

Procedure



Scanning

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1. Use computer next to the scanner.
2. Place your photo face down on the scanner bed (there is a box with an arrow telling you where the top corner of your photo should be placed)
3. Double click on the icon of HP Precision Scan on your desktop.

4.



4. You are now in the HP Precision Scan window. Select the following:
5. Scan To: Image File (click on the arrow to select)
6. Then be certain that Check marks are in the boxes for:
 7.  Select parts of page or View page first
 8.  Scan in color (if it is a color picture)
5. Click the Scan button on bottom of Window, a preliminary scan is now being done. The scanner makes a series of sounds before it actually begins to scan the photo. In a few seconds, a preview of your scan will appear.
6. Select the area you want for your picture.
7. Click on the Arrow Tool on the left. Move to the inside of your photo and drag a box over the area you would like your picture to include. (Do this only if you want to eliminate something from the original picture.) You can readjust this by using the double-sided arrows and dragging.
8. Magnifying Glass+ --Zoom in and get a closer look. Select tool and then move on a picture and click.
9. Magnifying Glass- --This tool allows you to zoom back out.
7. Set size of Photo. From the Menu Bar, select Settings---Size---Region Size to see the photo size. You may change the dimensions by selecting Custom Size and typing the size you want.
8. If hard copy needed, print now.
9. If saving document to disk, place 3-1/2" disk in drive and click on Accept
10. Window will appear **Save As** Change the Save In name to 3 1/2" Floppy (A)
11. Click on the Desktop icon, then select 3 1/2 " Floppy A
12. Select Bitmap (for drawing) or JPEG (for photograph) for the type of file
13. Type a File Name (name your picture)
14. Click on the Save button.