

# Intermediate: Intro to Scanning (2)

2. Click on **Yes**.
3. Repeat **steps 1** and **2** above as necessary.
4. After you have scanned in the last page, click on **No**.

When you press the **Save Document to Disk** button the document is:

- Saved as an **Adobe Portable Document Format** (\*.pdf) file.
- Named *Document0001*, *Document0002*, etc.
- Saved to the **My Documents** folder.



If you feel confident with the fundamental concepts of scanning, and would like to have **more control** over your scans, you can access advanced scanning options by using the **HP Director** which is available from the 'Multimedia' tab on the Launcher pad. All HP software also has very comprehensive and clear **Help** files.

## File Size & Emailing Pictures

Whenever you are scanning pictures that are to be emailed, you should always take their **file size** into consideration as:

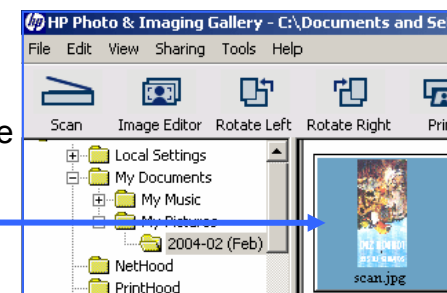
- The recipient might be using a slow Internet connection, and download times can be long and costly. For example, a standard dial up modem can take about five minutes to download 1MB.
- There might be restrictions on the amount of data that you are allowed to send or that the recipient is allowed to receive.

Scanned images can have very large file sizes, depending on:

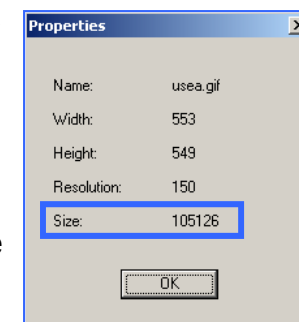
- The **resolution** that was used to scan them; the higher the resolution the larger the file size. All Hillingdon Libraries scanners will scan pictures at 200 dots per inch (dpi) by default.
- The **original size** of the image.
- The **number of colours** used in the original image; the higher the number of colours the larger the file size.

## Checking the File Size of a Scanned Image Using the HP Photo & Imaging Gallery

1. Open the **HP Photo & Imaging Gallery** (On the **Multimedia** tab on the launcher pad, click on the **HP Director** button and then choose the **View & Print** option).



2. Click once on the image.
3. Click on the **View** menu.
4. Click on **Properties...** A **Properties** dialogue box will be displayed, showing the file size. In the example, 105126 bytes. To roughly read the size in **kilobytes** (KB) ignore the last three digits. In the example above, 105 kilobytes. To roughly read the size in **megabytes** ignore the last six digits. In the example, 1 megabyte (MB).



## Reducing the Size of a JPEG File Using the HP Image Editor

1. From within the **HP Photo & Imaging Gallery**, double click on the image you wish to change. This will open the image in the **HP Image Editor**.
2. Click on the **Save As** button. This will open the **Save As** dialogue box.
3. At the bottom of it there is a **JPEG Compression** section: Drag the slider to the left (lowering by two or three notches is normally enough).
4. If you wish to retain the original file as well as this new one, type in a **new file name**.
5. Click on the **Save** button.

