

Scanning Instructions

For Tech Lab Gateway PCs:

[Image scanning in Windows XP](#)

[Text scanning in Windows XP](#)

For Tech Lab iMacs:

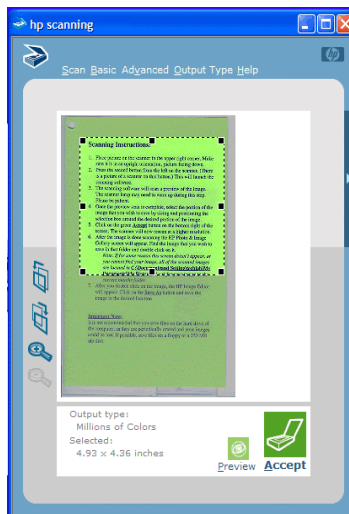
[Image scanning in Macintosh OS X](#)

Scanning images on a PC:

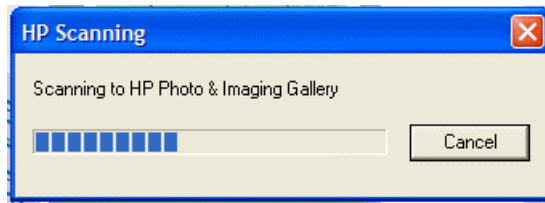
1. Place picture on the scanner in the upper right corner. Make sure it is in an upright orientation, picture down.
2. Press the second button from the left on the scanner. (Scanner picture on this button.) This will launch the scanning software.



3. The scanning software will scan a preview of the image. The scanner lamp may need to warm up during this step. Please be patient.
4. Once the preview scan is complete, select the portion of the image that you wish to save by sizing and positioning the selection box around the desired portion of the image.



5. Click on the green **Accept** button on the bottom right of the screen. The scanner will now re-scan at a higher resolution.



6. After the image is done scanning the HP Photo & Image Gallery screen will appear. Find the image that you wish to save in that folder and double-click on it.

Note:

*If for some reason this screen doesn't appear, or you cannot find your image, all of the scanned images are located in **C:\Documents and Settings\techlab\My Documents\My Pictures**. Look for your image in the current months folder.*

7. After you double-click on the image, the HP Image Editor will appear. Click on the **Save As** button and save the image to the desired location.

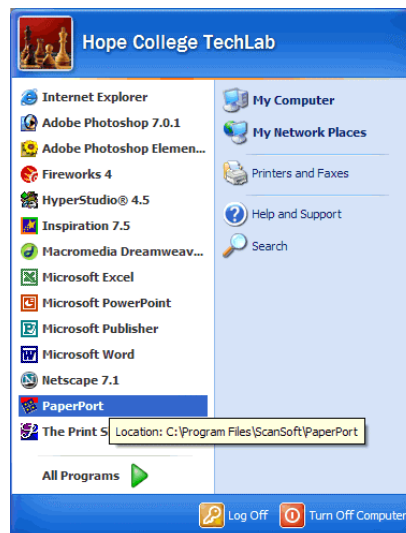
Important Note:

It is not recommended that you save files on the hard drive of the computer, as they are periodically erased and your images could be lost. If possible, save files on a floppy or a 250 MB zip disk.

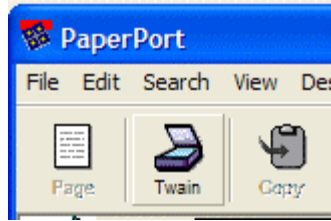
Scanning text on a PC

These instructions will help you convert printed text documents into a file that you can edit in Word or other word processors. If you want to scan pictures, refer to the instructions above.

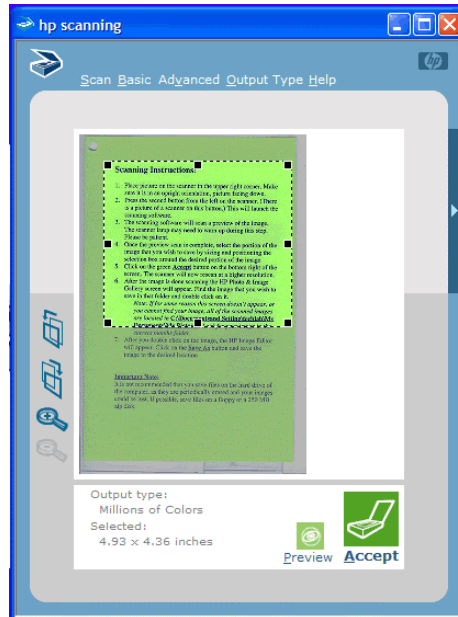
1. Place your document in the scanner with the text facing down and the top of the document pointing toward the hinge of the scanner.
2. In the **"Start"** menu at the bottom left of the screen, select "Paper Port."



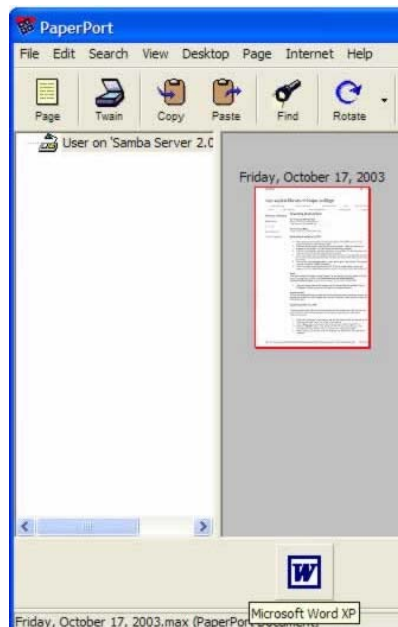
3. Click the **"TWAIN"** button. This will launch the HP Scanning software. The scanner lamp may need to warm up at this point. Please be patient.



4. Select the area you want to scan by dragging the dotted lines using the black “handles.”



5. Click the **Accept** button. The software will now scan a higher resolution image to Paper Port



6. At the bottom of the PaperPort window, click the Microsoft Word button. PaperPort will now convert the image. Word will open shortly displaying the resulting text.

The software might not preserve your formatting, bolding, underlining or italics. Allow yourself some time to add this manually later.