://www.scantips.com> – A Few Scanning Tips by Wayne Fulton (commercial site)

http://graphicssoft.about.com/od/scanning/Scanning_Software_Tips_and_Help.htm
Scanning tips and tutorials from About.com

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fld@hartford.edu

Website: <http://www.hartford.edu/feld>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-

Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357

Website: <http://www.hartford.edu/mts>
