



N-CAP Users' Guide

Everything You Need to Know About Using the Internet!

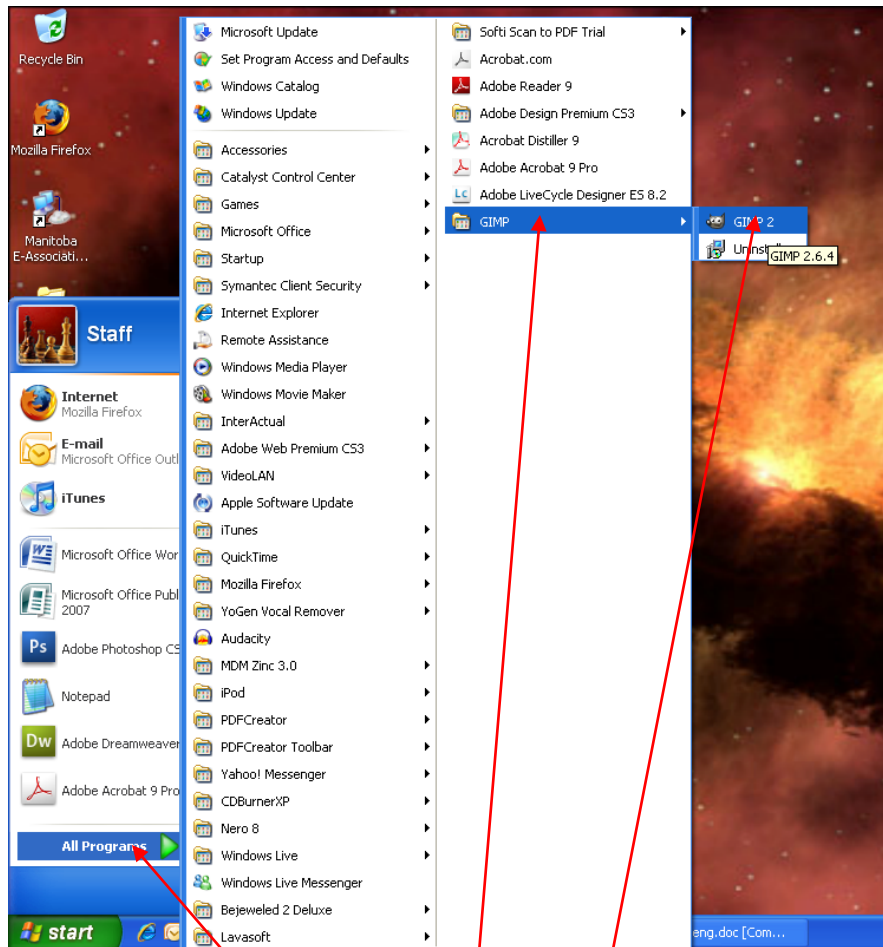
How to Scan with GIMP



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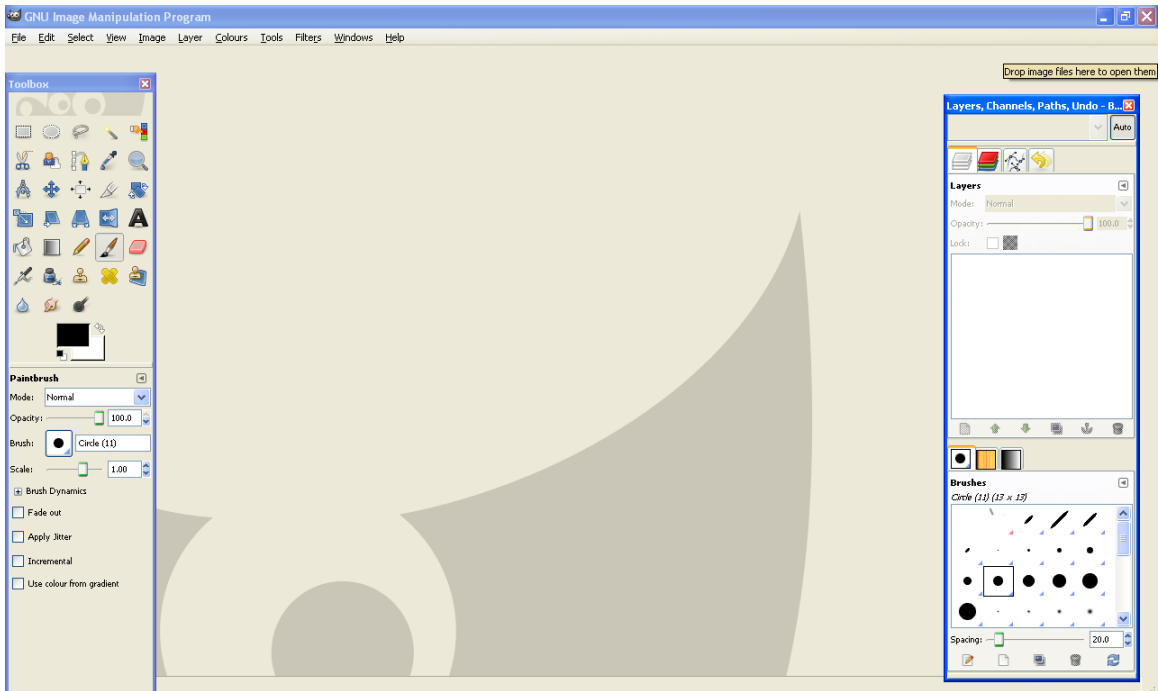
The Gnu Image Manipulation Program, or GIMP for short, is free software useful for computer photo editing, art, reading in images from a scanner, and many other tasks. You can get it from the web page <http://www.gimp.org/> . This example demonstrates how to use it for scanning images.

- Run GIMP
 - Left-click with the mouse on the “Start” button in the lower left. Inside the menu that has appeared, move your mouse over “All Programs” but do not click on it. Another menu will appear.
 - Move the mouse pointer over the folder “GIMP”. One final menu will appear.
 - Left-click with the mouse on “GIMP 2”. This will load the program.

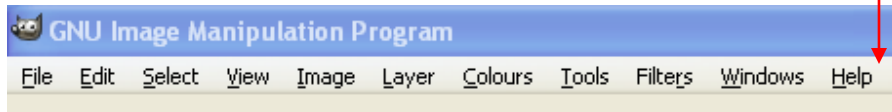


All Programs – GIMP – GIMP2

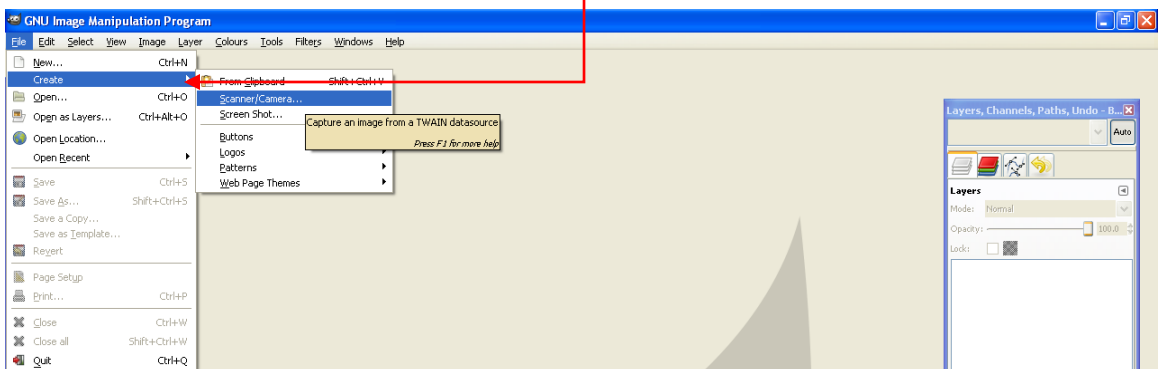
- It is a fairly large program, so it may take a little bit. When it is fully loaded it will open two windows – “The GIMP”, and “Layers, Channels, Paths”.



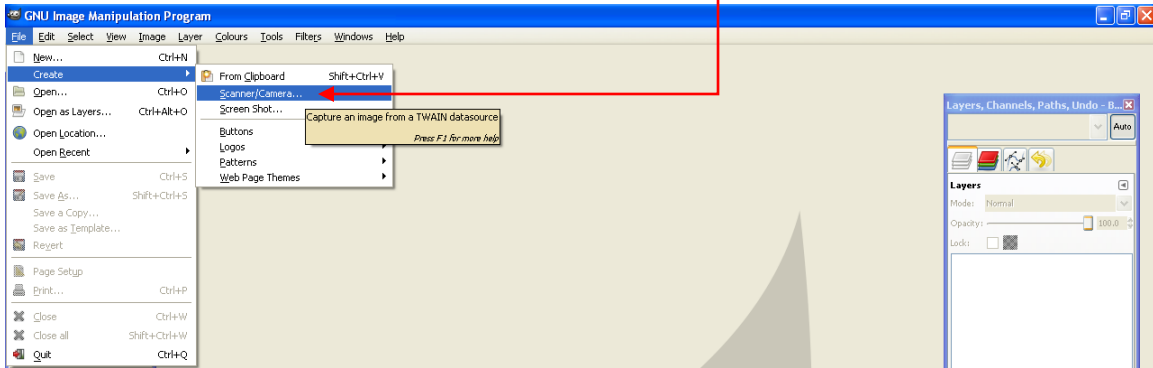
- Scan the image
 - The window titled “The GIMP” has Eleven menu options: “File”, “Edit”, and others. Left-click with the mouse on the “File” menu. A drop-down menu will appear below it.



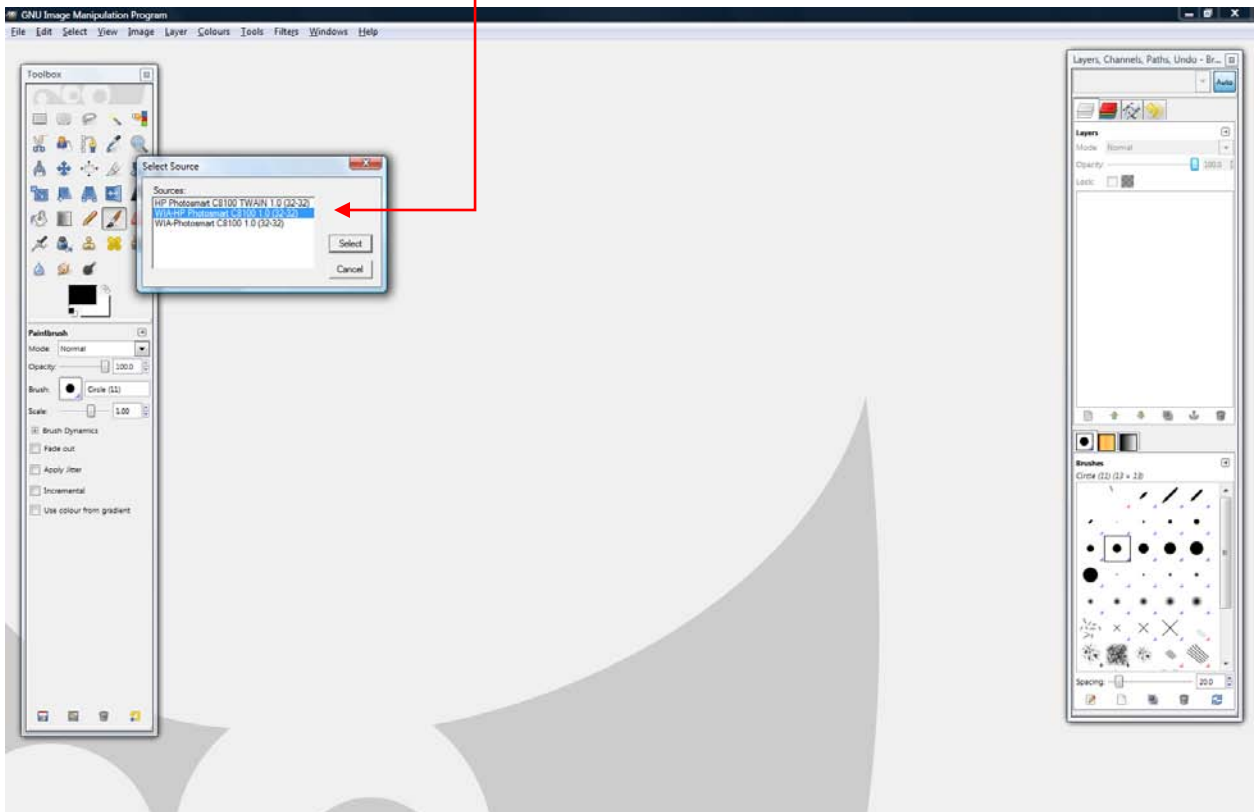
- Move the mouse pointer over the “Create” option. To the right of it, another menu will appear.



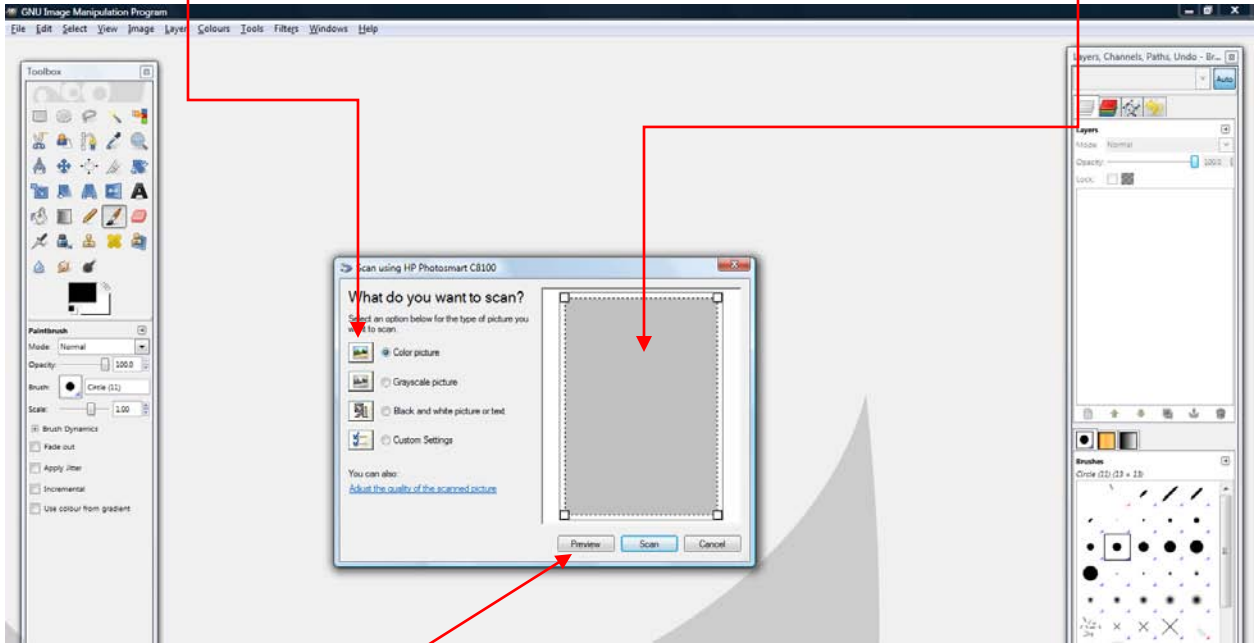
- Move the mouse pointer over “Scanner/Camera”, then left-click it with the mouse.



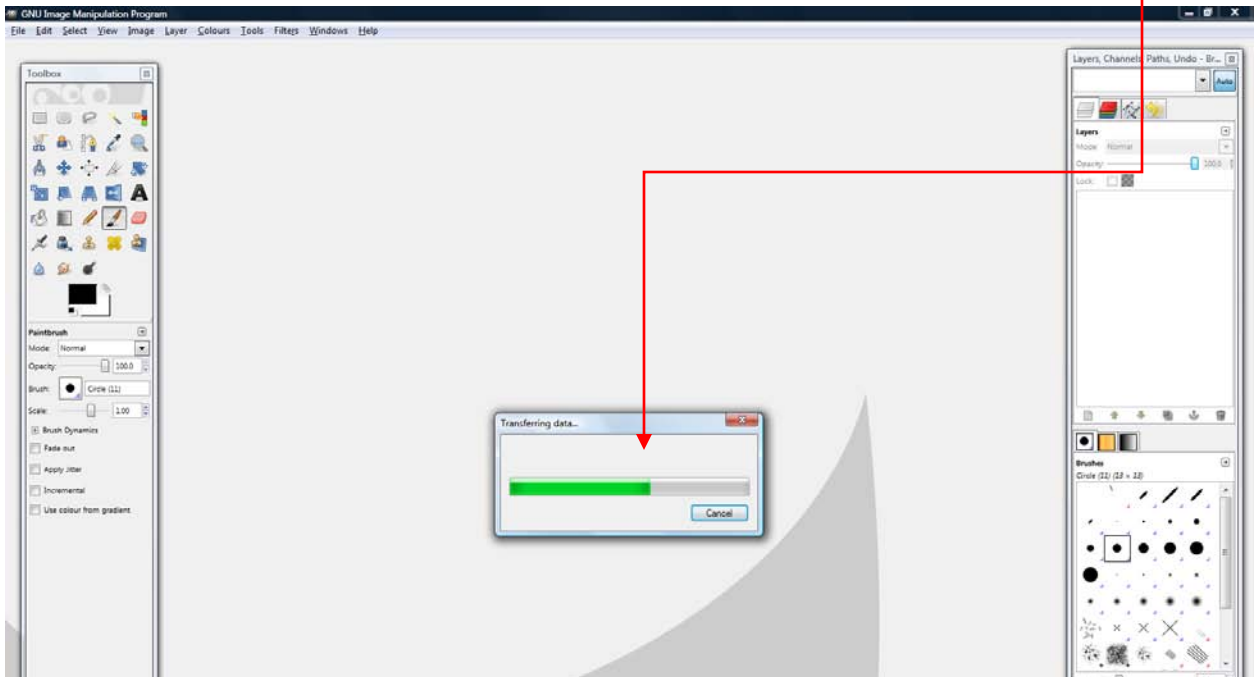
- A new window will open, and may present you with several different image sources to choose from. This may be confusing because your scanner will probably be listed more than once. Some are special programs that were installed with the scanner. We want to use The GIMP's scanner program, not Epson's or Hewlett Packard's, so left-click with the mouse on the listing for your scanner that does not have TWAIN in it's name.



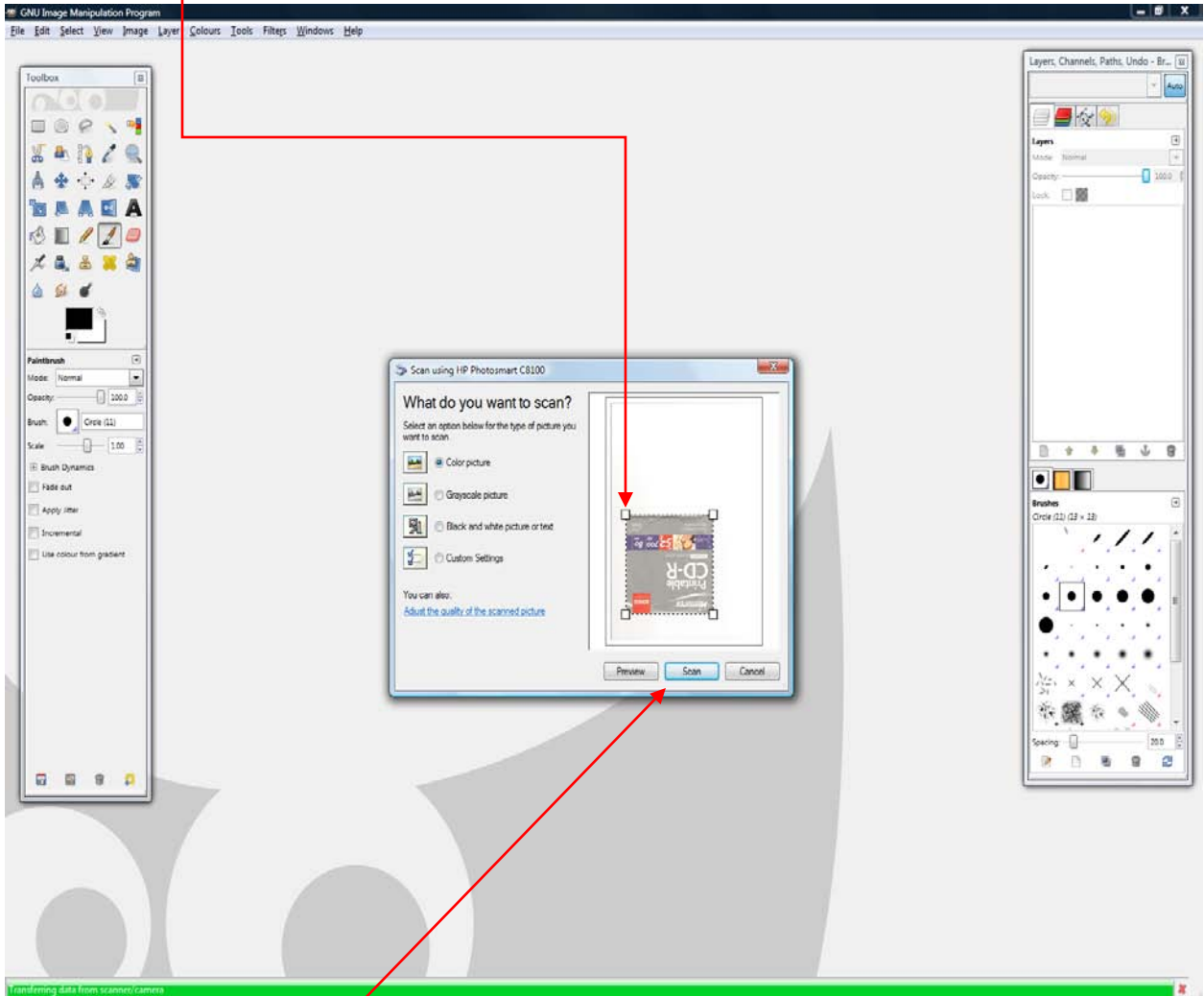
- A new window will open. On the left, choose what kind of picture you want to scan – color photo, black and white text, etc. On the right is the “Preview Area”, where you can quickly review what you’re about to scan. On the bottom there are the “Scan” and “Preview” buttons.



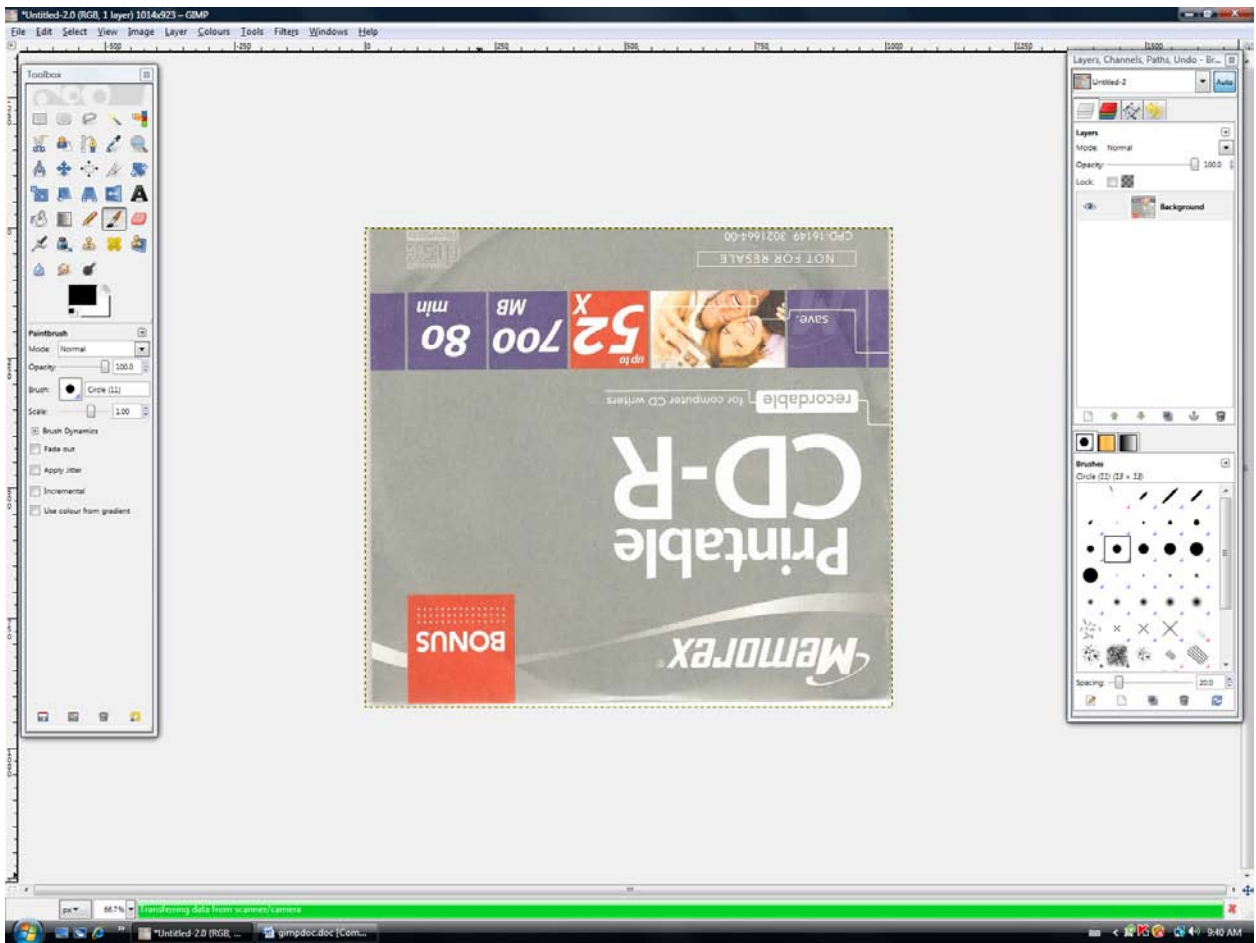
- Click the “Preview” button. The scanner will warm up, do a fast scan, and show the results in the preview area. The scanner may take some time to warm up because they have special pure-white light sources that must be used carefully.



- What the scanner sees will now be shown in the preview area. The program will guess as to what part of it you want to scan, covering it with a box shown in the preview area. If you need to, left-click with the mouse on one of the edges or corners of this box and, while holding down the button, move the mouse to move the edges or corners of this box.



- Click "Scan". A small window with a progress bar will open as it reads the image from the scanner. Once it is totally scanned, this window will close and a new one will appear, containing the image you scanned.



Your scan is now complete, if upside down you can rescan by correcting image on scanner or rotate image with the editing tools.

