

## Scanning instructions for the computer lab scanners

First, always try to remember the concept, aka the "big picture." What we are trying to do is get an image from a piece of paper, either text or picture, into the computer. There are many ways to do it, of course, as there are many ways to do everything on the computer. The one I like to teach and use is Picasa because it is very simple. But remember the scanner probably has software that came with it, Windows is going to offer to scan it for you and hundreds of other programs will do it also. The important thing is to find an easy way and use it until you know it backwards and forwards. Then you can start experimenting with other methods to scan things in.

Back to the concept: Getting the contents of a piece of paper into the computer. You obviously have to have the piece of paper and it obviously goes into the scanner. Put the contents side down on the glass of the scanner. The scanners in the computer lab I think are always on so you shouldn't have to worry about that.

We have to use some program to tell the scanner what to do. Here is where Picasa comes in.

So the first step should be to open Picasa. The paper should be in the scanner. Those two steps can go in either order.

Second step: With Picasa open, go to the upper left corner where it says Import. What does import mean? It means it is going to help you get something from outside the computer to the inside of the computer. Like pictures from your camera, scanned things, even something from a flash drive.

Third step: When you go to the Import window you will see at the upper left where it says Select Device. This is where you choose where the thing is that you want to import, like the camera or a scanner or a flash drive. Click on the little arrow to the right side of Select Device and you should see something like Scan Module 5.1. I may not be remembering the exact wording on that, but Scan is in the title. That is referring to the scanner. So select that and you will get another window.

Fourth step: This should be where you can see something that was scanned before. At the bottom of this new window are, I think, four symbols. Hover the cursor over each one until you find the one that says Preview. Click on Preview and you should see the item you are trying to scan.

Note: Preview is to allow you to make some adjustments to your document or picture that you want to scan. You can crop it here by moving the "marching ants" around. That's the line that is showing around the thing in the scanner. Try moving the marching ants by going to the edges and getting the cursor to become a two-headed arrow. Then drag and see what happens. You must try this and get familiar with it. You can scan the whole thing or just parts of it by cropping. Be sure to get the marching ants around the outside edge of the document if you want the whole thing, otherwise you will have a white border outside the thing you're trying to scan.

Fifth step: Once you have got the picture or document just the way you want it, you need to find the button at the bottom that says Scan. I believe it is right next to the Preview button. Click on that button and wait. Next you will see a thumbnail of the item over in the left-hand column. It still is not in the computer though.

Sixth step: To get it into the computer, you need to go down to the bottom and choose either Import All or Import Selected. When you click on that, the item will go into the computer.

Seven: Where it goes is sort of iffy. I don't think you can choose where to put it, but I may be wrong. I don't have a scanner with me so I am doing this by memory. If it lets you choose a folder to put the scanned item in, great. Put it wherever you want or create a folder for scanned images. If it doesn't let you choose, then you have to find where Picasa put it. So after you have hit the Import All or Import Selected, go back to the library view and find the thing you just scanned. Good luck with that!