

## Scanning Tips

**Materials:** *Vuescan (Mac and PC, \$39) or the scanning software with your scanner*

See: [www.hamirck.com](http://www.hamirck.com)

**Setting:** There are many reasons for using a scanner, even an inexpensive \$80 scanner: photos for your class PowerPoint or a presentation, an article you want to e-mail to a colleague, some music you want to capture for students to download and study from WebCT, old photos you want to digitize, or just use a scanner as a copy machine to your printer. This tip sheet is based around a shareware title for Mac and PC, VueScan. The advantage of working with VueScan is that you can use the same scanning software with any scanner handy, and not need the custom software for a specific scanner. Vuescan knows just about every scanner commercially available and automatically detects the scanner without special drivers installed or special software.

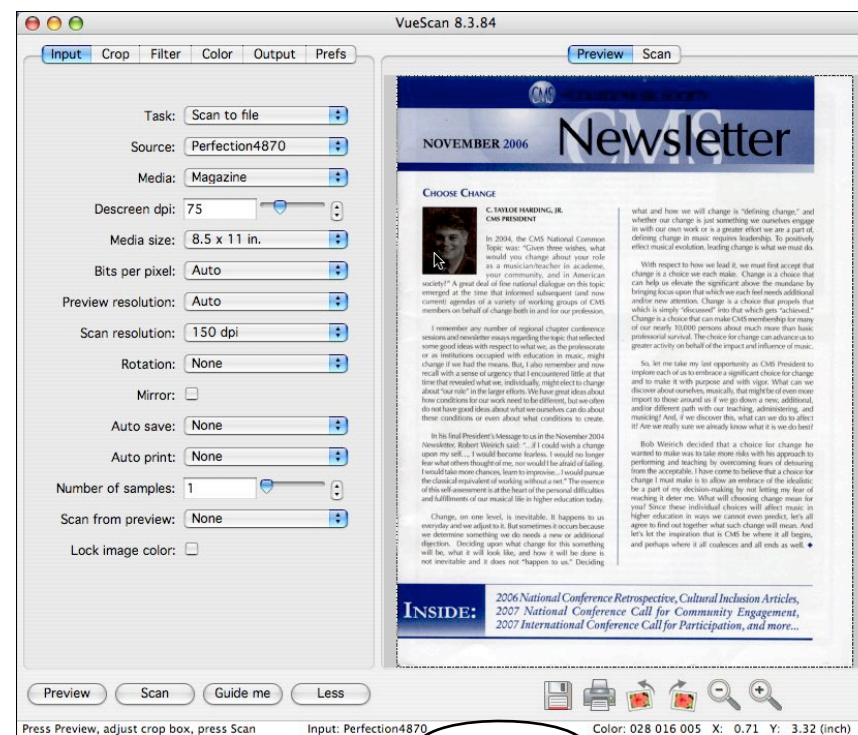
### Scanning Tips

1. Scan images at the highest resolution you will need for its application; if you are going to edit the image double the resolution
2. Follow these resolution tips: 72 dpi = e-mail and screen display; 100-150 dpi = articles, non-graphic documents, music, you want to scan/save as PDFs; 300-600 dpi for photos; higher resolution is not necessarily better, especially beyond 300 dpi unless you are doing professional publishing.
3. Don't enlarge an image greater than the size it was scanned: 640x480, 320x240, etc. It will pixelate and look bad. You can downsize but don't upsize.
4. Convert JPEGs to TIF if you are going to edit and save several times. TIFs have no compression, JPEGs do; repeated saving of JPEGs deteriorates image quality.
5. Generally use JPEG (JPG) format; use TIF if you are going to need to edit or publish hardcopy the image; encapsulate TIF as EPS if you will need to resize screen shots of text to prevent distortion.

Text scan to copy document and save to PDF or print.

Settings  
-150 dpi  
-"More" details  
-Magazine Mode

Automatically found Brother 4870 scanner



Check out the "Guide Me" mode of VueScan to walk you through the setup for a scan!

### Steps for Scanning

1. Place document on scanner flatbed
2. Set appropriate settings in scanning software, dpi, mode, output format..
3. Preview
4. Crop, rotate, change settings, adjust brightness & contrast as needed
5. Scan
6. Print and/or Save images

### Music scan

- Settings  
 -150 dpi  
 -B/W Photo Mode

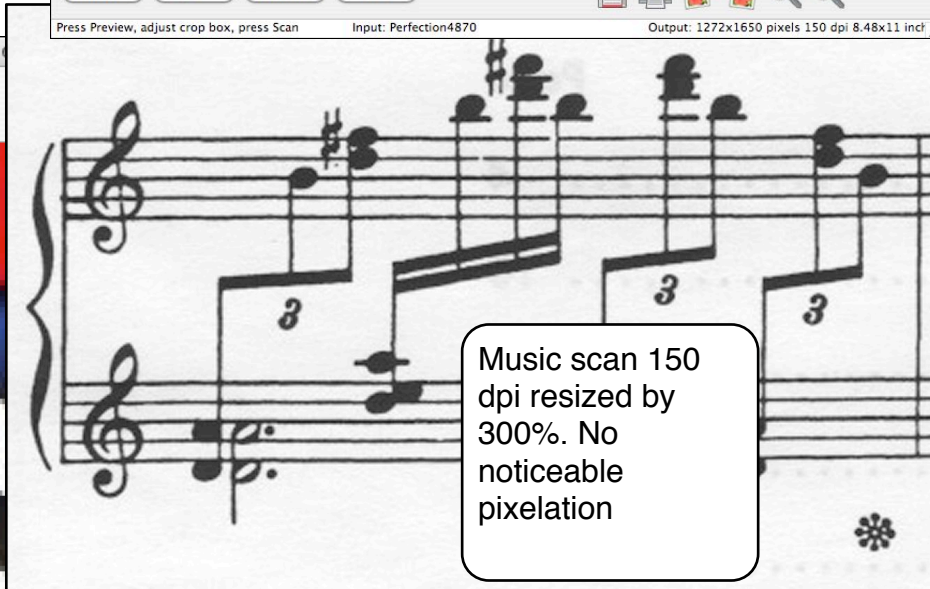
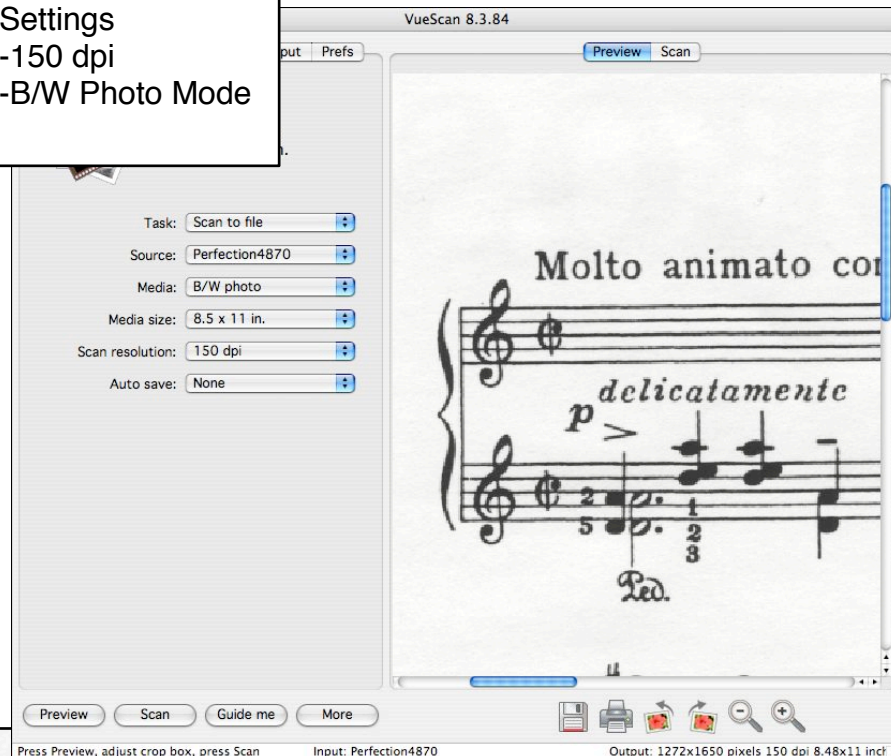


Image scan for PowerPoint or other screen display

- Settings  
 -72 dpi  
 -Graphics Mode

Note: The "LESS" mode is selected in VueScan for a simpler layout of choices

72 dpi image expanded in size beyond original causes pixelation



Music scan 150 dpi resized by 300%. No noticeable pixelation