USING THE MMLL SCANNER: SCANJET 5300C

Note: Both MMLL scanners create both PDFs and image files; however, the 5300c is generally better for images.

The MMLL scanners are available to help students and faculty prepare multimedia materials. **All use of the MMLL scanners is expected to conform to "fair use" copyright guidelines and to University policy.** In other words, all texts or images that are scanned should be for "spontaneous, one-time use." **Articles, chapters in books, etc., that will be put into Blackboard or in any other way used to create an anthology of readings must go through the University's e-reserves system.** The Library negotiates the rights to use these materials. In addition, libraries have specialized scanners that can digitize pages from books without breaking the spines.

An example of "spontaneous, one-time use": (1) You see an article in a journal or newspaper on Tuesday and decide that it is an ideal reading for your class. (2) You scan the article and put it into Blackboard for one-time use in the current semester. **If you decide to continue to use this article in subsequent semesters, you must go through the Library's e-reserves.**

MMLL Assistants will scan materials for faculty members; however, all materials to be scanned should be given to Sharon Scinicariello, who is responsible for assuring copyright compliance.

Questions to Answer Before You Scan

Before you scan, you need to answer several questions; your answers should determine the format and resolution of your digitized image or text.

What will the scan be used for? Are you scanning a document in order to edit it more easily or to have a copy in a readable format? Are you using an image for a PowerPoint presentation or will it be printed?

What format is the best for your use? If you are scanning a <u>document</u> in order to have it in a readable format, you should scan to a PDF. If you are scanning in order to edit the document, you need to do OCR (optical character recognition), which goes beyond the scope of these instructions. If you need OCR, please talk with Sharon Scinicariello. If you are scanning an <u>image</u> to use on the web or in a PowerPoint presentation, you can use the default resolution of the scanner. If you may want to print the image, you should scan it at a fairly high resolution (300dpi minimum, 600dpi preferred).

Using the Scanner to Make PDFs (text)

1. **Make sure the scanner is ON**. **Press** the **SCAN** button on the scanner.

2. Put first page to scan onto the bed of the scanner and close the cover.

3. Open Adobe Acrobat 8 Professional (Start > All Programs > Adobe).

    Note: When using Adobe products, you will often receive annoying messages about installing updates. We're sorry, but these can't be avoided. Please click the button for "install later" or "remind me later."

4. Choose Create PDF > From Scanner.

5. In the window that opens, select WIA-HP ScanJet 5300C as the Device.

6. In the next window, choose your color options—"grayscale" works best for text in black and white.
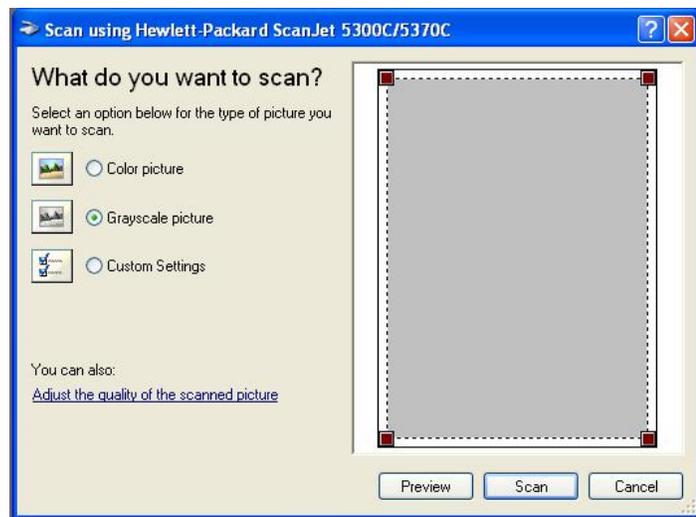
7.   Press **Scan**.

8. Name file and press **Save**.

9. When the first page is complete, you will be asked if you need to scan more pages or if scanning is complete. **If you select scan more pages, make sure to put the new page on the bed of the scanner before you press OK.**

10. For each page, you will need to select your color option and press the Scan button.

When you have finished scanning, your newly-created PDF will open in Acrobat. The pages will automatically rotate to the correct orientation. You can then work with the PDF in Acrobat or save and close.

Using the Scanner for Image Files

1. Open Adobe Photoshop (Start > All Programs > Adobe or click on the small icon in the taskbar).

2. **Make sure the scanner is ON**. **Press** the **SCAN** button on the scanner.

3. Place your image on the scanner bed and close the cover.

4. Go to File > Import > **WIA-Hewlett-Packard ScanJet 5300C…**
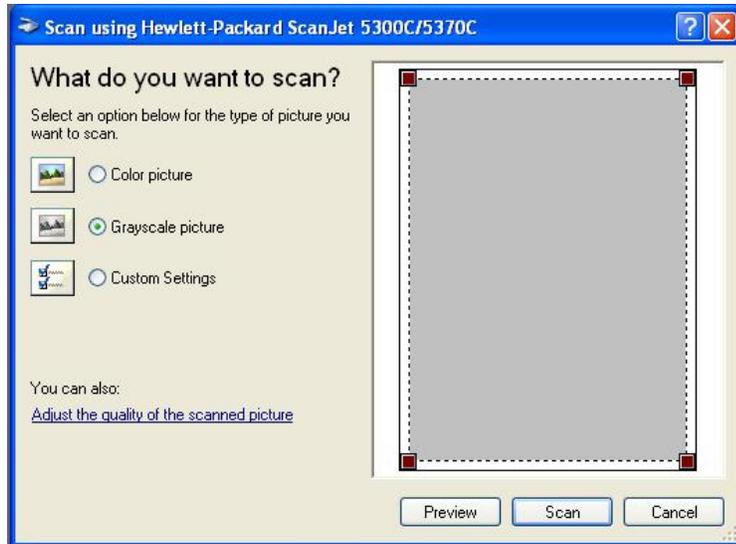
5. Choose your color options: most images should be scanned as **Color picture**.

6. The default resolution is 150dpi. If you are planning to print the image, you need to adjust the resolution.   Click the **Adjust the quality of the scanned picture** link.
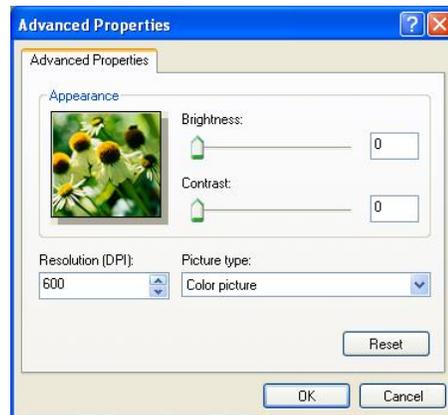
a.   In the window that opens, choose the resolution you need. For display on a computer, 150dpi is sufficient. For print, a minimum is 300dpi, but 600 or even 1200dpi are better choices. Click OK.

7. To be able to select the regions to scan, click **Preview** and, when you see your page, use the dotted box to select the part of the image you want.

8. Press **Scan**.

9. The image then opens in Photoshop. **Note: The scanned image is not yet saved. Use Photoshop to save it. If you want to work with the image, save it as a .psd. When you are satisfied with the image, you can save it in the format you need.**

Troubleshooting Tips

The most common problem is that the computer can't find the scanner.

1. Make sure the scanner is plugged into the electrical outlet.
2. Unplug and replug the USB cable from the scanner. Make sure that the USB cable is connected to the computer.
3. Press the scan button on the scanner (far left blue button).
4. Try to scan.

If this does not solve the problem, shut down the computer. Check all the connections and reboot.