

# Scanning Images & Text

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Scanners are used for converting print images into digital images, as well as for converting printed pages of text to digital format. Scanners are available on Windows computers in Cofrin 101 and JMS 317, and on Macintosh computers in the Bemis International Center 222 and the Bush Art Center 220 and 250.

## Scanning Images in Adobe Photoshop

These instructions are for the scanners in Cofrin 101 and JMS 317, which are on Windows computers.

1. Place the picture you wish to scan face-down in the scanner, in the upper right corner.
2. Double-click on the Adobe Photoshop icon or go to Start ▶ Programs ▶ Adobe ▶ Photoshop ▶ Adobe Photoshop.
3. In Photoshop, go to File ▶ Import and select either WIA-... or TWAIN... On different computers with different scanners, the options will be slightly different, but they almost always have either the name of the scanner or the word TWAIN in them. If you have both options, choose the WIA one, which is generally the one that contains the name of the scanner (in my experience, this results in better image quality). Also, the two different options may give you different software interfaces.
4. In the scanner software window that appears, choose the type of picture you're scanning, and change any options you wish, then click the Preview button. Wait while your picture is scanned. Using the WIA option on our scanners, you would choose Color Picture, and if you want to check or change the resolution\*, you would click on "Adjust the quality of the scanned picture."
5. On the preview scan, the software should draw a box around the item you scanned. If you want to keep only a portion of the image you can adjust this box, or if there is no box, use the mouse to draw one around the part you want to keep.
6. Click on the Scan (or Accept) button. Wait while your picture is scanned – this may take a minute. When the final scan is complete, the image will open in Photoshop.
7. If you want to edit the image, save it as a Photoshop (.psd) file first, then edit (for details on editing images in Photoshop, see the handout *Editing Digital Images*, at <http://www.snc.edu/techsupport>). When finished editing, click Save again. If not editing the image, go to the next step.
8. To save a copy in JPG format, choose Save for Web from the File menu. Remember that saving in JPG format compresses the file & discards some of the data, so do this only after you are finished editing the image. If you have a file that is already a JPG, try not to re-save it as a JPG again more than once.
9. Use the options on the right to adjust the quality settings (on a scale from 1-100) until you achieve the desired outcome. These settings will affect the file size and image quality (higher quality = larger file size, lower quality = smaller file size). You may have to change the drop-down box from GIF to JPEG (photographs should always be saved as JPGs). To compare different options, click on the 4-Up tab & choose various settings. The settings you choose will depend upon what you want to do with the image (again, see the handout *Editing Digital Images* for more information).
10. To resize the image at this point, click on the Image Size tab and change the size, then click the Apply button.
11. Select the version you wish to save by clicking once on it, then click OK.
12. Save the file. *Note:* When you close the original PSD file after using the Save for Web option, Photoshop will ask you if you want to save the changes, even though you have not changed that PSD file.


### \*A note about resolution




Remember that resolution refers to the density of the pixels in an image, or pixels per inch (ppi).

High resolution = More pixels = Larger file size = Good for printing = Bad for e-mail & web  
Low resolution = Fewer pixels = Smaller file size = Good for e-mail & web = Bad for printing

## Scanning Text in OmniPage

If you have a page of printed text that you wish to convert to digital format so that you can edit the text, you will need to use an Optical Character Recognition (OCR) program, which can convert the scanned page into text. (If you scan a page of text without OCR software, you will just have a *picture* of the page, so you cannot edit the text.) The program we use on campus is called OmniPage; it's available on the scanner in Cofrin 101.

1. Place the page you wish to scan in the scanner, in the upper right corner.
2. Double-click on the OmniPage icon, or go to Start ▶ Programs ▶ ScanSoft OmniPage Pro ▶ OmniPage Pro.
3. In OmniPage, change the “Get Page” drop-down list (step 1) to Scan B & W. Click the Start button (blue arrow).
4. In the next window, click on “Adjust the quality of the scanned image.” Change the Resolution to 300dpi and click OK. Click the Preview button. When the preview is available (this may take a while if the scanner has to warm up), select the area to be scanned by adjusting the borders of the box around it, then click the Scan button.
5. Wait while your document is scanned and OmniPage recognizes the text. (There’s a status bar at the bottom that tells you what it’s doing.) If prompted, answer whether you wish to Stop Loading Pages or Add More Pages.
6. When it is finished recognizing the text, OmniPage will open the OCR Proofreader window and walk you through proofreading possible errors. Change or Ignore the errors as needed.
7. When the proofreading is complete, you will be prompted to save the file. If you save it in Microsoft Word format (the default) and leave the “Save and Launch” box checked, the file will then open in Word.
8. In OmniPage’s “Text Editor” window on the right side, you can change how the results of your scanned document are formatted. Using the small buttons at the bottom of that pane , choose between:

	True Page View	maintains the text layout exactly, including columns; puts each heading, paragraph, etc. in its own text box; more difficult to work with the text
	Retain Font and Paragraph View	keeps the text formatting, but the layout may change; text boxes are not used; text in columns is converted to regular full-width paragraphs; easier to work with the text; this is the option most people will want to use
	No Formatting View	extracts plain text only, with no formatting

9. If you do not have more pages to scan, close OmniPage. If you have more pages to scan into the same document, click the blue arrow button (it will either be labelled Finish or Additional, depending upon your earlier choice), choose Add More Pages, and repeat the scanning process with the next page(s).
10. When you scan multi-page documents, the program will prompt you to save the file after each page. You need to choose to save it as the *same file name* each time, and answer “Yes” when it asks if you wish to replace the existing file with the new one. (You are replacing your original 1-page version with the 2-page version, then replacing the 2-page version with the 3-page version, etc.)

## Scanning into Adobe Acrobat

If you need to create a PDF file and do not need to edit it, you can scan directly into Adobe Acrobat. This requires the full version of Adobe Acrobat (not just the Reader), available on the scanner in Cofrin 101.

1. Place the page you wish to scan in the scanner, in the upper right corner.
2. Go to Start ▶ Programs ▶ [Adobe Acrobat] ▶ Adobe Acrobat to start the program.
3. In Acrobat, go to File ▶ Import ▶ Scan.
4. Choose your scanner from the “Device” drop-down menu and click the Scan button.
5. In the scanner software window that appears, choose the type of picture you’re scanning, and change any options you wish, then click the Preview button. Using the WIA option on our scanners, if you want to check or change the resolution, you would click on “Adjust the quality of the scanned picture.”
6. On the preview scan, make any necessary adjustments. Select the area to be scanned by adjusting the borders of the box around it, then click the Scan button.
7. Wait while your document is scanned (this may take a while if the scanner has to warm up).
8. If you wish to add more pages to the document, click Next. When finished, click Done and save the file.

## Assistance and Questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at [helpdesk@snc.edu](mailto:helpdesk@snc.edu), or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.