Digitizing **Images** for your Electronic Portfolio using a **Scanner**

Preparing to scan.
- If you are using a scanner on your computer, be sure you have installed the driver (software that tells the computer how to connect to the scanner).
- Make sure the scanner is plugged in to the computer (probably through USB port) and turned on (if needed).
- Open the top cover of the scanner and place the item you are scanning face down on the glass. Put the top left corner of your image in the designated corner for your scanner. Close the cover. If you are scanning a book or other object that does not lay flat, you will need to hold it steady while you are scanning.

Scanning the image.
- Launch the software that came with the scanner or use Photoshop, Photoshop Elements or Photo Deluxe
- **Prescan** your image.
- To prepare the image for the final scan – select the area you want to scan with the cross-hair cursor
- Select the **Scanner Settings**: image type, destination, resolution, and scale. (**See below**)
- Click the **Scan** Button. (In some cases, you will need to hold the document steady while you scan.) Your picture probably will open in a new window.
- **Save** the file. The format you choose depends on what you plan to do with the file.
  - **Photoshop**--If you plan to manipulate the image before you use it.
  - **JPEG**--Photographs, compressed, good for web (or on-screen) images with lots of color variation.
  - **GIF**--Logos, good for web (or on-screen) images with large areas of flat color or line art. Also works on the web (only 256 colors in this Graphics Interchange Format)
  - **TIFF**--A universal format that works on PCs and Macs. Does not work on the web.
  - **PICT**—A Macintosh-only uncompressed format

Usual Scanner Settings
- **Image type**: color photo, grayscale, line art (B&W). Tip: Use line art for scanning text or handwriting.
- **Destination:** Will you print the image on a laser or ink-jet printer or will you use it on-screen for a web page or presentation? The destination affects the resolution.
- **Resolution:** The higher the resolution, the larger the file size. Make your choice based on the output device you plan to use. Larger isn't always better. Here are some general guidelines.
  - Computer Screen (also email and web): 72 dpi (dpi=Dots Per Inch)
  - Ink jet printer: 150 dpi
  - Laser printer: 300 dpi
  - **Tip**: When scanning a line art drawing (or handwriting) use a higher resolution. If you were scanning an image to use on screen, start with a resolution of 200 dpi then resample if necessary (change resolution to 72 dpi) in a graphics editor such as **Photoshop Elements** or **Graphic Converter**. This will give you a much sharper image.
- **Scale**: Sometimes the dimensions of the item you are scanning are too big for your document. You can adjust the size by setting the scale.
- **Select the area** you want to scan by adjusting the size and shape of the dotted lines. Use the + (crosshair cursor) or move the handles to select the part of the image to be scanned

For more detailed information about scanning, consult the following website: http://www.scantips.com

Some of this document was originally developed by Dr. Ann McCoy, University of Alaska Anchorage.