



Getting perfect scans

Scan an image and you can alter it, improve it – even e-mail it to a friend

Do you ever wish that you could put photographs and pictures into letters, projects and other documents that you do in your PC?

Or how about copying text into your PC, maybe a magazine article or letter from a colleague, without having to retype it all? That is exactly

what a scan enables you to do. By placing a picture or sheet of text on the glass plate of the scanner (think photocopier) and telling the scanner to do its thing, you can bring digital versions of that picture or text into your PC.

It's an incredibly useful device. You can e-mail photos

to friends and family, or use them in letters or greetings cards. If you are compiling a report and you need a specific diagram or article to be included, you can scan it.

Or scan a hand-drawn map with directions to your house, and then e-mail it to a friend. The possibilities are endless!

1. Scanner

This is the Visioneer OneTouch 5600 USB scanner, and is reviewed on page 92.

2. Lid

The lid of a scanner is quite lightweight, and flimsy. This is so you can fit open books, magazines and other items that aren't flat onto the scanner without leaving the lid open. You need to keep the lids closed to stop external light getting into the scanner and ruining the process.

3. Glass

Images and text to be scanned are placed face-down on the pane of glass inside the scanner, like a photocopier. It is imperative that you look after the glass. Keep the lid closed when you're not using it, and try not to scratch the surface. Keep it clean, as marks on the glass appear on scans.

4. Controls

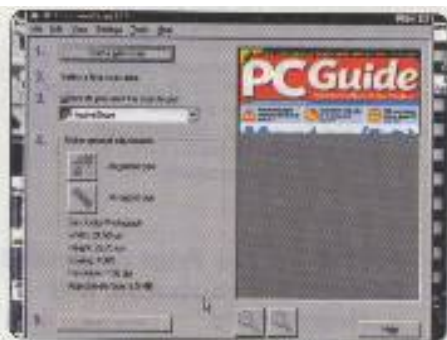
Modern scanners all come with a variety of shortcut buttons on the front. This makes the scanning process easier. Place the item onto the scanner, and press the button of choice. Here you can scan to your PC, directly to your printer (like a photocopier), or directly to your e-mail.

5. Lock

Many scanners will have a locking mechanism that holds the internals in place during transit. When you install your scanner, make sure you unlock this.



SCANNING IN SECONDS



1 Use the 'shortcut button'
 To take a scan, the easiest way is to press the Scan shortcut button on the front of the scanner. This will bring up a window like this, and the scanner will start to read the image. Here it is at about a third of the way through scanning the picture.



2 Choose the key aspects
 The frame around the scanned image can be moved if you want to focus on a certain area. You can also change what program you want the scanned image to be sent to. Click on Send The Scan Now button to proceed.



3 Edit the image how you like
 Your finished scan will be sent to the program you specified in step 2. Now you can save the image/text and also begin to edit and work on the scan. Though the software that comes with your scanner may be different, the basics are the same.