

Scanning

CS 102

Nov. 26, 2001

Scanning is the process of making an electronic copy of a print image such as a photograph. We have one PC set-up to scan using Paint Shop Pro and a scanner program named HP PrecisionScan. You scan images, saving them on your network drive in JPEG format or GIF format. You can then edit your scanned images using Paint Shop Pro on the main Lab PCs.

Save all your scanned images to the Images folder you created on your G: drive and use Paint Shop Pro there. When you're ready to use an image in one of your Web pages insert it as you've done before.

Using the Scanner

The scanner is a delicate instrument. It's the only one we have. Please be gentle with it and don't put books or other heavy objects on it. The object glass needs to be kept very clean, so do your best not to touch it. The scanner PC should be used only for scanning. Use the main lab PCs for editing images and other work.

Scanner Instructions:

1. The scanner PC runs Windows 98, so logging on, etc. is a little different from Windows 2000. Log onto the computer from the *Enter Network Password* dialog box. Type your name, password, and domain. In case you've forgotten, your domain is GCADMIN . If you're asked to enter a Windows password, use your network password again. If you are asked any questions about network drives, please click *Yes* or *OK*.
2. Carefully place your image on the scanner bed. "Ground zero" is the upper right-hand corner. The image should be placed face-down, as if you were using a copier. Orient your image so that its top is farthest from you.
3. Open Paint Shop Pro 6 — there is an icon on the desktop, otherwise, go through the *Start* menu.
4. From the *File* menu in Paint Shop Pro, choose *Import*, then *Twain*, and then *Acquire*. Wait a few seconds for HP PrecisionScan to start and open its window.
5. The HP PrecisionScan window should now be open. Make sure the two check boxes are selected.
6. Press the *Scan* button. The scanner now scans the image.
7. The HP PrecisionScan Viewer now opens. Press the *Accept* button to transfer the scanned image to Paint Shop Pro.

8. Back in Paint Shop Pro, save your image by opening the *File* menu, choosing *Export*, and selecting *Transparent GIF* or *JPEG*. Make sure you save your image into your **Images** folder and not the local hard drive!!!
9. If you have another image to scan, return to step 4.
10. When you're finished scanning images, close Paint Shop Pro.
11. Logout: press the *Start* button and choose *Log Off user*.
12. Make sure you take all your images with you!!!