

Importing and scanning photos

Mendlesham Computer Club

By Giles Godart-Brown

Importing photos to your disk drive from a USB stick or SD card adaptor

Drag and drop in Explorer



Importing photos to your disk drive from an iPhone

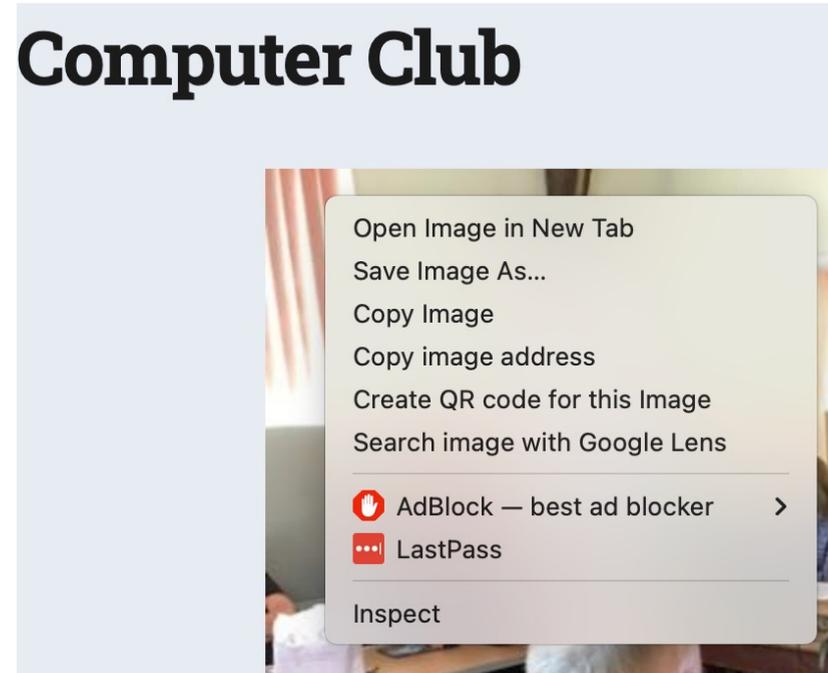
- From an iPhone with a cable
 1. Connect PC to Phone by a USB cable, unlock the phone and select 'Trust the computer' if it asks then either
 - The Phone will appear as a disk drive in Windows explorer and you can copy and paste in the normal way or
 - Use the Windows Photos Application
- From an iPhone wirelessly
 - To copy to a Mac or iPhone use Airdrop if the devices are near each other
 - Use iCloud
 - Email the photo as an attachment to yourself

Importing photos to your disk drive from an Android Phone

- From an Android Phone with a cable
 - Connect PC to Phone by a USB cable, and under ‘Use USB connection for’, select the option called File Transfer or MTP (Media Transfer Protocol), not just charging.
 - The Phone will appear as a disk drive in Windows explorer and you can copy and paste in the normal way or
 - Use the Windows Photos Application
- From an Android phone wirelessly
 - Android Nearby Share will copy to another Android phone
 - Use a cloud storage app like Google Drive
 - Email the photo as an attachment to yourself

Importing photos to your disk drive from a web page

Right click on it and select 'Save Image As ..'



Scanners and scanning

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Step 1 – Is your scanner connected to your computer?

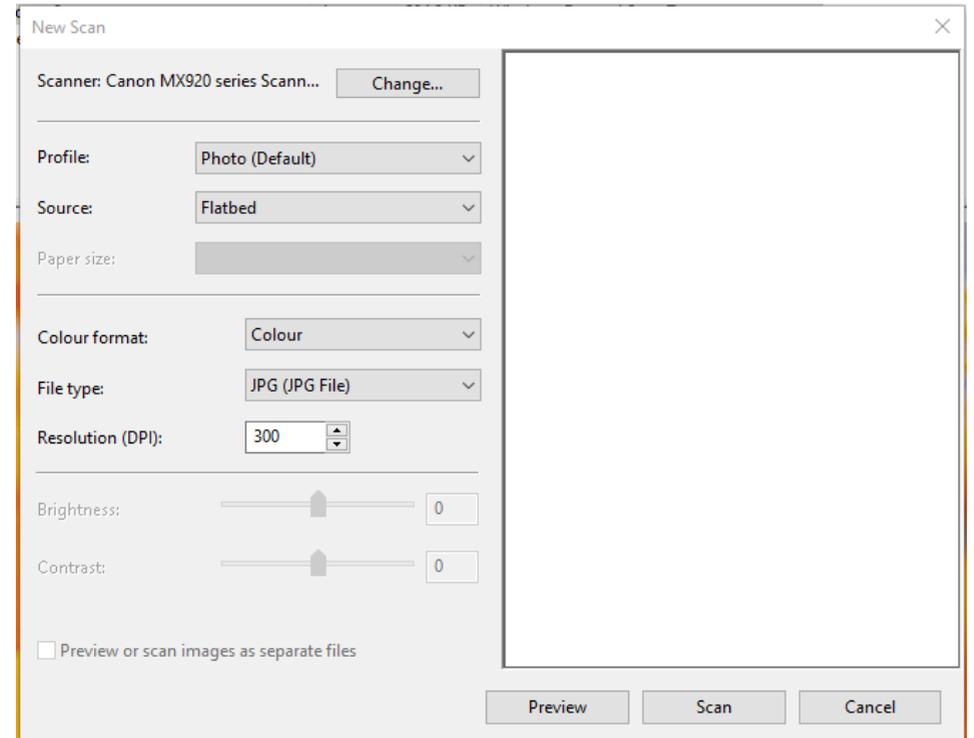
- Scanners can be directly connected to your computer via USB, or more often now they are connected by WiFi.
- When you installed your printer it will give you instructions for how to set the WiFi Network name (SSID) and password. Some Printers support Wi-Fi Protected Setup (WPS) where you press a button on your router, followed by a setting on your printer and they pair up automatically.
- If your PC still cannot see your scanner, try a test by connecting it with a USB cable

Step 2 – Does your PC recognise your Scanner?

- Go to Settings>Devices>Printers and Scanners (Apple>System preferences>Printers & scanners on Mac) and check that your scanner is on the list, if not, then add it (+ on mac).
- If it's a combined printer/scanner check that you can do a test print

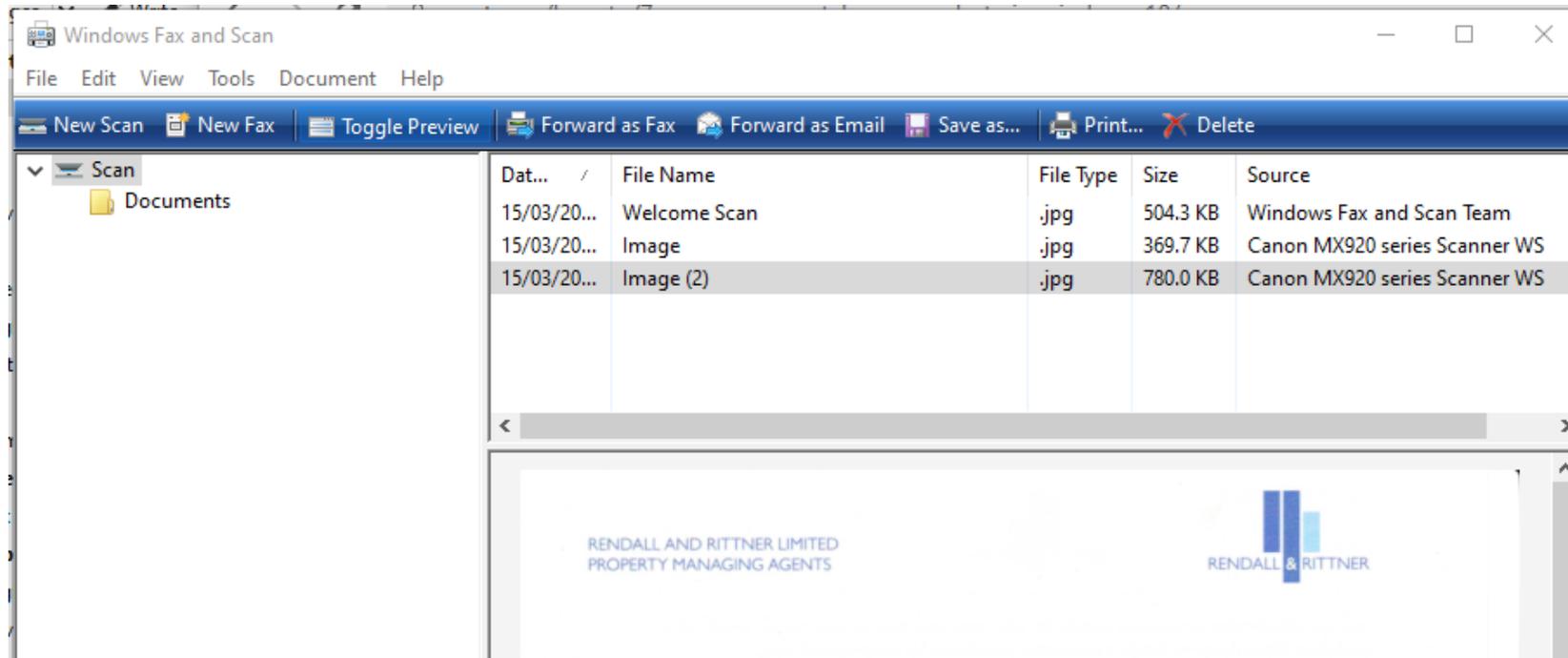
How to scan – method 1 via the Microsoft Fax and Scan app

- Type scan in the search box at the bottom left of the screen and select the Windows Fax and Scan application
- Click scan on the bottom left followed by new scan at the top left
- A pop-up like this will appear, select options, then Preview. Select the area you want to scan and then press Scan



Microsoft Fax and scan app

- Once the image has been scanned it is put into Documents\Scanned Documents



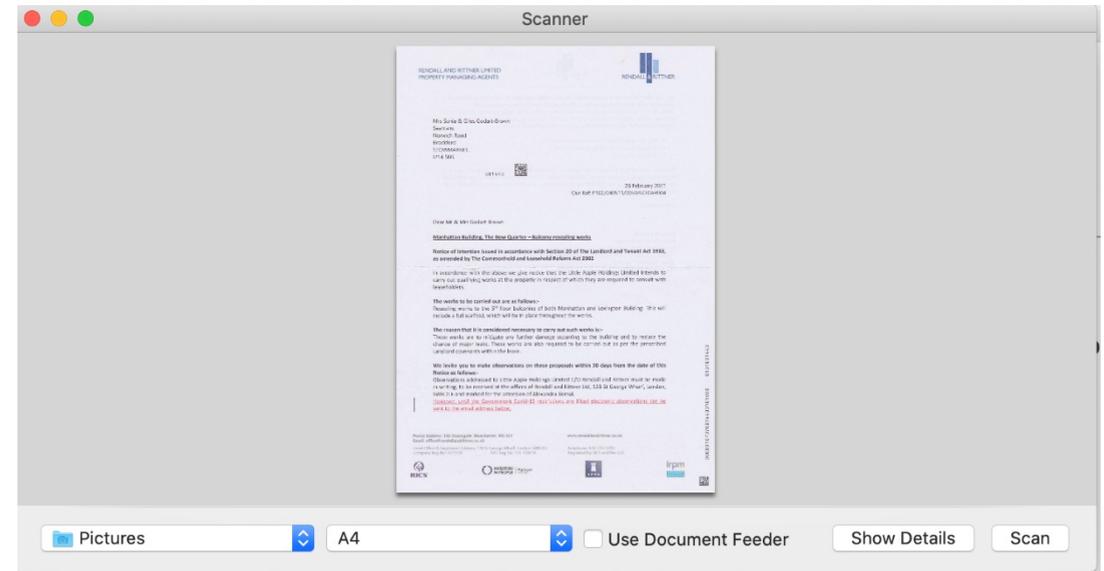
Limitations of Microsoft Fax and Scan

- Microsoft Scan and Fax is fine for simple scans but has several limitations;
 - Only really good for single page scans
 - No Optical Character Recognition (OCR)
 - No direct PDF support
 - Older scanners are not supported

Extra slides for Mac users

How to scan on a Mac with the built-in software

- Chose Apple>System preferences>printers and scanners
- Your scanner/printer should appear in the list on the left, click on it.
- If it is a combined printer/scanner you need to click on the scan tab at the top of the pop-up window to bring up the scan dialogue.
- By default scans are stored in your Pictures folder but you can override it by selecting the option in the 'Show details' window.



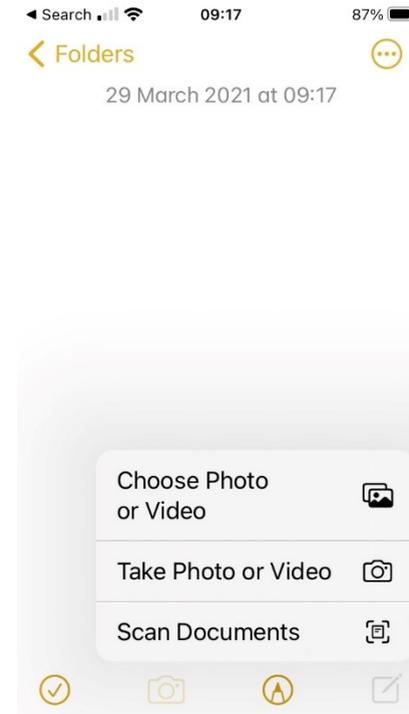
Alternatives for Scanning

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Use your Smart Phone

- Smartphones have excellent cameras.
 - The Notes App on the iPhone has a ‘Scan Documents’ option when you click on the camera.



Sneaker-net

- Many modern scanners have a USB socket, if so, then you can:
 - Put a USB memory stick in the socket.
 - Scan using the control panel on the scanner.
 - Remove the stick from the scanner and mount it on your PC.



Scanning Software

- Not Another PDF Scanner 2 - NAPS2 <https://www.naps2.com/> (Windows only)
 - Free
 - Supports many of the older scanners.
 - Multipage scans
 - Output directly to PDF with rudimentary OCR (select all, copy and paste the PDF)
- VueScan - <https://www.hamrick.com/> (Mac and PC)
 - Costs £ 30, but has a free trial version with limitations
 - Supports pretty much all scanners
 - Multipage scans
 - Highly configurable

Metadata

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Metadata

- Photo files not only contain the actual image but they also contain a lot of information about it;
 - Details of the camera and settings
 - Colours and brightness
 - GPS location data
 - Dates and times
 - Compression details (JPEG etc.)
- You can see the Metadata by finding the photo in Windows File Explorer, right clicking on it and selecting Properties>Details
- The Windows photos application uses Metadata to enable sophisticated searches

Editing metadata

- It is good practice to remove private metadata (e.g. location data) before publishing.
- There is a large number of free tools to edit metadata e.g.;
 - Mac – AnyEXIF
 - Windows – Exif Pilot