**PRINTER & SCANNER**

The printer is a device that produces images (numbers, alphabets, graphs, etc.) on paper. After creating a document on the computer, you can send it to the printer for printing its hard-copy which is generally called a printout. The speed of a printer is rated either by pages per minute (ppm) or by characters per second (cps).

**Characteristic of Printer**  
**Quality of Print** – This factor decides is the output quality of text that the printer prints.  
**Speed** – How fast does the printer print.  
**Ink/Ribbon** – What type of ink and ribbon does the printer use? How much will it cost to replace? Can it be purchased locally or does it need to order from the printer company?  
**Paper** – Does the printer require special paper? How is the printer paper loaded?

**Types of Printer**  
**DOT Matrix Printer**: - This type of printer prints with movable print heads with pins or wires that strike the ribbon placing a dot on the paper with hundreds of dots forming images or text. Speed is about 1-18 pages per minute, and 30-550 characters per second.  
**Inkjet Printer**: - This type of printer was first developed by Canon. The ink-jet printer forms letters and images on the paper by spraying small streams of quick-drying ink. The ink is stored in a disposable ink cartridge. Speed is about 0.5 to 4 pages per minute.  
**LaserJet Printer**: - Laser printers are Printer that uses laser technology to print images on the paper. The laser recreates the image on a negatively charged drum which will then collect ink that is positively charged to attract to the areas of the image. The paper is then negatively charged therefore the positively charged ink is attracted to the paper and then is fused onto the paper. Speed is about 4-24 pages per minute.

**Scanner**  
A Scanner is a device that translated data on a sheet of paper to a form that can be stored on a computer, the basic function of a scanner is to convert a document to a digital format.  
**Types of Scanner**  
*Flatbed Scanner*: - A flatbed scanner is similar to a photocopy machine. Flatbed scanners are also known as desktop scanner.  
*Sheet Fed Scanner*: - A sheet-fed scanner is used for scanning sheets of paper. It cannot scan bound document.  
*Drum Scanner*: - Drum scanner are used for high quality applications.  
*Slide Scanner*: - You can scan photo slides with the help of a slide scanner, thus enables people to digitalize photographs.