# Scanning Class Outline
# For New Horizons

## Lecture/Demo portion

## I. What is a scanner?
A) Overview
B) Different components
C) What Programs to use or not use when scanning
D) Recommended scanning items

## II. Mechanics of scanning –Pre-scanning
## Acquire process
A) Image type
B) Resolution
C) Some Image Control-use of  pre-scanning filters
D) Scaling-may not be available on all scanners

## III.  Mechanics of Scanning-Scanning
A) Viewing percentages
B) Rotating/scaling/image mode
C) Using Clip art
D) Editing
   1) Erasing parts of graphics out

  2) Filling in areas
     a) Using the Paint Bucket
     b) Using the Paint Brush/Pencil
     c) Using the Eraser
     d) Using Selection areas

  E) Selection/Cropping an Image
     1) Rectangle Marquee
     2) Oval Marquee
     3) Lasso Tool
     4) Magic Wand Marquee
     5) Adding to a selection area

6) Inverting selection

**F) Saving an Image-Five sacred rules**
    1) Save Often-
    2) Save Before You Print
    3) Save Before You Get Out Of the Chair
    4) Save Before You Start To Edit Your Image
    5) Save Before You Minimize that screen

## IV.  Miscellaneous Topics related to scanning

A) Discuss other graphics software
    Procedure of Saving & Importing into your Page Layout program

    Storage Media- Discuss Zip Drives/Jaz Drives/ Syquest Drives/ Tape
    Backup/DVD/Rewriteable CDs

CorelDraw 8,Photoshop 4.0, QuarkXPRESS 4.0, PageMaker 6.5, Microsoft Publisher 97

B) OCR software – what it is and why you don't want to use it

# Lab Portion

Bring items that you want to scan, as well as a blank floppy disk to save it on
We will provide a few samples of things to scan