



## Scanning

*TWAIN* is a widely-used program that lets you scan an image directly into the graphics program you want to use.

## Resolution

Resolution is a measure of the fineness of a scan: the higher the number of dots per inch (dpi), the better the quality, but the larger the file size. Scanned images can have very big file sizes and you must take this into account because large files take a long time to load, to save and to print and they also use up a lot of disk

space, especially on a shared network. An A4 scan at a high resolution and at 100% of the original size can use so much RAM (Random Access Memory) that it takes a long time for the software to apply any formatting and may even cause your computer to crash. Try scanning large originals at 50% or even less.

1. Many printers have an optimal resolution of 300 to 400 dpi. Check yours. There's no point in scanning work at a higher resolution than your printer can produce.
2. 1200 dpi is magazine or professional print quality
3. High resolutions are only useful if you have a printer capable of producing prints to a similar resolution and very good quality printer paper
4. The higher the resolution the bigger the resulting file size
5. For web graphics or multimedia presentations 72 ppi (pixels per inch) is adequate for viewing on most monitors.

A typical 17-inch monitor might have a horizontal screen area of approximately 12 inches. If your screen resolution is set to 1024 x 768, then 1024 pixels = 12 inches, or 1 inch = about 85 pixels. For the scan to appear on the monitor screen at the same size as the original, the resolution needs to be about 85 dpi. For a screen resolution of 800 x 600, the scan resolution only needs to be 67 dpi. 72 dpi is a good compromise.

## Easy steps to scanning

Before you start to scan, make sure the scanner software has been installed on the computer that you intend to use.

1. Go to **File > Import > Acquire** and select the name of your scanner from the submenu.
2. If you have more than one TWAIN-compatible device installed, you may need to select which source to use: choose **Import** from the **File** menu and **Select Source** from the submenu.
3. Lift the document cover and carefully position your page, photo, drawing or object(s) face down on the scanner glass in the corner indicated by an arrow.
4. Use a sheet of clear acetate to protect the glass when scanning sticky or rough items. A shallow lid painted black inside is useful for covering small objects and cutting out some of the light.
5. Close the cover gently.
6. Select a resolution.
7. To keep files small change the scale from 100% to 50% or less if you are scanning originals that are larger than A6.
8. Depending on the original and how you intend to use the scan, select **Colour**, **Greyscale** or **Black and White** as the scanning mode. Greyscale scans have smaller file sizes than colour ones.
9. Allow the scanner to warm up for better quality scans.
10. Click on the **Preview** button to pre-scan the whole surface area.
11. Select only the area that you want to scan in the Preview Window by adjusting the handles on the selection marquee.
12. Click **Scan**.
13. In your editing software save the scan to your project assets folder, giving it an easily recognisable name e.g. *gerberaX* (replace X with your own initials)