

## 1.6 Scanning

adjust  
brightness  
flatbed  
low  
text

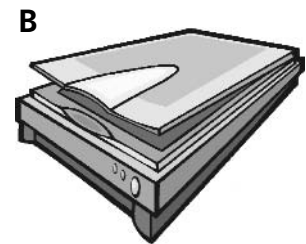
all-in-one  
connected  
handheld  
OCR software  
dpi

at  
contrast  
high  
original

preview (or prescan)  
file format  
image editing  
click

### How to scan an image

1. Make sure the scanner is connected to the computer.
2. Lift the lid and put the text on the scanner glass.
3. For high image quality, scan at 300 dpi or higher.
4. The scanning software will automatically do a preview.
5. If the image is too dark or too light, you can adjust the brightness and contrast.
6. click "scan".
7. If you scanned all-in-one, it can be "read" by OCR software.
8. If you want to save the image, choose a file format. JPEG is a good choice for photos.
9. The scanned image can be manipulated using image editing software.
10. An original printer/scanner can print, scan and copy.
11. Picture A is a handheld scanner.
12. Picture B is a flatbed scanner.
13. Picture C is a high resolution photograph.
14. Picture D is a low resolution photograph.



**dpi stands for dots per inch (1 inch = 2.4cm)**  
**OCR stands for Optical Character Recognition**  
**JPEG is pronounced "jay-peg"**

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## 1.7 Some useful adjectives

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### Choose the best adjective.

1. Oh dear. I pressed the   b   button.  
a. incorrect                      b. wrong                      c. false
2. I can't use my mobile phone. The battery's   b  .  
a. over                              b. flat                              c. exhausted
3. The battery isn't completely flat, but its very   c  .  
a. down                              b. short                              c. low
4. My video camera is very   a  .  
a. easy to use                      b. uncomplicated                      c. obvious
5. My new computer has a very   c   processor.  
a. quick                              b. high speed                      c. fast
6. The X19 notebook computer features a very   a   design.  
a. compact                              b. little                              c. small
7. Keeping files on paper is   b   solution.  
a. an old-tech                      b. a past-tech                      c. a low-tech
8. Keeping files on a computer database is a   b   solution.  
a. new-tech                              b. now-tech                              c. high-tech
9. My new PDA is the   a   model.  
a. latest                              b. newest                              c. most modern
10. In our office, we've set up a   c   network.  
a. wire-free                              b. no wires                              c. wireless
11. A call from New York to Toyko is   b   distance.  
a. far                                      b. long                                      c. faraway
12. I don't think this printer is   a   with my computer.  
a. compatible                              b. connectable                              c. suitable
13. My laptop is only 3 centimetres   c  .  
a. thick                                      b. tall                                      c. wide
14. The screen on my laptop isn't very   c  .  
a. light                                      b. white                                      c. bright
15. In three or four years, my new computer will probably be   c  .  
a. old fashioned                              b. behind the times                              c. obsolete
16. When you connect this to your computer, it will work immediately. It's   b  .  
a. plug and go                              b. plug and play                              c. plug and use