

What is Scanning?

Scanning, also known as digital imaging or digitizing, is very much like a copy machine in that it allows you to make a copy of something. You can scan photos, paper documents, books, magazines, large maps, or even 3-dimensional objects (those that don't have a lot of depth - coins for example), etc. But instead of creating another piece of paper like a copy machine, a digital file is created, which can be used in a PowerPoint presentation, a Web page, a tutorial, a training CD, or enhanced and printed out.

What can be made into a Digital Image?

We can create digital images of:

- Photos
- Prints
- Slides
- Negatives
- X-rays
- MRIs
- CT scans

Digital Enhancement

We can improve your images (photos, digital images, slides) with digital enhancement by:

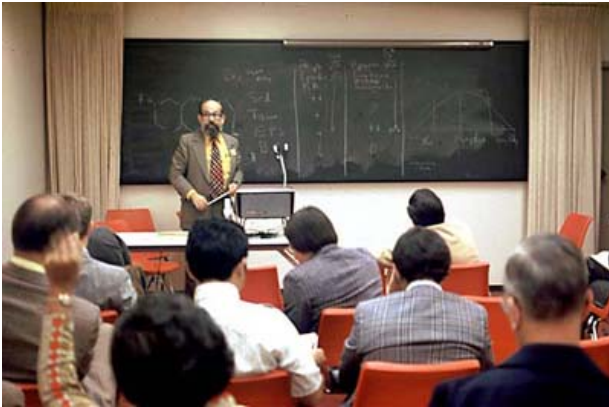
- Adjusting the contrast and/or color balance
- Editing flaws or unwanted elements from the images
- Adding new elements to existing images or rearranging elements

Example 1

Before:



After: Removed the yellow and brightened the photo



Example 2

Before:



After: Removing the light poles



Example 3

Before:



After:



OCR - Optical Character Recognition

OCR is the process of scanning a typed document and converting it to a editable file such as a Word document. This is useful if you have a paper copy of a document, but not the original file.

PDF (Portable Document File) Creation

PDFs are an easy way to distribute forms, technical drawings, or other documents on the Web. PDFs preserve the formatting and appearance of your original document. A PDF version of a form can be created so that it can be filled out online. To read a PDF file, users need Adobe Acrobat Reader, which is a free plug-in for their web browser