

Scanning Your Stuff

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What can you do with a Scanner?

- ◆ Scan Photos of virtually any kind
- ◆ Scan Documents of virtually any kind
- ◆ Scan In Color
- ◆ Scan In Black and White
- ◆ Faxing
- ◆ Copy and Print your stuff

What you cannot Do with a Scanner!

- ◆ Listen to Alien Transmissions
- ◆ X-Ray your Liver
- ◆ Microwave Popcorn
- ◆ A planter for your African Violets
- ◆ Tune up your Pickup Truck

Common Types of Scanners

- ◆ Flatbed Scanners



- ◆ Sheet Fed - Feeder Tray and Flatbed Scanner



Types of Scanners

- ◆ Multi Function Unit – Scan--Copy--Fax--Print



Other Types of Scanners & Options

- ◆ Hand Held Scanners - Portability
- ◆ Sheet Fed only – No flat bed option – Small Footprint on your desktop
- ◆ Photo Only Scanners – Very specific need
- ◆ Slide and Photo Negative attachments – Conversion to digital format
- ◆ Business Card Scanners – Very specific need

Buyers Guide to Scanners

- ◆ **Flatbed vs. Sheet fed**

Flatbed scanners are so inexpensive and versatile these days, they're the obvious choice for most users. But if you're strapped for space or specialize in scanning odd-sized documents, a sheet fed scanner may be more useful.

- ◆ **Optical Resolution**

For scanning text and photographs, 300 dpi is more than sufficient. But with 600-dpi scanners so affordable now, get the highest resolution that you can. And with detailed scanning, don't settle for less than 600 dpi.

Buyers Guide Continued

- ◆ **Color Rate**

Most low-cost flatbeds today have at least 30-bit rates, which should cover everything from text to slides. You may be able to get away with a strong 24-bit scanner. And a 36-bit scanner is powerful, but it may be overkill.



Speed

Most newer scanners connect using USB (Universal Serial Bus) so make sure your computer has USB connections available. You can purchase USB cards for most computers if you don't have one. Whether it's SCSI, parallel, or USB, get the interface that's most convenient for you.

Buyers Guide Continued

◆ Software

Make sure your scanner comes with a useful software package. Look for a good OCR (Optical Character Recognition) program for text scanning and an image editor for photographs. If you're doing higher-end graphics work, your scanner should come with a professional graphics program, such as Adobe Photoshop LE.

◆ Hardware Features

Many scanners have hardware extras that come in handy for certain types of work. An external Start button is a convenient perk, a document feeder is a boon for scanning a lot of pages, and a transparency attachment lets you scan slides and negatives without spending extra on a separate scanner.

Terminology?

◆ Bit Rate:

In digital telecommunication, the bit rate is the number of bits that pass a given point in a telecommunication network in a given amount of time, usually a second. Thus, a bit rate is usually measured in some multiple of bits per second - for example, kilobits, or thousands of bits per second (Kbps). The term *bit rate* is a synonym for data transfer rate (or simply *data rate*). *Bit rate* seems to be used more often when discussing transmission technology details and *data transfer rate* (or *data rate*) when comparing transmission technologies for the end user.

Resolution?

- ◆ Resolution is the number of PIXELS (individual points of color) contained on a display monitor, expressed in terms of the number of pixels on the horizontal axis and the number on the vertical axis. The sharpness of the image on a display depends on the resolution and the size of the monitor.
- ◆ A display system that supports a maximum resolution of 1280 by 1023 pixels may also support 1024 by 768, 800 by 600, and 640 by 480 resolutions. Note that on a given size monitor, the maximum resolution may offer a sharper image but be spread across a space too small to read well.
- ◆ This is important to understand when selecting resolutions to view on your monitor or when printing Photographs.

DPI & Twain

◆ What is DPI?

In printing, dots per inch (dpi) is the usual measure of printed image quality on the paper. The average personal computer printer today provides 300 dpi or 600 dpi. Choosing the higher print quality usually reduces the speed of printing each page.

◆ What is Twain? ("Ne'er the twain shall meet," because the program sits between the driver and the application. The name is not intended to be an acronym.)

TWAIN is a widely-used program that lets you scan an image (using a scanner) directly into the application (such as PhotoShop) where you want to work with the image. Without TWAIN, you would have to close an application that was open, open a special application to receive the image, and then move the image to the application where you wanted to work with it. The TWAIN driver runs between an application and the scanner hardware. TWAIN usually comes as part of the software package you get when you buy a scanner. It's also integrated into PhotoShop and similar image manipulation programs.

Scanning your Stuff!

- ◆ Document Management Software
- ◆ Scanning important documents to create digital editable and un-editable versions of them (I.E. receipts, contracts, marriage certificates, birth certificates, etc.
- ◆ Scanning things you probably didn't think of before.

Lastly and most Important!

- ◆ Back Up Your Stuff!!!!