

## Scanning images on an iMac

1. Place picture on the scanner in the upper right corner. Make sure it is in an upright orientation, picture facing down.



2. At the bottom of the screen is the dock. Click on the "**HP Precision Scan Pro**" icon in the dock.



3. After the scanning software loads, click the "**New Scan**" button. 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, click and drag your mouse to select the area of the image you want to use. When this is done, you should see a flashing dotted line around your image.



5. Click on the "**Scan To...**" button. The scanner will now re-scan at a higher resolution. When the "**Scan to**" window appears, verify that the Destination is set to "Image File" and click "**Scan.**"
6. Next, the "**Save**" window will prompt you to specify where the image should be saved. For "**Save As:**" specify a name for the image. For "**Where:**" select either your disk, or if you don't know how to do that, select the desktop from the drop-down menu.

**Important Note:** If you save to the desktop, save it to a disk and delete it when you're done. It saves us some time. Thanks.

7. To view the file, simply double click it. If you want to edit the image, drag it onto the Photoshop icon located in the dock.

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