

# Image Scanning Basics

## You will need:

An image to scan,

A 3-1/2 inch floppy diskette or a 100MB Zip disk (Zip disk recommended)

*The Library scanners are not connected to the internet.*

*Disks may be purchased from the vending machine on the 2<sup>nd</sup> floor by the Information Desk.*

## Scanning your image:

Lift the scanner cover and place the original image face down onto the scanning glass. Place the image against one of the edges to keep it straight. If possible the top of the image should be towards the top of the scanner – otherwise, you may have to rotate the image later.

Close the scanner cover slowly so as not to disturb the placed image.

## Pre-scanning the image:

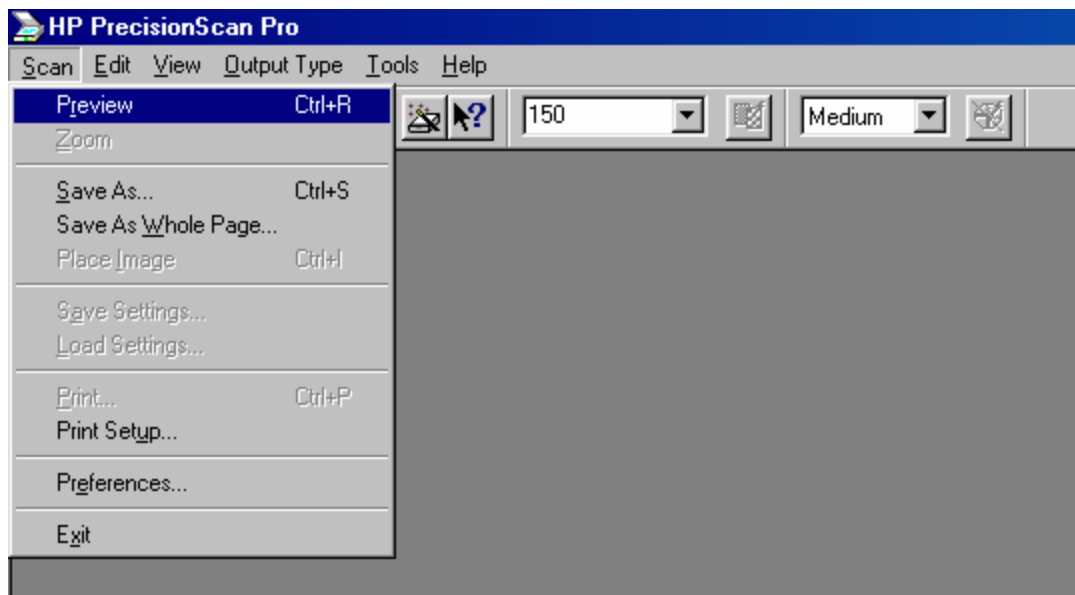
Press the green button on the front of the scanner to start the scanning software and generate a preview scan of the image.

*Or*

Start the scanning software by double clicking on the HP PrecisionScan Pro Icon.



Then choose *Preview* from the *Scan* Menu.

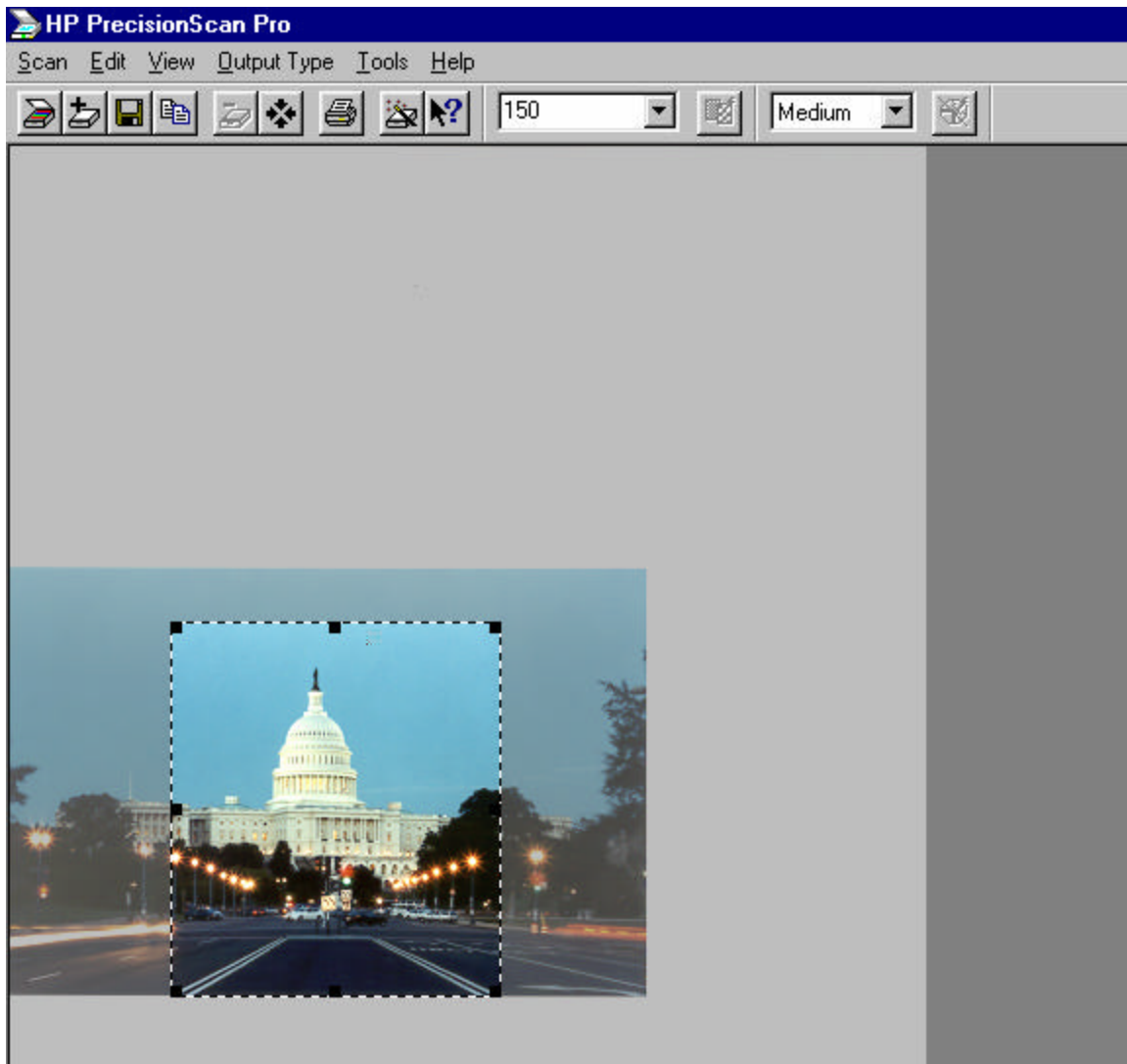


The scanner will perform a preview scan of your image.

## Selecting the area to scan:

At this point, if you were to choose *Save As...* from the Scan menu, the scanner would scan everything you see on the screen, including the unwanted white space around the image.

To scan only the area of the preview scan that you want to save, click on the image and drag a box around the area you want to scan.

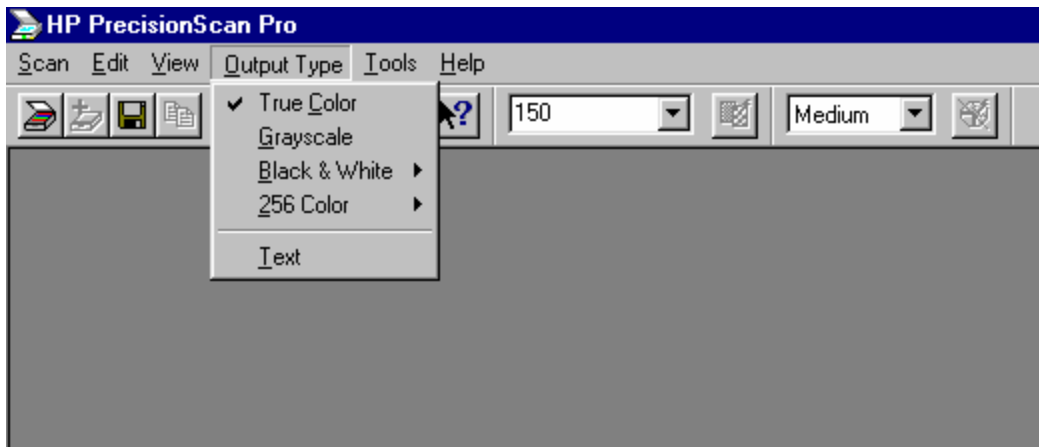


You can adjust the selection area by dragging any of the eight handles (black squares).

## Setting the Output Type:

At this point the image may or may not appear as you want it. The software tries to anticipate what it is you are attempting to scan and automatically sets parameters accordingly.

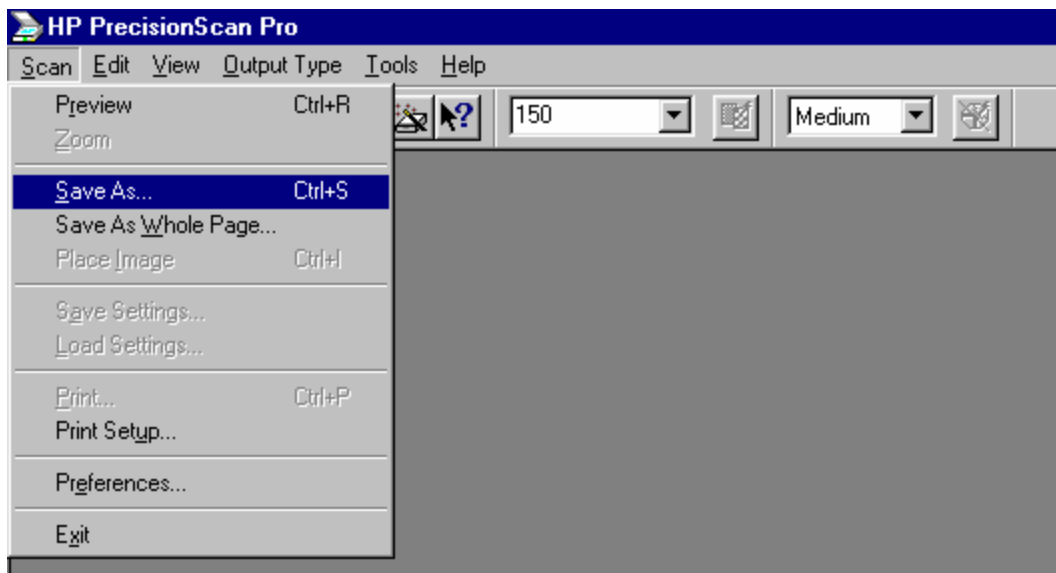
To be sure you get the correct scan settings open the **Output Type** menu and make a selection of **True Color**, **Grayscale** or **Black & White**. Black & White is primarily for scanning line art. However, to get the best quality black and white, choose grayscale.



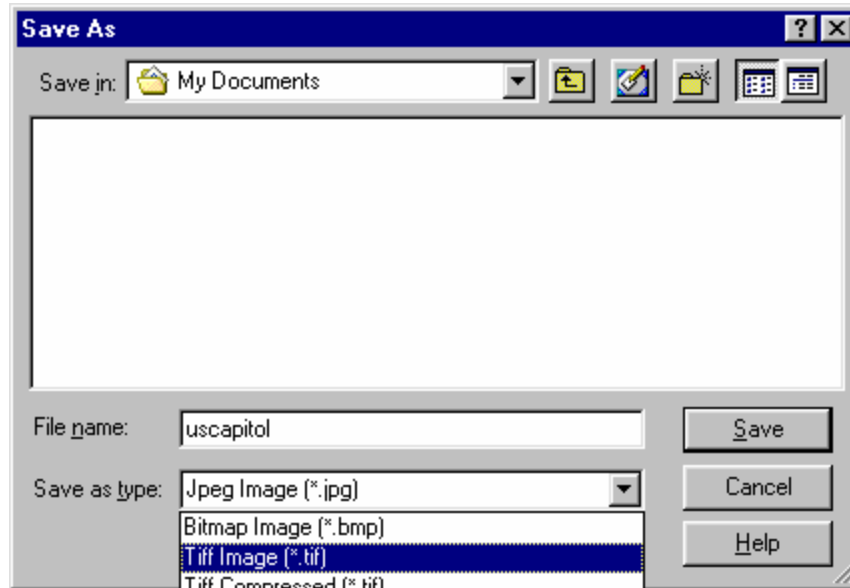
These are the most common scan types. Feel free to experiment with each type that is available to get the desired results.

Saving the image:

You should now be ready to scan the image to a file. Do this by choosing **Save As...** from the **Scan** menu.



In the *Save As...* dialog box, choose a file type and enter a file name.



## About File types:

For the best possible image, or if you intend to manipulate or print your image, use the **.TIF** format.

If you will be using the image for the web or other on-screen presentation, use the **.JPG** format.

You may need to use the **.JPG** format if you need to conserve disk space. The **.JPG** format is not available for *grayscale* images, unless you scan your grayscale image using *True Color*.

Both file types can be easily inserted into any Windows or Mac application that supports the insertion or import of images, i.e. Word, Photoshop, PowerPoint, WordPerfect, etc.

## Notes:

You may want to explore or experiment with other features of the software. Different effects can be achieved by choosing a different *Output Type* or changing some of the settings found under the *Tools* menu.

The HP PrecisionScan Pro User's guide is available through the Window's *Start Menu*.

There are a few low-end image editing applications available on the scanner machines.

If you have any scanning questions, or if you have trouble with the equipment, feel free to ask at the Service Desk.