

# Scanning

adjust  
brightness  
flatbed  
low  
text

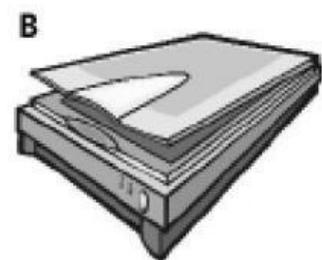
all-in-one  
connected  
handheld  
OCR software  
dpi

at  
contrast  
high  
original

preview (or prescan)  
file format  
image editing  
click

## How to scan an image

1. Make sure the scanner is \_\_\_\_\_ to the computer.
2. Lift the lid and put the \_\_\_\_\_ on the scanner glass.
3. For high image quality, scan \_\_\_\_\_ 300 \_\_\_\_\_ or higher.
4. The scanning software will automatically do a \_\_\_\_\_.
5. If the image is too dark or too light, you can \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_.
6. \_\_\_\_\_ "scan".
7. If you scanned \_\_\_\_\_, it can be "read" by \_\_\_\_\_.
8. If you want to save the image, choose a \_\_\_\_\_. JPEG is a good choice for photos.
9. The scanned image can be manipulated using \_\_\_\_\_ software.
10. An \_\_\_\_\_ printer/scanner can print, scan and copy.
11. Picture A is a \_\_\_\_\_ scanner.
12. Picture B is a \_\_\_\_\_ scanner.
13. Picture C is a \_\_\_\_\_ resolution photograph.
14. Picture D is a \_\_\_\_\_ resolution photograph.



dpi stands for dots per inch (1 inch = 2.4cm)  
OCR stands for Optical Character Recognition  
JPEG is pronounced "jay-peg"

# Printing

A. Put the words in the spaces.

cartridge

collate

cover

feed

double-sided

landscape

mono

out

out of

portrait

jammed

print-heads

reload

replacement

via

1. When the ink runs out, you have to change the \_\_\_\_\_.
2. \_\_\_\_\_ cartridges can be ordered online.
3. To change the cartridge, you have to lift the \_\_\_\_\_.
4. The printer is connected to the computer \_\_\_\_\_ a USB cable.
5. The printer is \_\_\_\_\_ paper. \_\_\_\_\_ the paper tray.
6. I think some paper is \_\_\_\_\_ inside the printer.
7. My printer keeps getting jammed. I think there's a problem with the paper \_\_\_\_\_.
8. Shall I print this \_\_\_\_\_ in colour or black and white?
9. "Black and white" is also known as \_\_\_\_\_.
10. If there's a problem with the print quality, perhaps the \_\_\_\_\_ need cleaning.
11. Can your printer do \_\_\_\_\_ printing?
12. To \_\_\_\_\_ means to put all the pages into the correct order.

13. This page is in  
\_\_\_\_\_ orientation.

14. This page is in  
\_\_\_\_\_ orientation.

# Printing



inkjet printer



laser printer

## B. Which type of printer is each sentence about?

1. cheaper to buy
2. cheaper to run
3. faster printing speed
4. takes up more space
5. uses liquid ink
6. uses toner
7. more reliable
8. cartridges need changing more often

x


## C. True or false?

- |  |              |
|--|--------------|
| 1. Inkjet cartridges can be refilled up to three times.                            | TRUE / FALSE |
| 2. Colour images are printed by mixing red, green and yellow ink.                  | TRUE / FALSE |
| 3. "ppm" stands for pages per minute.  | TRUE / FALSE |
| 4. Most inkjet printers can print out at 100 ppm or more.                          | TRUE / FALSE |
| 5. Inkjet cartridges are very difficult to change.                                 | TRUE / FALSE |
| 6. Photo-paper is a lot more expensive than plain paper.                           | TRUE / FALSE |
| 7. Recycled paper is made out of old bottles.                                      | TRUE / FALSE |
| 8. Some Inkjet printers have three print qualities: draft, normal and best.        | TRUE / FALSE |
| 9. Before you can use a new printer, you have to install the driver from a CD-ROM. | TRUE / FALSE |
| 10. When a print job has started, it can't be cancelled.                           | TRUE / FALSE |