Scanning Images for Multimedia Stacks

Points to Remember

1. There are four factors that you need to control when you scan images:
   - resolution (*i.e.*, number of dots per inch (dpi)),
   - color depth (*e.g.*, black & white, gray scale, 256, thousands, millions)
   - image size
   - scale

2. The resolution setting determines the amount of information the scanner will capture; the higher the resolution, the finer image detail and the bigger the image file size. The screen image displays 72 dpi; a typical printer prints at 150 to 300 dpi.

3. If you plan to save the scanned images onto floppy disks, you will need to keep image files small enough to fit the medium (typically 1.4 Mb).

4. Even if you are saving images to a large hard drive (*e.g.*, a server), large image files can rapidly fill a lot of drive space. This particularly is true when students or groups of students in a class are each saving multiple images. A sharp color photo in millions of colors can easily exceed 5 Mb.

Rules of Thumb (or perhaps the index finger if you're using a mouse)

- Scan for the minimum resolution, color depth, image size and scale that still will give you the quality you want in your stacks. This not only saves disk space, but also saves scanning time.

- You can rescale graphics when you import them into HyperStudio. This generally is faster than trying to do it at the scanner, freeing up scanner time.

- Increase the resolution (dpi) for your scan if you plan to enlarge the image when you paste it into your stack.

- The automatic adjustments and settings available in most scanning software programs generally do a very good job of adjusting the color balances.

- Scan black-and-white images in grayscale; they take up 1/3rd the disk or memory space of a color image.

- Save your stack in a graphic format that HyperStudio can read. These include: PICT, TIFF, GIF, JPEG, PCX, and BMP. PICT is the standard Mac format. BMP is standard on PCs. TIFF files should work with HyperStudio on either platform.