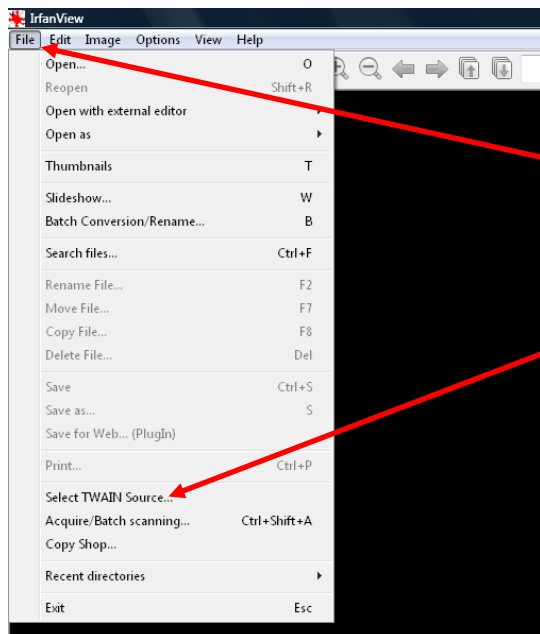


1. Initialising a Scanner in IrfanView (Selecting the TWAIN Source)

NOTE: You must have a scanner installed on the PC to initialise it in IrfanView. Refer to your scanner manual for information about installation.



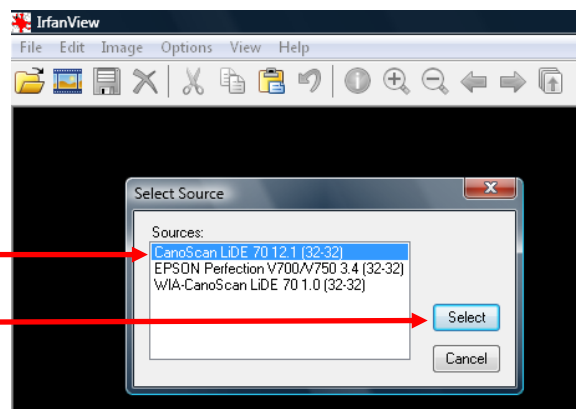
a. from the “File” dropdown menu in IrfanView Click on “Select TWAIN Source...” as to the left.

b. The “Sources” box will be displayed and if you have installed the scanner correctly you will see your scanner model displayed in the box.

NOTE: In this example there are two scanners installed on the PC a Canon LiDE 70 and an Epson Perfection V700/V750.

Highlight (click on) the scanner you want to use and click on “Select”.

NOTE: Do not select WIA if it appears, look for the scanner brand and model and select that.

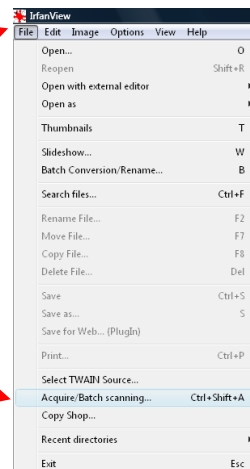


NOTE: You only need to do the above once; this is a setting that will be held in IrfanView. If you re-install you scanner or IrfanView for any reason you will have to re-select the source.

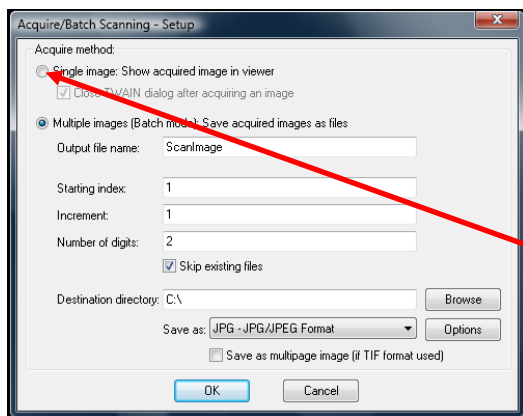
c. You should now be able to scan photo, books, certificates etc.

2. Scanning

a. To start a Scan, from the Irfanview “File” dropdown menu click on “Acquire/Batch scanning...”.

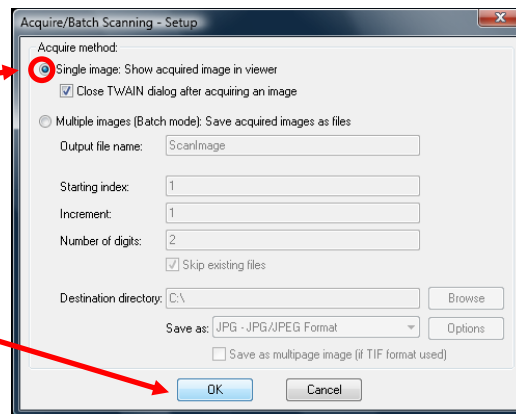


b. When you click on “Acquire/Batch scanning...” the box to the left will be displayed.
Click on the Radio Button to the left of text “Single Image: Show acquired image in viewer”.

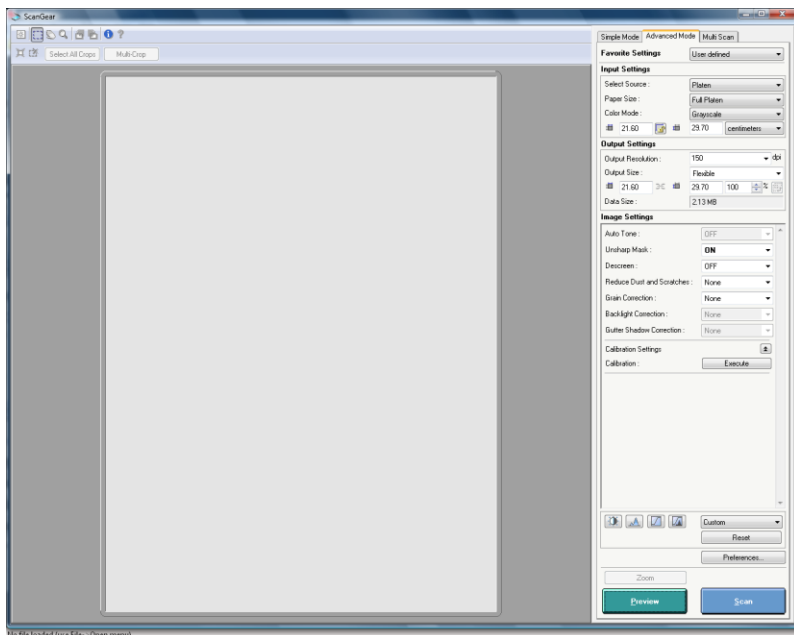


The dot should be in the top Radio Button as shown in the right hand side diagram.

Then click “OK”



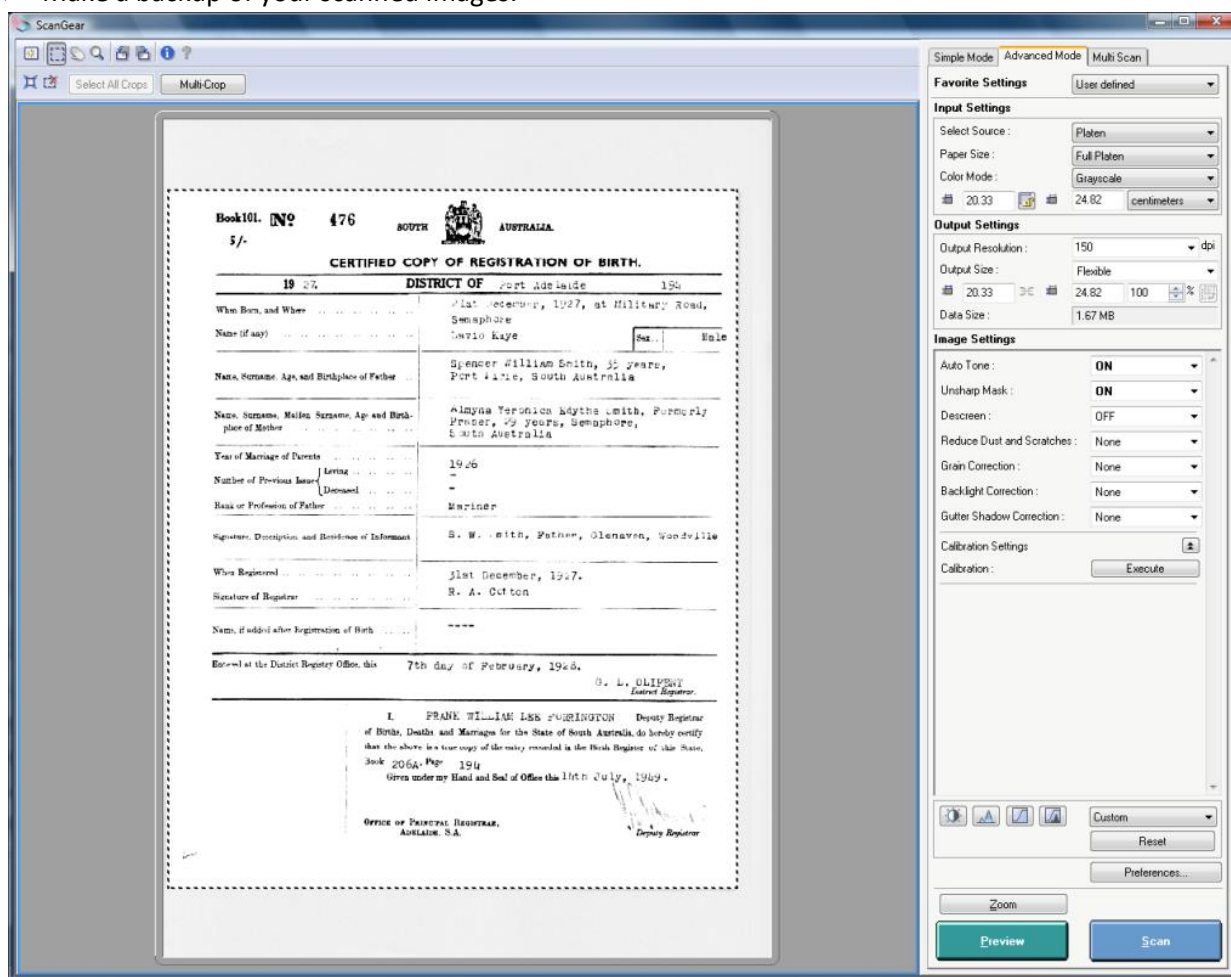
c. You should then see your scanner’s interface that will look similar to the image on the left.



NOTE: The interface shown to the left is for a Canon Lide 70 scanner. If you have a different make or model yours may look different. Read your scanner manual on scanning for instruction on how it works.

REMEMBER when scanning:

- ▶ Set the scan to either **Colour** or **Grey Scale** depending on the item being scanned
- ▶ Choose an output resolution (DPI) appropriate for the purpose for the scan, as a rule of thumb:
 - 75-90 DPI for sending by email or putting on your tree on the internet, e.g. an Ancestry.com.au tree.
 - 150 -200 DPI for documents, certificates etc.
 - 200 -300 DPI for photos as a media file in FTM.
 - 300 – 1200 or more for photo you want high quality prints from.
 - The National Library of Australia
- ▶ DO NOT make any correction during the scan process apart from maybe using “Unsharp Mask” feature. Make corrections to the scanned file in Irfanview and save as a copy, keeping the original.
- ▶ Save a master image as an uncompressed TIFF file (.tiff) and working copies as a JPEG file (.jpg).
- ▶ Have a predetermined location for all your saved images.
- ▶ Make a backup of your scanned images.



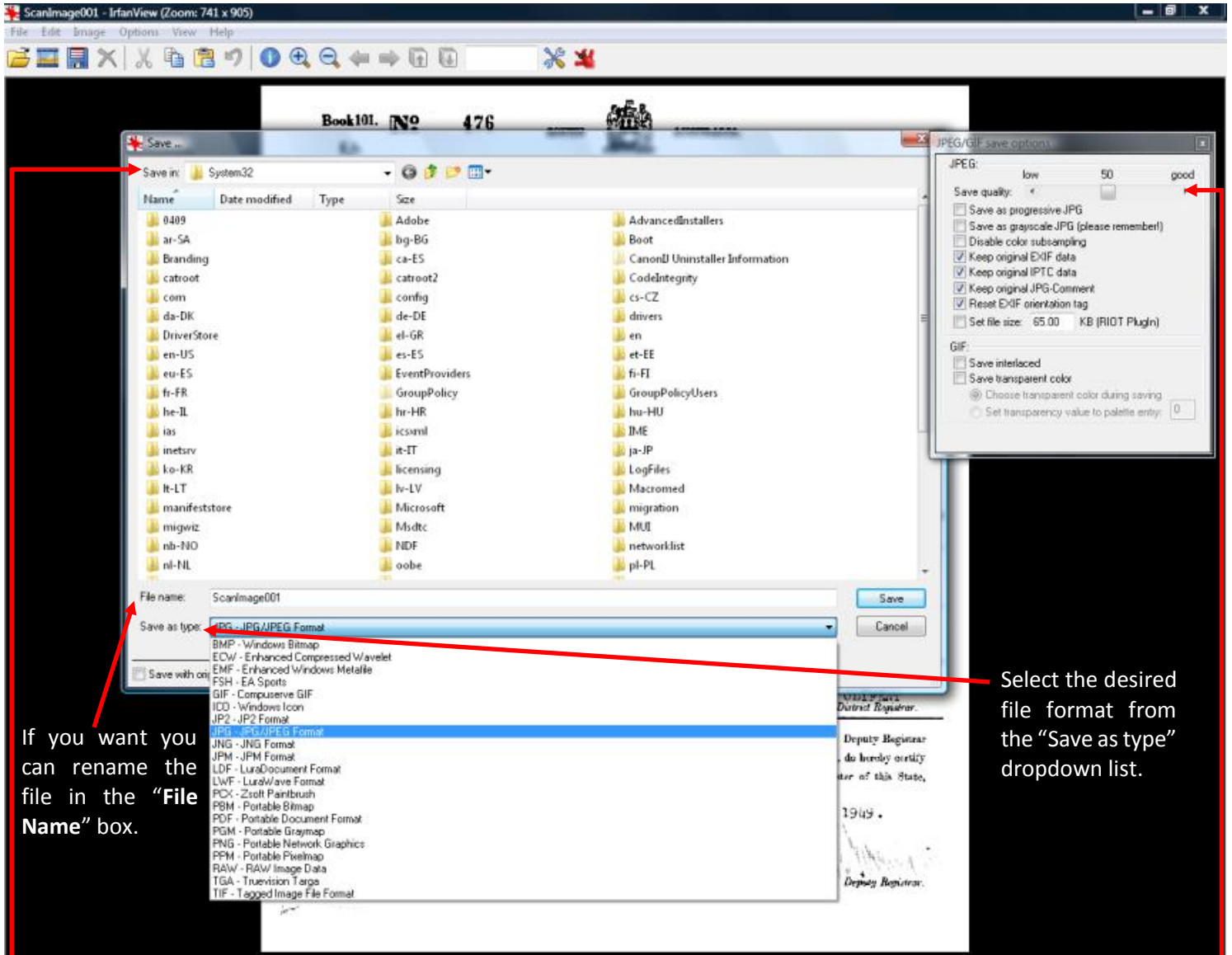
d. Previewing

Preview the scan by clicking on the “Preview” button and set the boundaries of the scan to the edges of the item being scanned.

e. Scanning

f. Set the area of the image to be scanned using the marquee function, i.e. holding the left mouse key down and trace a boundary around the image. Press the “Scan” button to scan the image into IrfanView.

g. Saving the Image Scanned into Irfanview



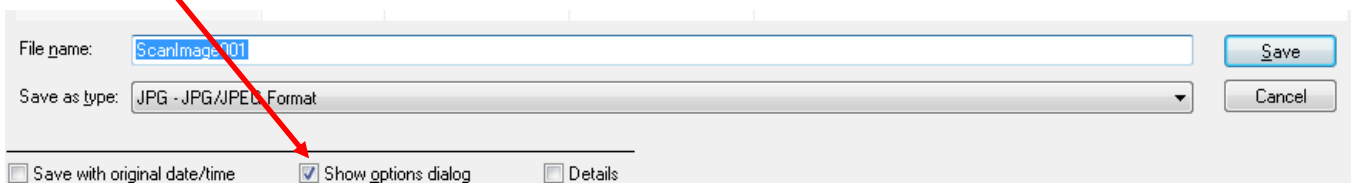
If you want you can rename the file in the "File Name" box.

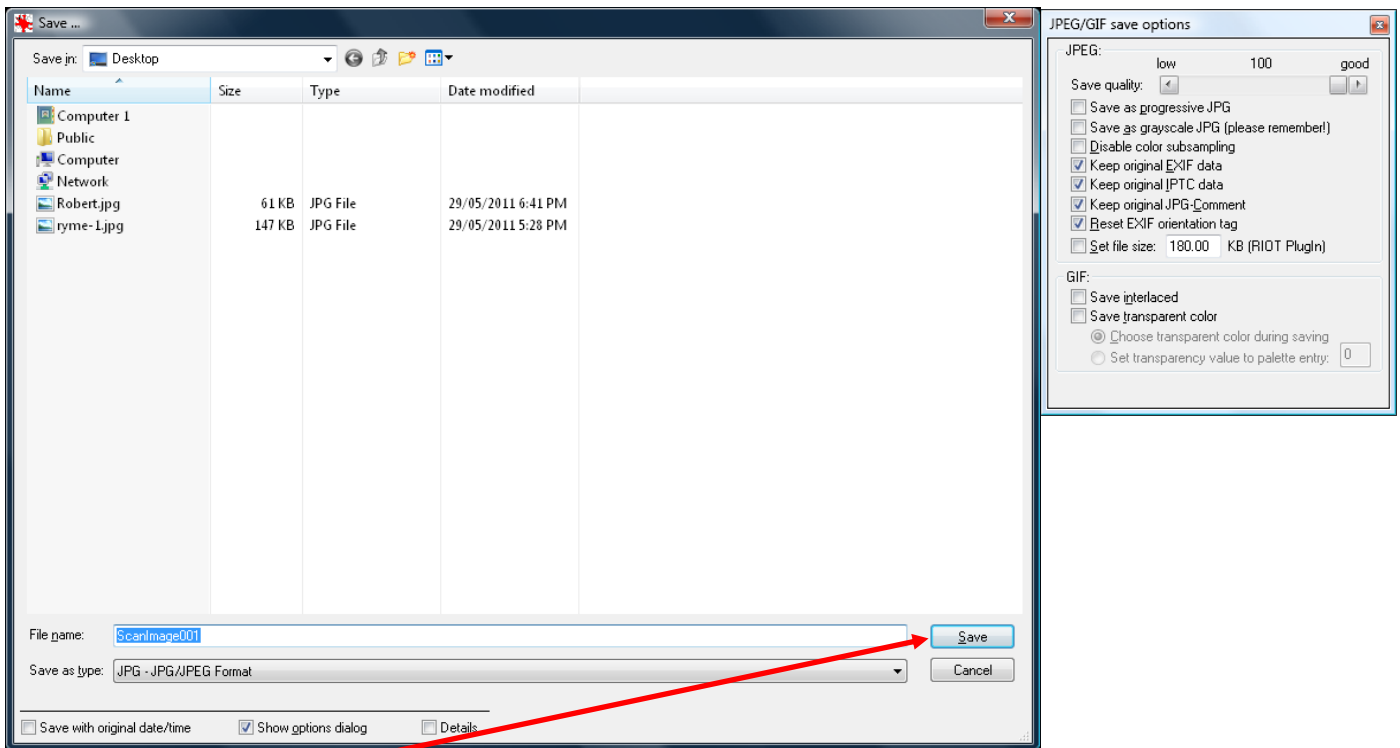
Select the desired file format from the "Save as type" dropdown list.

Next click on "Save" from the "File" dropdown menu in IrfanView. In the "Save in" field navigate to the folder you want to save the image in.

Set the slider on the "JPEG/GIF save options" box to 100. Don't change any of the other settings in the box.

NOTE: If you can't see the "JPEG/GIF save options" on the right when you are saving your image file, on the bottom of the "Save" box click in the box to the left of the "Show options dialog" box, to put a tick in the box.





Finally, click on **Save** your scanned image will be saved to the designated directory.