

BASICS OF SCANNING

Objective

To gain competence in the process of scanning documents, photos, newspaper articles, etc and to understand actions that can be taken to improve the result, both during and after the scanning process.

Description

Lesson 1 of the course shows how a scanner works, how different programs can control the scanning process and receive the results and how coloured pixels are created to achieve those results.

In Lesson 2, the course shows how a picture can be scanned into an existing Word document with the text wrapped around it, the image enhancements that can be achieved during scanning and demonstrates the effects of changing the resolution of a scanned image.

The course shows, in Lesson 3, how a text document can be scanned into a computer so that each separate character is recognised (OCR) and the result edited as in any Word document.

It also shows how the size of a scanned picture can be altered.

In Lesson 4, the course deals with compressing picture files for sending by email, the image enhancements that can be carried out on existing pictures to improve brightness and contrast and retouching to remove scratches and spots.

Prerequisites

Basic skills are required for this course as well as some familiarity with the operation of a scanner.

Familiarity with the keyboard and the use of the mouse are required as are the ability to select items on the screen.

Familiarity with desktop shortcut icons is necessary as well as how to use them to launch an application. Ability to use the Save and Save As procedures is required.