SCANNER, PRINTER, KEYBOARD

SCANNER

DEFINITION

A scanner is an electrical device can read and translate text, images, and other materials into a digital signal. This transforms the documents into a format that computer software programs can use to view and/or edit them. There are many different types of scanners with various resolutions on the market.

TYPES OF SCANNER

• **DRUM SCANNER**

• **FLATBED SCANNER**

• **SHEETFED SCANNER**

• **HANDHELD SCANNER**

USES OF SCANNER

- **COPYING**

  Scanners can be used to make multiple copies of a physical document such as flyers or posters.

- **ARCHIVING**

  One of the popular uses of scanners is for archiving. Physical documents can be scanned and stored digitally for preservation.

- **SHARING PHOTOS**

  Photos taken from old and traditional film cameras can be scanned to share digitally with friends and family over the internet.

- **RESEARCH**

  Scanners are also useful for research purposes. Relevant documents can be scanned for referencing later when required.

- **PORTABILITY**

  Portable scanners provide flexibility as they are small and easy to carry. Portable scanners are very good at digitizing documents, scanning images and making PDFs.

ADVANTAGES OF SCANNER

- **COST EFFECTIVE**

  A scanner helps in saving cost as it transforms physical documents into digital ones that helps in saving space.

- **RELIABILITY**

  Digitally scanned documents are safe from physical [corrosion](#) caused due to environmental factors such as humidity. Thus digitally scanned documents can be preserved in original format over a long period of time.

- **EASE OF USE**

  Modern scanners are equipped with user friendly interface which makes them easy to operate. Most of the functions are automatically adjusted for simple operations. Most modern scanners also come equipped with wireless technologies such as bluetooth making them more accessible.

- **HIGH QUALITY**

  They can replicate physical documents with a high degree of accuracy and resolution.

- **EFFICIENCY**

  Large quantities of documents can be scanned through with quicker speed and higher resolution due to faster operations provided by modern scanners.

- **ENVIRONMENT FRIENDLY**

  Less use of paper for documenting leads less wastage and healthy environmental impacts.

DIS ADVANTAGES OF SCANNER

- **MAINTENANCE**

  for some scanners can be costly which adds to overall cost of operations.

- **LIMITED FUNCTIONALITY**

  Although scanners are quite versatile, they still offer only limited functionality as compared to cameras and phones which can also be used for taking videos.

- **SECURITY CONCERNS**

  Sensitive documents such as personnel information or financial records can be subject to compromise due to lack of security layers. This may require using [encryption](#) to prevent unauthorized access.

- **QUALITY CONTROL**

  The quality of the digital document depends upon the quality of the scanner and the settings used. This can lead to issues such as blurriness, distortion, or color inaccuracies.

- **PHYSICAL INCOMPATIBILITY**

  Scanning deformed documents such as curved or folded pages can lead to inaccurate scanning and distorted output.

PRINTER

DEFINITION

A printer is a device that accepts text and graphics output from a computer, and it transfers this information to paper, sheets. Printers can print any information that has been passed to it, whether it be Text, Numbers or Images. It depends on the type of printer that what quality or color the printed matter would be.

QUALITIES OF PRINTER

- **COLOR**

  Colored printers can print in both i.e, colored and black-and-white. Hence, colored printers are more expensive than normal printers.

- **RESOLUTION**

  Printer's resolution is usually measured in dpi(dots per inch). Expensive printers have resolutions of about 550 to 600 dpi.

- **SPEED**

  For printing a good amount of stuff you need to have a fast printer. Hence, speed is an important factor while considering printers.

- **MEMORY**

  It is also an important factor for printers as having enough memory will result in good speed and better performance.

TYPES OF PRINTER

- **DOT MATRIX PRINTER**

- **INKJET PRINTER**

- **LASER PRINTER**

Features	Dot Matrix	Inkjet Printer	Laser printer
1. Cost	It is cheap in price.	It is expensive.	It is expensive than all.
2. Technology	Use of Hammer and ink ribbon for printing.	Use cartridges for printing.	Use laser beam technology for printing.
3. Noisy	It is very noisy.	It is non-noisy.	It is non-noisy.
4. Printed format	It prints in dotted form.	Clear printing.	Very clear printing.
5. Picture quality	It can't print picture clearly.	It prints good quality of picture.	Best quality of printing.
6. Speed	Very slow in printing.	Its speed is better than dot matrix.	Fastest in speed.

KEYBOARD

DEFINITION

A **keyboard** is one of the primary <u>input devices</u> used with a computer. Like an electric <u>typewriter</u>, a keyboard is composed of buttons to create <u>letters</u>, <u>numbers</u>, and <u>symbols</u>, and perform additional functions.

TYPES OF KEYBOARD

- **QWERTY Keyboards**
- **Wired Keyboards**
- **Numeric Keypads**
- **Ergonomic Keyboards**
- **Wireless Keyboards**
- **USB Keyboards**
- **Bluetooth Keyboards**
- **Magic Keyboards**