Creating Digital Images Using Microsoft Photo Editor

Pre-workshop

- Computers on; two scanners per row; connect to computer; plug power supply into outlet.
- Get images and text from scanning folder in file cabinet.
- Copy Presentation from Scanning→Presentation folder, to instructor computer only.
- Get cameras (5 available—check batteries)

Workshop

Presentation through Let's Scan!

Scanning Images

- What type of scanners are these? (Flatbed)
- Most scanners offer two ways to scan—the "professional" way, requiring you to know a lot about graphics, and the "quick & easy way" for dummies. Which way do you prefer?
- Quick & Easy Way
  - Start Menu→All Programs→ Microsoft Office Tools→Microsoft Photo Editor
    - File menu→**Scan Image**
      This uses the TWAIN(Technology Without An Interesting Name ☺) interface common to many different graphics programs.
    - Choose **Color Picture**
    - Click **Adjust the quality…**
    - Show Resolution choices→Set to **150**
    - Click **Preview**.
    - After preview finishes, use **handles** to eliminate any unnecessary image area from scan area. Why? (Keep file size as small as possible—the less area scanned, the smaller the file size.)
    - With most scanning software, the default settings will give acceptable results—remember, this is supposed to be quick & easy! Click **Scan** to begin the scan.
    - The image will open in Photo Editor.
    - Click Save As, naming it practice1.jpg and putting it in My Documents.
    - For most web use, the object is to make the image file size as small as possible (why?) while maintaining acceptable quality. Open My Documents and check the file size. Leave My Documents open and return to Photo Editor. Click Image→Resize. Look at the physical dimensions—make it as small as possible (use 2"-3" for width of instructor's) while keeping it suitable for your use.
    - Save As practice2.jpg Look in My Documents to see how big it is now.
    - Image Editor→File→Properties change resolution from 200 to 100. Resize image again.
    - Save As practice3.jpg Look in My Documents to see how big it is now.
    - If still too large, in Save As compress by 50%. Save As filename4.jpg

Questions about the "Quick & Easy" method?

Professional way

The primary difference from the Quick & Easy method involves tweaking various settings such as Lighten/Darken, Sharpen, and Color Adjustment. Sometimes you can improve your scanned image by trying various combinations of these settings, but it can be a very time-consuming and frustrating effort if you don't know what you are doing. And, its beyond the scope of this workshop!

Return to presentation and discuss remaining slides.
Scanning Text
- Photo Editor will not scan text. Special Optical Character Recognition (OCR) software is required to do this. OCR software will actually scan the text and put it as a word processing document so you can edit it just like any other word-processed document. Most scanners come with this software, but ours no longer works. Sorry!

Digital Cameras
- Hand out cameras and memory cards
- **Memory Card Capacities** for 5 Megapixel Camera
  128MB – approx. 50 photos (highest resolution, large size)
       to 1,000 photos (lowest resolution, small size).
  256MB – approx. 100-2,000- photos
  512MB – approx. 200-4,300 photos
  1GB – approx. 400-8,600 photos

> *Connect camera video output cable to projector using double female RCA adaptor. Projector cable is behind podium. Use Video 2 on remote.*

- **Note**: The highest resolution/largest size setting will give you images over 2,000KB. This would be too large to put on a web site or to email to someone! You can set the resolution on the camera to give you the appropriate file size for your purpose or you can change it later using image editing software (included with the camera).
- Discuss camera features and controls:

  ♦ Viewfinder vs. LCD ♦ Optical vs. Digital Zoom ♦ Flash button
  ♦ Memory Card Slot ♦ Shooting Modes ♦ Tour of Menus
  ♦ Power Switch ♦ Play/Record switch ♦ Shutter and Focus

- **Shooting Modes**: Auto, Portrait, Landscape, Night Scene, Indoor, Kids & Pets, Snow, Beach, Fireworks, Underwater
- Switch to **Auto** mode, take pictures
- Change to **Play** mode, view pictures
- **Connect** Camera to the computer's USB slot (Be sure that the camera is on and in the **Play** mode)
- Choose **Microsoft Scanner and Camera Wizard**. Click **OK**
- Click **Next**.
- **Choose the pictures** to be downloaded by checking/unchecking the boxes. Click **Next**.
- Type **Picture** for the name of the group of pictures. **Browse** to My Documents for the save location. Click **Next**.
- Choose "**Nothing. I'm finished working with these pictures**." Click **Next**. Click **Finish**.
- Open **My Document→ Picture** to view the pictures.
- **Disconnect** cameras.
- Delete pictures on camera. **Turn on** camera and make sure it is still in **Play** mode. Press the **Menu** button. Choose **Erase All**. Press **OK**.
- **Turn off** cameras.

*** AFTER WKSHP delete scanned images from folder where they were automatically saved.