Scanner Guidelines

A scanner is suited for capturing images in two dimensions (a printed page) and some three-dimensional objects (a watch). It can also be used to capture and convert text! Software that work with scanners to read text into a word processor is called OCR software. OCR stands for Optical Character Recognition.

Using the Canon USB scanners, you can plug-in the scanner to any USB-Mac with the software installed. Every computer in our Technology Center is so-equipped.

You can capture an image using the CanoScan software, saving the file, and editing the saved file in Photoshop. Or, use the FILE > IMPORT command from within Photoshop and use the Canon plugin.

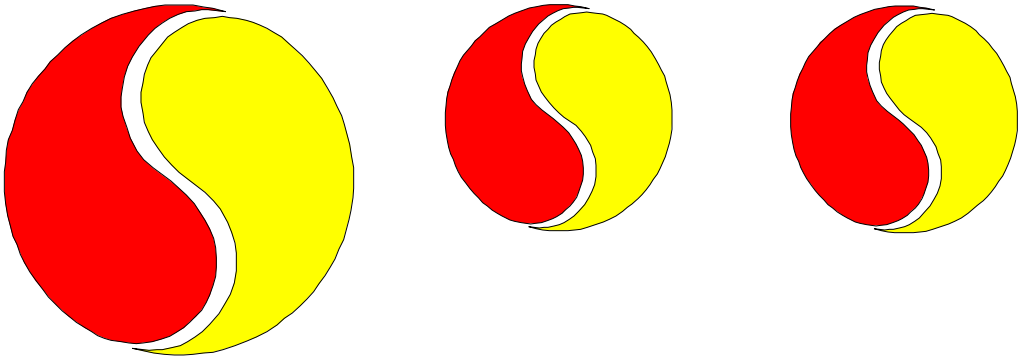
Before you scan, follow the checklist below:

- is the scanner clean?
- what am I going to do with my image?
- what is the final destination for my image?
- Adjust the settings for these answers at, or better than, the quality you need. This includes:
  - changing the color setting (grayscale or color)
  - changing the resolution
  - changing the cropping area

Resolution is a measure of how many pixels fit within a given space. A laser printer can print at 600 DPI or PPI (dots or pixels per inch). Your Macintosh ranges in resolution between 72-120 DPI on the screen. Some magazine artwork is output at 2400 DPI. All web artwork is 72 DPI.

A B C

Image size is a measure of how much physical space an image requires, or takes-up. In Photoshop, you can manipulate either the IMAGE SIZE or the RESOLUTION or BOTH. It all depends on what you need for your project.



It's best to choose something larger than you need because after scanning, increasing the resolution degrades image quality. Try it. It's true!

Examples:

A: Example A is 72 DPI web graphic at 2 inches x 2 inches.

B: Example B is 72 DPI web graphic at 1 inch x 1 inch.

C: Example C is 44 DPI graphic at 3 inches x 3 inches. Why is it the same size as B?? Because Photoshop simulates sizes based on resolution! This confuses people. But because the computer can actually only show you one resolution because of your monitor (72 DPI), it changes an image's size to reflect changes in resolution. This is noticeable when you change resolution of images but maintain the same physical dimensions.