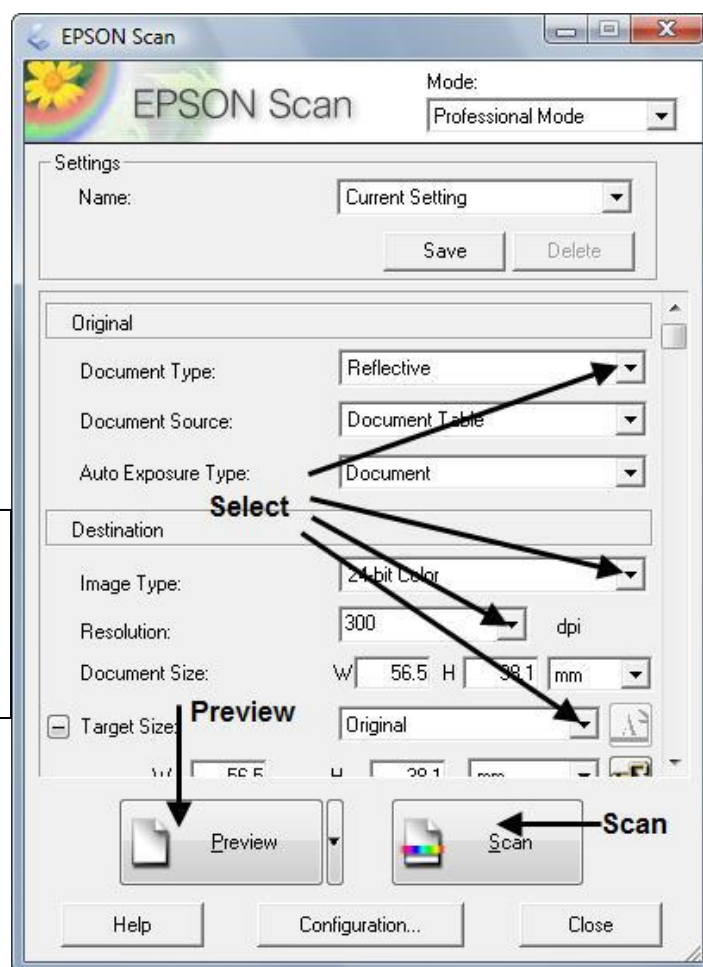## Scanning photographs:

Not all your photos that you would like to view on the computer screen will come from your camera. You can use a scanner to input images into the computer. These images come in very useful if you want to send a copy of an old photo to a friend or relative.
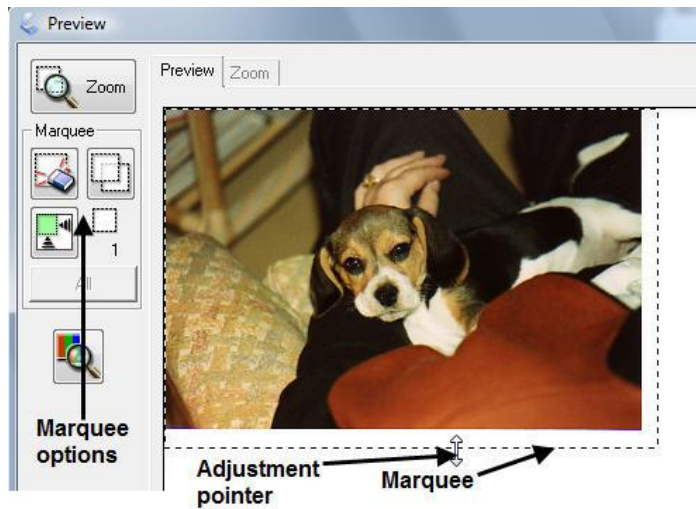
Your scanner will have come with a program disc which will need to be loaded into the computer before you begin. Scanner programs vary slightly between manufacturers but the following instructions should be applicable to most machines.

The first mass-marketed camera, Kodak's Brownie, cost one dollar.

Having opened the program you will see a window similar to that pictured on the left. You will need to make a few selections such as Document Type whether it is a document or a photo; Image Type whether you want a coloured image or simply black and white and Resolution – which largely governs how big you can enlarge the image at a later date. 300 dpi (dots per inch) is a good compromise.

Load the photo or document into the scanner – it does not really matter whether it is upside down or not because you can always rotate or flip the image later. Then select the Preview button. The scanner will whirr into life and show you what the scanned image will look like.

Your original photo will almost certainly be smaller than the full scanner tray but the preview will show the whole tray. Use the marquee tools to draw the area you actually wish to scan around the picture.

When you are satisfied then go ahead and press Scan. This will take a little longer than the Preview scan but eventually produces the computerised image which you can save into your chosen picture folder.

Like learning the piano, scanning takes a little practice. If you want further help in scanning I can strongly recommend the website www.scantips.com. It is full of very helpful advice on how to get the best results from your scanner. It helps by using simple language for beginners as well!