

PowerPoint

Scanning

Overview:

In this guide, we will cover how to scan an image into Microsoft PowerPoint using a photograph and a scanner.

Requirements:

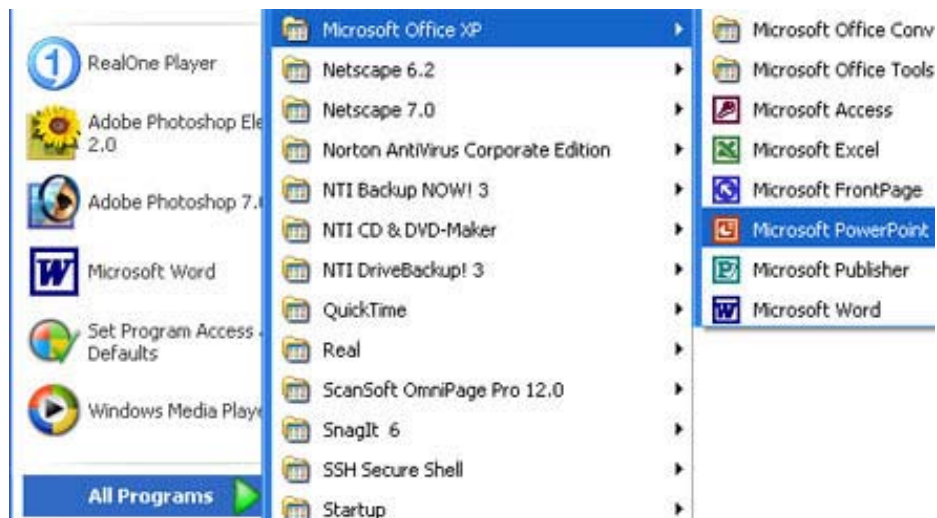
- A PC with Microsoft PowerPoint 2000 or XP
- A photograph, image, magazine cover, etc.

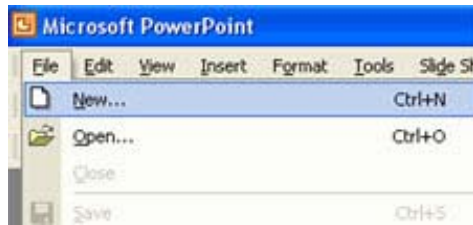
Definitions:

1. Twain: A cross-platform interface for acquiring electronic images that have been captured by scanners, digital cameras, and still-frame video capture boards. Microsoft Office XP supports TWAIN version 1.7.
2. Windows Image Acquisition (WIA): A device-driver interface that supports still digital cameras and low- and high-end scanners, and allows retrieving of still images from IEEE 1394-based DV camcorders and USB-based "Web cams."

Preparations:

Step 1. Go to: **Start > All Programs > Microsoft Office XP > Microsoft PowerPoint.**
(On some computer configurations, PowerPoint may be under **Start > All Programs** alone without the Microsoft Office XP folder.)



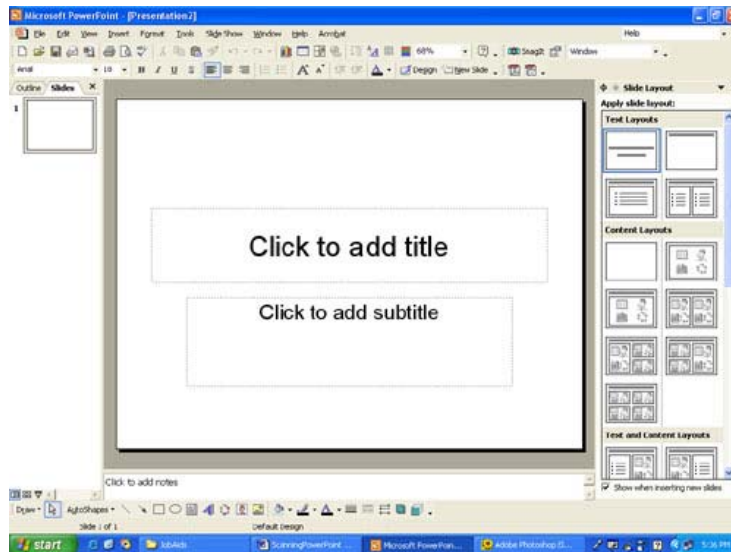


Step 2. After Microsoft PowerPoint has opened, create a new presentation by clicking on **File** from your toolbar on the top of your screen and then clicking on **New**.



Step 3. On your right-hand side, you will then see a new menu titled **New Presentation** – click on **New Blank Presentation** which should be your first option under the subheading **new**.

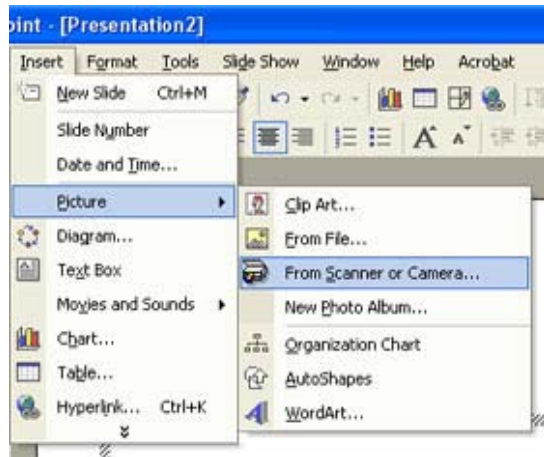
Step 4. Now that we have our new blank presentation, we can now scan our image into PowerPoint. Our work area should look like the following:



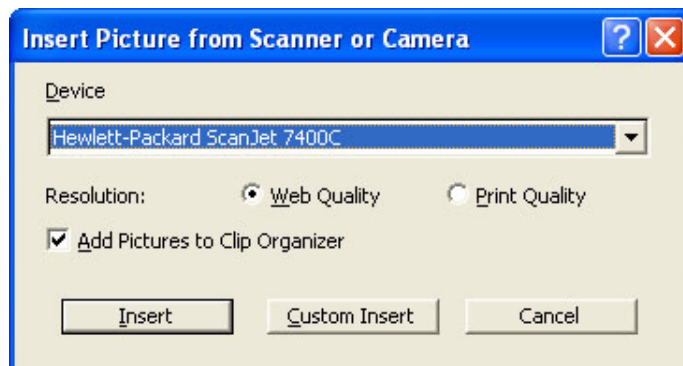
Scanning:

Step 5. First, lift the scanner's cover. Place your image onto the scanner's bed face-down and on the top-right hand corner. Once this is done, close the cover to the scanner. You are now ready to scan.

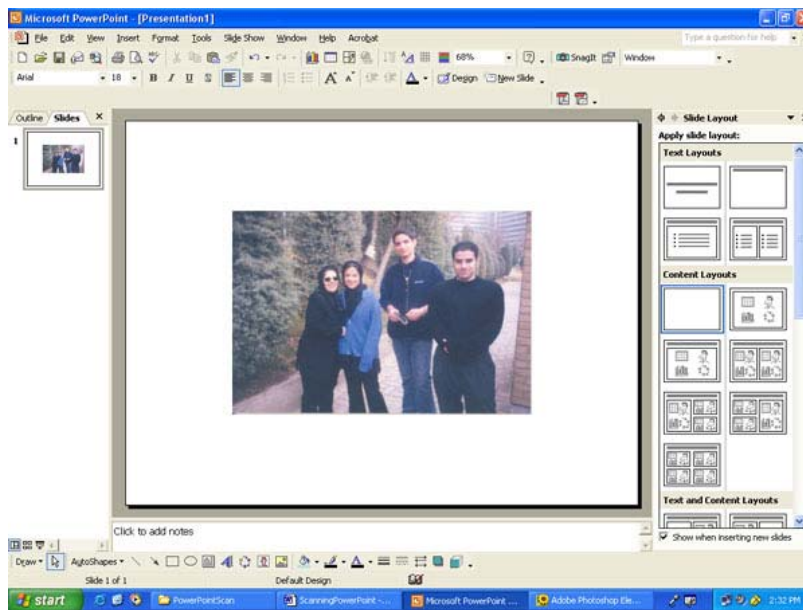
Step 6. In PowerPoint, go to your toolbar menu on the top of your screen and choose **Insert** (Or the keystroke combination of alt + I) and select **Picture** and move down to **From Scanner or Camera**.



Step 7. After choosing **From Scanner or Camera**, you should see a menu that asks you to select your scanning device. For our purposes we will choose **Hewlett-Packard ScanJet 7400C**. Depending on what you would want to use this PowerPoint presentation for, you may choose between web quality and print quality. From here we push the button labeled **Insert**.



Step 8. After clicking *insert*, you will see *acquiring image* written on the bottom of your screen. This will tell you that the scanner is busy scanning. Once the scanner has stopped scanning your picture, this should be your final result:



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Reference info – Definitions for TWAIN and WIA are from Microsoft PowerPoint Help under Scan.

Created: Monday, November 10, 2003

Revised: Tuesday, November 11, 2003