

Intermediate: Intro to Scanning (1)

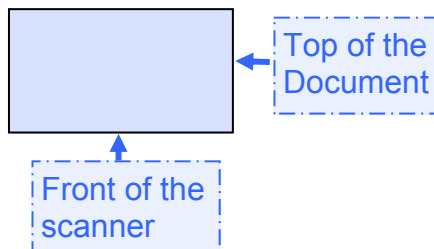
A scanner is a hardware device used to input text and images into a computer and turn them into electronic documents. Each library in Hillingdon has at least one Hewlett Packard Scanjet 4500c. These are general use scanners with One-touch functions for ease of operation.

Getting Started

1. **Clean the scanner.**
Ensure that the glass is free from dirt, dust and fingerprints.

2. **Position the document:**

- Face down on the glass.
- Squarely.



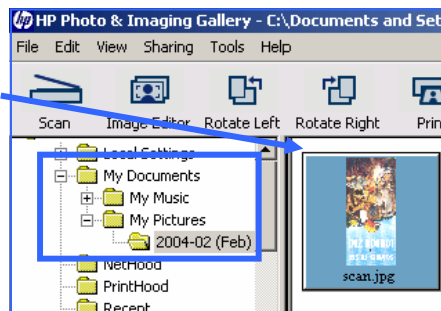
3. **Close the lid.**

Scanning Pictures

- Press the **Scan** button  on the front panel of the scanner.

When you press the **Scan** button the image is automatically:

- Scanned in colour;
- Saved as a **JPEG** (*.jpg) file, named *scan*, *scan0001*, *scan0002*, etc;
- Saved to a folder in **My Documents**, subfolder **My Pictures**, subfolder **current-year-month(Month)**.
- Previewed in the **HP Photo & Imaging Gallery**.



NOTE: to access the 'HP Photo & Imaging Gallery' without scanning:

1. Click on the '**Multimedia**' tab on the launcher pad.
2. Click on the '**HP Director**' button.
3. Click on the '**View & Print**' option.

Renaming the Picture File


It is good practice to rename the scanned file to something easily associated with its content, to help you distinguish between them when there is no preview available, for example when you wish to email them.

1. Open the **HP Photo & Imaging Gallery**.
2. Click once on the file you wish to rename to select it.
3. Click on the **Edit** menu.
4. Click on **Rename**.
5. Type in the new name.
6. Press the **<Enter>** key on your keyboard.

Scanning Single or Multi-Page Documents

This function is ideal if you wish to email an electronic copy of one or more documents (which can contain both text and pictures), for example a copy of your CV.

Please note that text scanned using this method is **NOT editable**. To scan an editable text document, refer to the Optical Character Recognition (OCR) section

1. Press the **Save Document to Disk** button  on the front panel of the scanner.
2. If you are asked if you wish to preview your scan before saving, click on the **No, skip preview for pictures** option button, and then click on the **OK** button.
3. You will then be asked if you wish to **Scan another page into the current document?**
 - If you are scanning a one-page document, click on **No**.
 - If you are scanning a multi-page document:
 1. Load a new page on the scanner glass.