Scanning Images in HS 149

CS 102

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This summarizes the steps for scanning an image. This sequence is the safest way to use the scanner (it seems to mis-behave least frequently when you follow these steps).

1. Log in on the scanner workstation.

2. Place your image in the scanner, face-down with the top edge away from you, and against the back, right corner of the image glass.

3. If there is an HP Precision Scan icon on the desktop, double click it. Otherwise, find the HP Precision Scan entry in the Programs menu and start Precision Scan from there.

4. Once the Precision Scan window opens make these settings adjustments, as necessary:

    (a) Under *Scan to*, select `Paint Shop Pro 6`.
    (b) Make sure *Select Parts of Page or View Page First* is selected.
    (c) Make sure *Scan in Color* is selected.

5. Click *Scan*. (If the scanner hasn't been used in a while, it will have to warm up first. Sometimes as a result of this, the scanner software times out. If it does, just scan the image again.)

6. The image will be scanned and will be displayed in the viewer. The regions to be transferred to Paint Shop Pro will be shown. Adjust the regions as necessary.

7. Click *Accept*.

8. Paint Shop Pro will open and the image will transfer. Export the image as a GIF or JPEG image (look under the *File* menu) and close Paint Shop Pro.

9. Click *Cancel* in the viewer.

10. Close Precision Scan or return to step 4 to scan another image.

11. Log out when you're finished.

Don't forget to take your images with you when you leave!