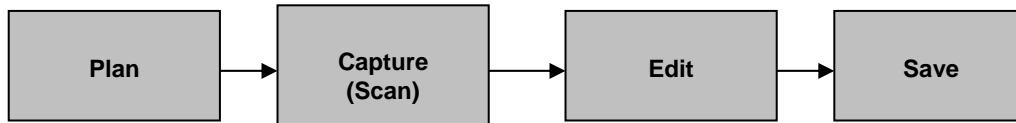# Scanning

Gather images from magazines, newspapers, or books, created artwork, or found objects (leaves, flowers, and so on) to practice scanning and to create graphical content to include in future projects. You will scan the images and objects and produce an individual body of work (electronic files and folders with original materials).

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┌──────────┐     ┌──────────┐     ┌──────────┐     ┌──────────┐
│   Plan   │ ──▶ │ Capture  │ ──▶ │   Edit   │ ──▶ │   Save   │
│          │     │  (Scan)  │     │          │     │          │
└──────────┘     └──────────┘     └──────────┘     └──────────┘
```

Plan

Ask yourself:

- What message do I want to get across?

- Select image or object.

- Does this image tell the story? Focus on the message.

- Does it tell the same story as another image?

- How am I going to use this image? Displayed on a monitor? Printed?

- Will I need to modify this image again for another purpose?

- Is there any extraneous information in the image?

- Are there any distracting details?

Capture

Preview scan:

- Turn on the scanner.

- Position the image or object on the surface.

- Start the scanner software (if it did not already start when the scanner was turned on).

- Set the scan mode.

- Scan.

- Set the final size.

- Set the resolution.

Final scan:

- Scan again to acquire the scan you will actually use.

Edit

Edit image:

- Start the image-editing software.

- Correct color, if needed.

- Add special effects.

- Resize, if needed.

Save

Save files:

- Save as a file I can make changes to in the future.

- Save as a web-ready file.

- Save as a print-ready file.

How to scan images without image-editing software

1. Lift the scanner cover. Check the orientation for the placement of the image. Notice the orientation hash marks etched into the plastic frame around the glass portion.

2. Place the image on the glass. Check to be sure it is lined up on the glass.

3. Press the Scan button (typically on the far left side of the row of buttons). If there are no buttons, you should see a dialog box where you can select the next step.

4. The scanner lamp turns on and warms up. Wait for the image to be completely scanned.

5. The scanner takes a preview scan.

   Note: Now you can make your first adjustments. Cut away the parts of the image you do not want to include in the final scan. Reset the resolution or scan type as necessary.

6. Take a final scan.

7. Save the image as TIF (TIFF), GIF, or JPEG. These are the most common file types.

8. If you have image-editing software, you can open the scanned file and use the image editor to make edits.