

# How to scan text and images using the A3 Scanners

## Introduction

The A3 scanners may be used to scan images and text. The scanners are large enough to scan an A3 sized image or two A4 size pages simultaneously. It includes image-editing and optical character recognition software. The transparency adapter, available from the Helpdesk, allows scanning of materials such as slides.

## How to scan images

- 1 Log on to the PC connected to the scanner.



- 2 Place the picture you wish to scan, face down on the scanner glass. If smaller than A3, ensure the picture is placed in the right hand corner.
- 3 Double-click the Scanner icon on the desktop. The scan panel will appear.

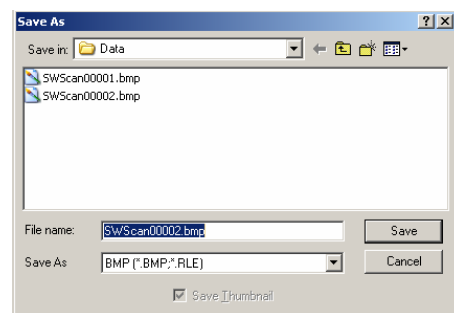
*Not Used*

- 4 Click **Scan Image** button. The panel will display a message 'Scanning...Please Wait'.
- 5 To cancel a job mid-scan, press the **Cancel** | **Exit** button.



As the image is scanned, it will open automatically in Adobe Photoshop.

- 6 Click **File** then **Save As** | **Save Copy As**.



Select a filename, a format, and a location in which to save the image.

## Format Options

- **BMP** is a large file format, useful for backgrounds.

Choose **Windows** file format, **24 bit** for depth, and press **Okay** on the printer settings dialogue box.

- **JPEG (jpg)** – good format for photographs. Option to save a larger but better quality image.
- **Tiff** – use for line art, drawings, cartoons. Choose **IBM PC** and use the compression option if the image is large.
- **Eps** – save in this format if you wish to alter the image later in Photoshop.
- **Png** – use this option if the image is to be altered in Paintshop Pro.

## How to scan text

**Optical Character Recognition (OCR)** software enables text (with small images) to be scanned, opened in Word, amended and saved as a word file.

- 1 Place the text you wish to scan, face down on the scanner glass
- 2 Click the **OCR** button, then click **OK**. At the next prompt, you should see 'Settings Window'. Modify if necessary then click the 'tick box' in order to accept settings.

The OCR dialogue box appears and the document will open in Word. Unrecognized text will be

highlighted in green. This text can be removed or overwritten.

- 3 Choose **File** | **Save As** Word file.

## Advanced Scanning

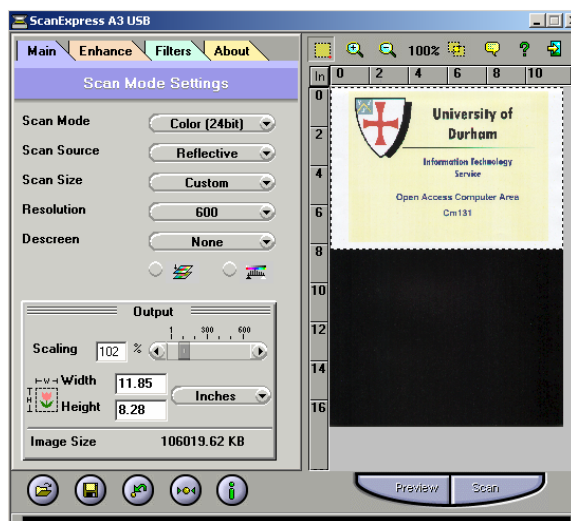
To alter the basic scanning options, click the **Setting button** on the Scanning panel. The image resolution and type (e.g. colour, monochrome) can be altered under the **Scan** section.

## Using Adobe PhotoShop

If you wish to use more advanced scanning techniques for your image, you will need to use the options within Photoshop.

- 1 Open Photoshop from **Start** | **Programs** | **Graphic** | **Adobe**.
- 2 Choose **File** | **Import** | **ScanExpress A3 USB**

The ScanExpress dialogue box opens.



Any alterations are best viewed with the **Preview** button first, use the **Scan** button for the final version.



If the image is large, the final scan can take several minutes. You cannot load predefined or save current settings. You can restore the default settings or list the current settings.

## Main Tab

### Scan Mode

The options are used to specify the type of image scanned

- **Colour Mode:** use to choose the colour depth in bits.
- **Gray mode:** used to capture fine details and shading in continuous tone photographs.
- **LineArt:** used for drawings with clear distinction and no shading. It can also be used for OCR text images, and black and white graphics.

## Scan Source

Use these options for certain types of image, for example photographs, newspapers.

- Reflective – paper, magazines, books.
- Negative – select when using the transparency adapter for slides.

## Scan Size and Resolution

Use the options to increase the image size and quality. When choosing the resolution, decide on the media first.

## Descreen

Use the options to reduce interference patterns (Moiré) created by scanning images from magazines or newspapers.

## Crop Frame and Cropping Tool

The frame outlines the size of the image to be captured.



The scanned area can be altered using the cropping tool. Click the icon and drag a selection area. Selecting **zoom mode** will deactivate the crop tool.

## Enhance tab

Use the options here to adjust the colouring and highlights of the image, enabling parts of the image to be lightened or darkened.

## Filters Tab

Filters are effects added to the image after scanning. They range from subtle to dramatic. The results can be previewed first and each filter effect can be increased or decreased.

- Blur – smooth or soften the image
- Flip – produce a mirror image
- Emboss – raise or sink elements of the image
- Invert – convert the image to a negative
- Sharpen – for use with lines and boundaries, it enhances details.