

# How to use the *SnapScan* Scanner

Name: \_\_\_\_\_

Block: \_\_\_\_\_ Date: \_\_\_\_\_

## Here's how to use the SnapScan scanner:

1. **Log on** to the computer attached to the scanner.
2. **Place your photo**/picture face down on the scanner, at the top of the platen (glass) and against an edge so that it's level.
3. Choose **Start > Programs > Macromedia > Macromedia Fireworks 8**.
4. Choose **'File>Scan>Twain Acquire** from the Fireworks menu.
5. Choose **ScanWise** in the dialogue that appears, and then click **Select**. The scanning window will appear, and there should be a preview of your scan. You should see a marquee ("marching ants") around your image.
6. **If your picture is not selected the way you want it**, you can:
  - a. Adjust the size of the scanning rectangle by dragging its boundaries, or...
  - b. Click the *Delete selection* button, and then drag a rectangle around the part you wish to scan. Adjust it as necessary.
7. Choose the **Original type** you are scanning (photo, original artwork, etc.). **If you are scanning a magazine, newspaper, etc.**, choose *Magazine* or *Newsprint* to avoid distortion when you resize the image later.
8. Click on **Image Control** and choose the type of image you are scanning: *color*, *grayscale* or *line art*. Adjust settings as desired.
9. Click on **Dimensions** and choose the **resolution** you desire (96 dpi, 150 dpi, etc.) (dpi=dots per inch).

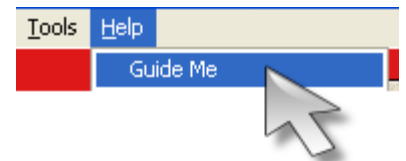


### NOTE:

- a. For using pictures on screen only, all you need is 96 dpi. For printing, 300-600 dpi is more desirable.
  - b. If you wish to enlarge the image *while* scanning, set the Scale to >100%.
  - c. If you wish to enlarge the image *after* it is scanned, choose 150+ dpi depending on how much you wish to enlarge it.
  - d. **BEWARE:** The file size goes up geometrically with increase in resolution, i.e. double dpi = quadruple file size, and so on. The selected area's file size is displayed at the middle left of the dialogue.
10. In the Dimensions window, change Orientation to make your scanned image right-side up if necessary.
  11. **Click on 'Scan'**. The scan will take a few seconds to a minute or so, depending on the settings chosen.

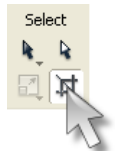
12. When the scan is complete, a new Fireworks window with your image will appear behind the scanning window.
  - a. If you are finished scanning, close the scanning window.
  - b. If you wish to scan another picture, place the next picture on the scanner, repeat the previous steps, and then close the scanner window.
13. Choose '**File>Save**' from the Fireworks menu, name your image files descriptively, and save them in your folder. The default file type is 'Fireworks' (.png).
  - a. **Name your images like this:** lastname\_subject e.g. "woodward\_portrait", so that anyone tell at a glance to whom the file belongs and the content of the image.
14. **To save in a different file format**, choose 'File>Save As' from the menu, then beside "Save as type" choose the format you desire.

**NOTE:** For step-by-step, on screen scanning instructions, choose *Help > Guide Me* from the SnapScan window:



### Basic processing of images in Fireworks

1. To make your image fit the window, choose *View > Fit All*.
2. To **rotate** an image in Fireworks, choose *Modify > Canvas > Rotate...* and choose the direction and amount you need to rotate.
3. To make a **negative image into a positive image**, do this:
  - a. Choose *Modify > Transform > Flip Horizontal*.
  - b. Choose *Filters > Adjust Color > Invert*.
4. To crop an image to removed unwanted edges, choose the Crop Tool, drag around the part you wish to keep, and then press <Enter>.



Have fun!

Cheers! KW

*When all else fails, read the instructions... Anonymous*