

Moray College UHI 50th Birthday submissions

Tips for scanning photographs and publications

Scanning can be as simple as putting a document face down on the glass, pressing a button to begin the scan, and then saving the file onto your PC. Scanners usually come with all the software you need.

1. Make sure your scanner is set up and working correctly by following the manufacturers set-up instructions that will have come with your scanner.
2. Find and open your scanner program by double clicking on the program's name or by hitting the scan button on your printer or scanner. In Windows, click on the start button to bring up active programs. If you're using a Mac, click on the scanner icon or use Image Capture by clicking on Go, then Applications and then Image Capture.
3. If prompted to, click the next button to continue to the next step. You should now be ready to place the image for scanning.
4. Place photographs/documents face down on the scanner surface. Align the photo or document within the arrows or grids on the device.
5. Close the lid if there is one and **press scan** on the scanner or **click scan** on the scanning program on your computer. Some scanners may ask you to **preview** or **pre-scan** first to allow you to view your scanned image before continuing to make any necessary changes.
6. You'll have the choice of changing your scanning preferences within the scanning program on your computer. Change the resolution option to a higher setting to make the details of the picture more noticeable (**no lower than 300 dots per inch; or "dpi"**). Note: This will also increase the size of the image and increase the size of the file.
7. Within your scanning preferences, you can also choose the digital format in which you want to save your picture. Please choose **jpg, jpeg or png**.
8. You may find that the image is rotated and is appearing sideways or upside-down, or maybe your scanner has cropped off part of the image. The "Orientation" settings in your scanning program will allow you to select portrait or landscape to flip the image, or you may need to manually rotate the document on your scanner surface.
9. Once you have chosen the settings you want, click **finish** or **scan** to continue and complete the process. (Which word is used will depend on your program and another one altogether may even be used.)
10. Follow the steps in your scanning program to **save** your photos. Some programs will automatically save your images within the program itself but for most programs you will need to save the images somewhere on your computer. Look for the save button or use the save prompt when it comes up. Save the images somewhere where you won't lose them.
11. You don't have to worry about renaming every photo. If you have a large number of photos that can take a long time!
12. You are now ready to **send us your files** either via email to 50years.moray@uhi.ac.uk or via the UHI Drpobox service. Full details on how to use this service is available on our website at www.moray.uhi.ac.uk/50years

Scanning text documents on smartphones

You can scan text documents such as letters and newspaper articles to save them as PDFs on your smartphone device.

1. If you have an Apple device (iPhone, iPad or iPod touch), read the following instructions on how to scan documents: <https://support.apple.com/en-gb/HT210336>
2. If you have a Samsung device (Samsung Galaxy S10, S20, Note20, etc.), read the following instructions on how to use the built-in camera scanning feature: <https://www.samsung.com/sg/support/mobile-devices/how-to-scan-a-document-on-the-galaxy-s10-or-note-10-using-scene-optimizer/>

3. If your device does not have the built-in camera scanning feature, you can also use the Google Drive scanning feature on an Android device, read the instructions to use Google Drive here: <https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&oco=1>
4. Read the instructions to use Google Drive on Apple devices here: <https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DiOS&oco=1>