

Basic Image Scanning

First 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.

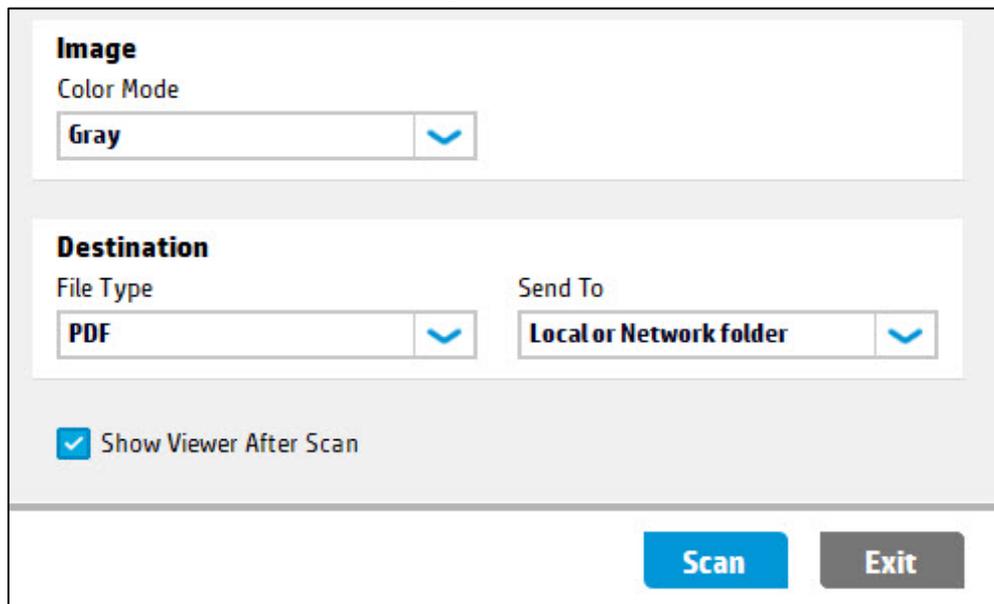
Step-by-Step Flatbed Scanning

One: Place your paper on the scanner bed.

- There should be lines indicating where to place the original – much the same as a copy machine.

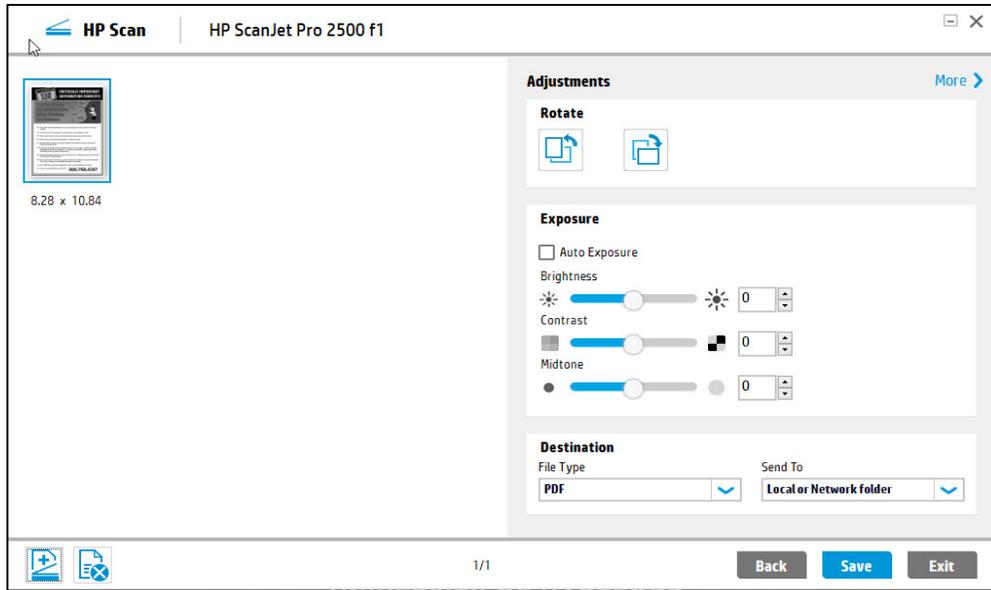
Two: Open the scanning software.

- Open the HP ScanJet Pro 2500 f1
 - Once the ScanJet Pro is open, you will click on the Scan button.



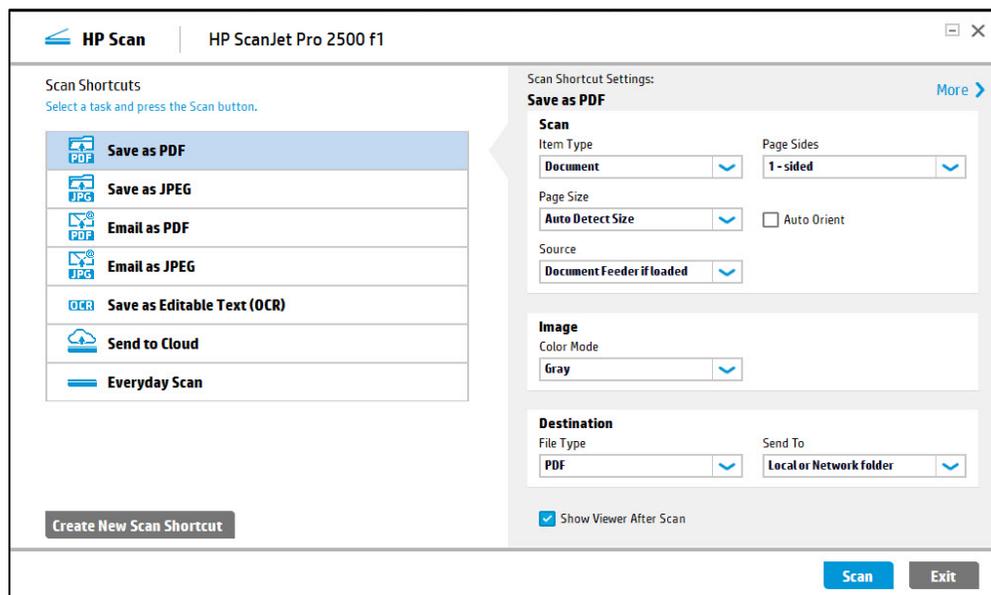
Three: Figure out the scanning software settings.

- Modify the brightness, contrast, and midtone to the likeliness of your interest.



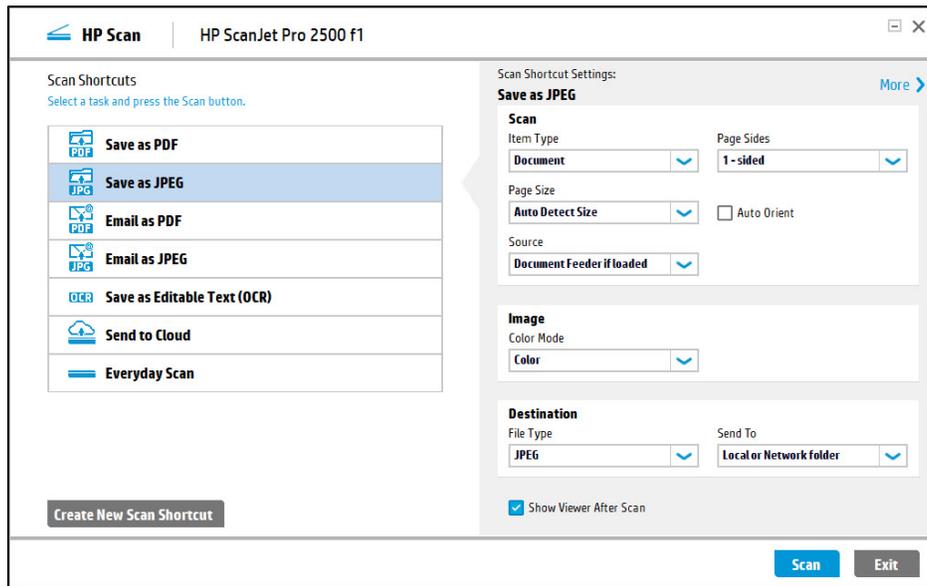
Four: Save as PDF.

Saving your document as pdf is a great way to edit your image or text. PDF is the best choice for images that are text or vector images, the images look cleaner and it is scalable for the person using it. After the file is saved ad PDF, the document is being distributed into Adobe where you can highlight over text and you cannot rescale the image in Adobe, but you can scale the image in Acrobat Reader. However, you are not permitted to edit the text in the document. Also, it is extremely important to change your resolution to 300dpi merely for printing out you file. Furthermore, the resolution shall be 150dpi for when you want to place the image on your website.



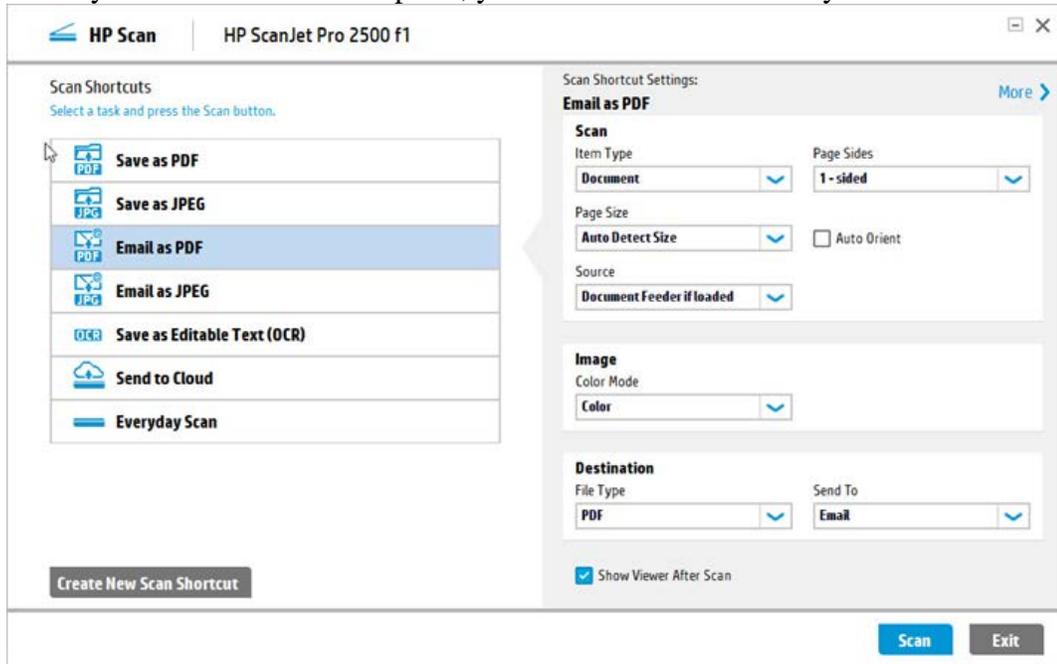
Five: Save as JPEG.

Saving your image as JPEG is considered an unsecure way of saving an image, you are able to distribute your image file into photoshop. Also, when you save the image as JPEG it may not look clear to see. Additionally, you want to change your image resolution as 300 dpi for printing purposes and your image resolution should be 72 dpi for putting the image on your website. Ultimately, the JPEG are meant to be small in size and if you were set a larger size then it would block your data to store the proper size for a JPEG image. The JPEG images produce a lot of color whereas PDF images are mostly Black and White color.



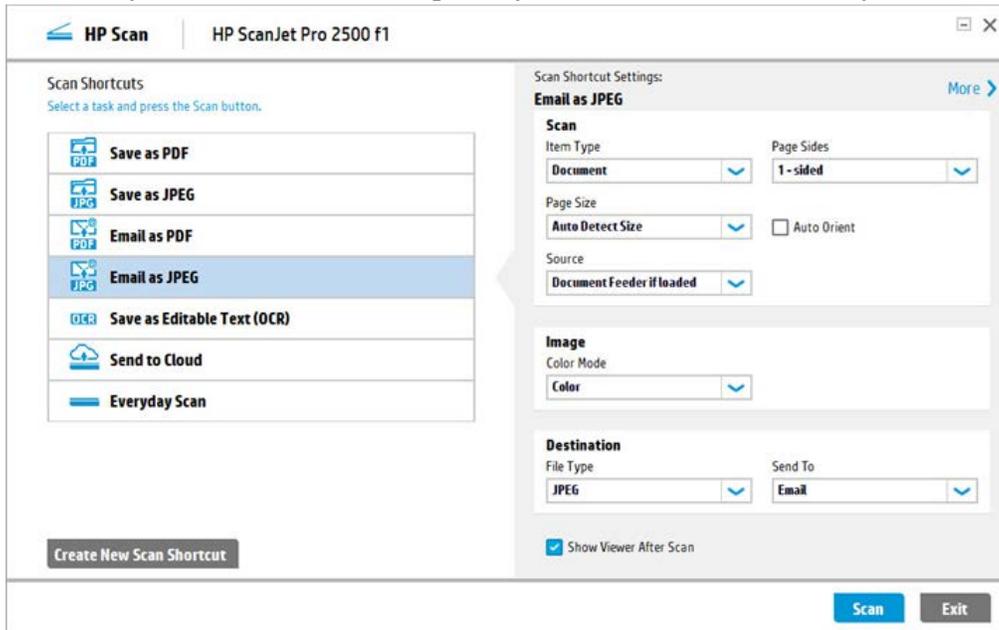
Six: Save image as Email as PDF.

- When you have selected this option, you can email the file to anyone as a PDF.



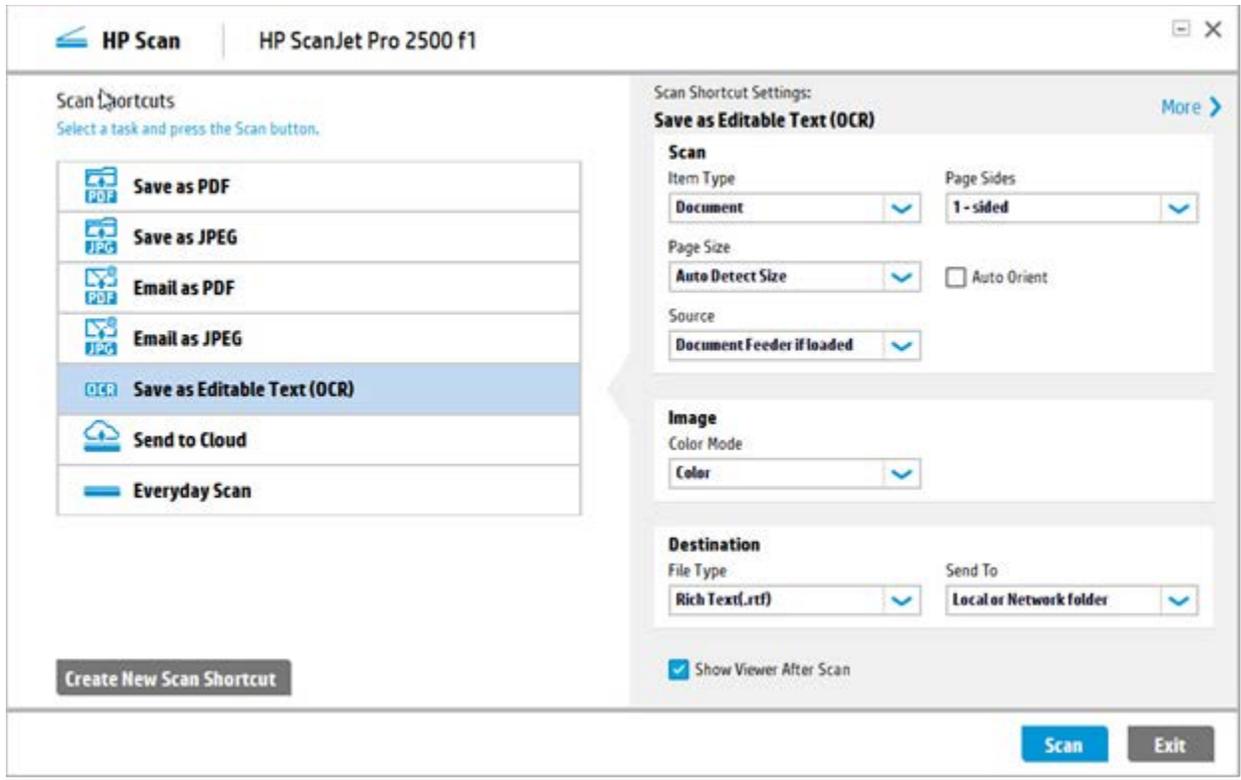
Seven: Save image as Email as a JPEG file.

- When you have selected this option, you can email the file to anyone as a JPEG.



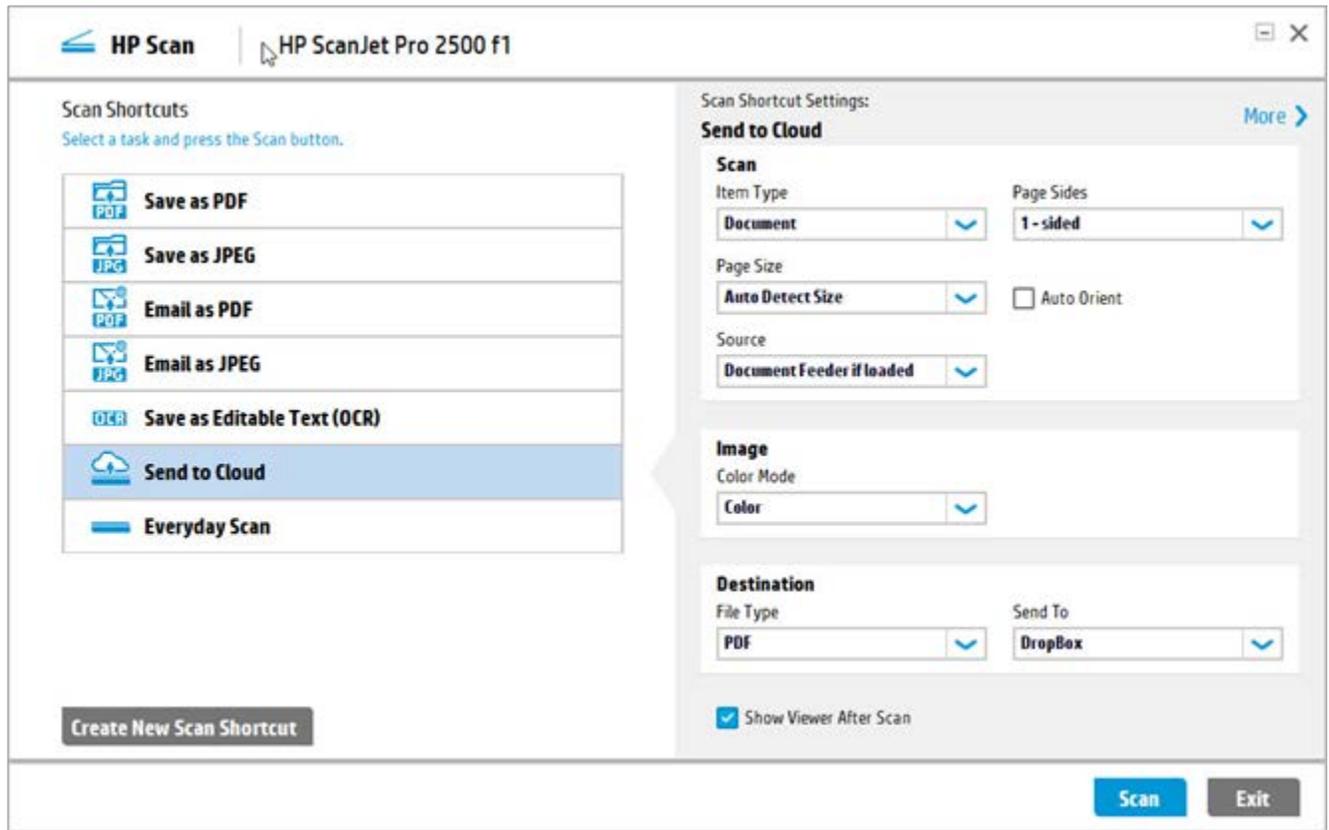
Eight: Save image as Editable Text.

When you save your image file as editable text it simply saves your file where your computer can read it and you can edit the file. The document will be analyzing where the word and characters are editable. The file will be saved as a Rich Text file and you can edit the document however you like.



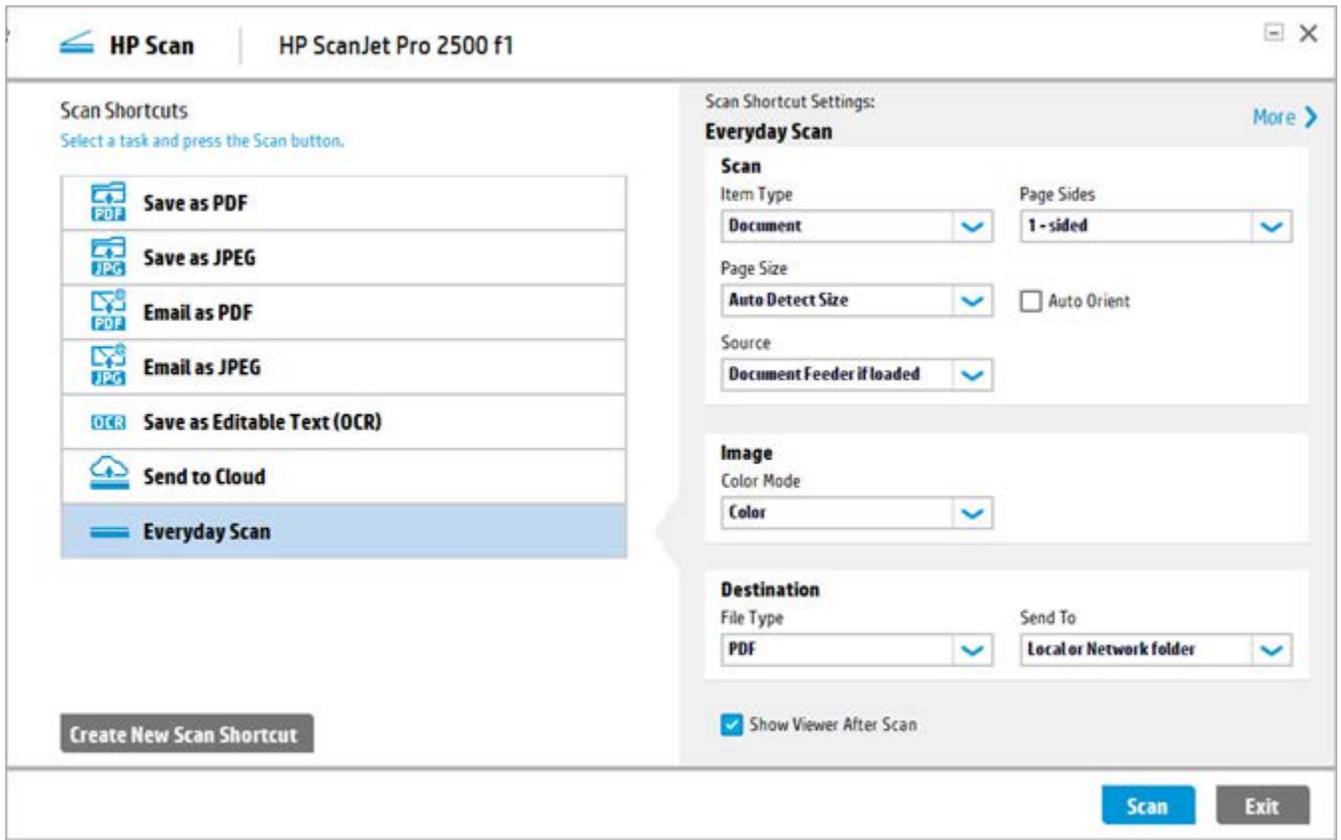
Nine: Save image as Send to Cloud.

When you send your image to the cloud is when your image is being stored into cloud, which is often referred to as cloud migration and it is essentially when files or other types of data are transferring into a cloud computing environment. After you selected this option, it is crucially important to send the file to the Dropbox so it can be sent to the cloud drive.



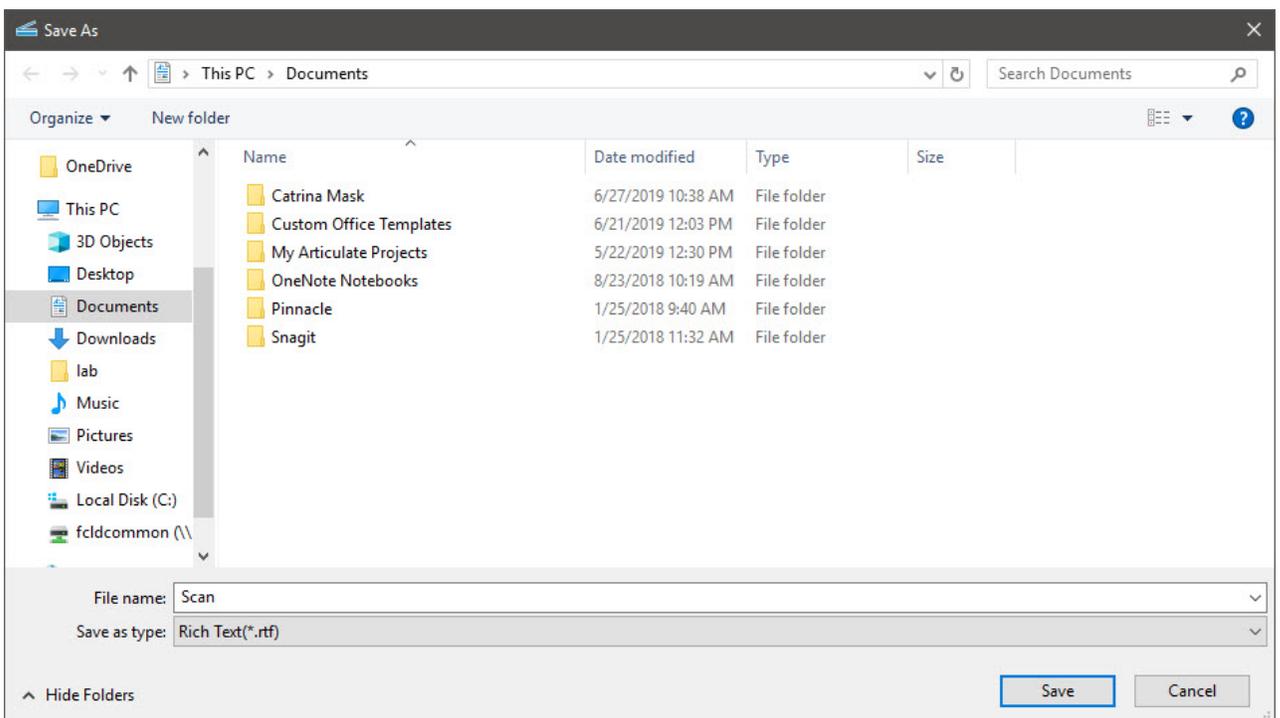
Ten: Save image as Everyday Scan.

When you save your image under everyday scan is when you are scanning your file and you can customize the brightness, contrast, and midtone to anything you want. Also, you can change the destination of the type of file you want, which may be PDF, JPEG, PNG, BMP, and TIF.



Eleven: Save the image

- After you click on save, you must ensure that you save it under rich text.



Related Web Sites

- <http://h10032.www1.hp.com/ctg/Manual/c04606081> - A pdf document on how to use the HP ScanJet Pro 2500 f1.
- <http://www.scantips.com> – A Few Scanning Tips by Wayne Fulton (commercial site)
- <http://hotwired.lycos.com/webmonkey/geektalk/97/41/index3a.html> - Scanning 101 from Web Monkey
- <http://www.depauw.edu/weba/training/images-tu-torial.asp> - Images Tutorial from DePauw U
- <http://www.adobe.com/digitalimag/main.html> - Adobe's Website for digital imaging products
- <http://desktoppub.about.com/library/weekly/aa111502a.htm> - A scanning calculator that determines the resolution needed for an image depending on the desired output or use. These tips are from Jacci Bear at About.com's Desktop Publishing area.

Slide Scanning

Although many Flatbed Scanners have slide adaptors you can use, your best bet is to use a Slide Scanner. FCLD has a slide scanner that faculty are welcome to use. It is a high-quality Nikon slide scanner that will do single slide or multiple scans. The basics are essentially the same. FCLD has a separate handout for slide scanning, Slide Scanning II.

Recommended Blackboard Size

For Blackboard users, aim for an output of 700 x 525 pixels 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 pixels. 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

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:** fcl@hartford.edu

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

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>