

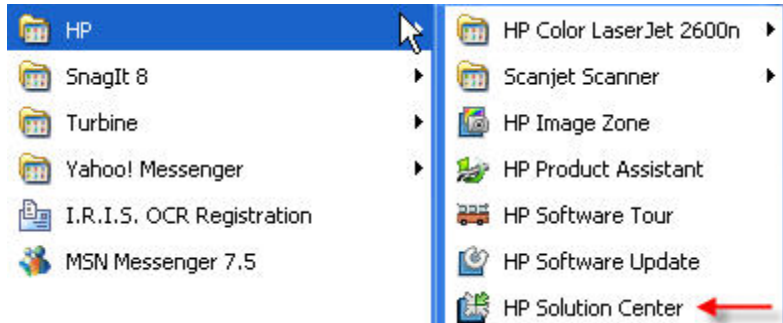


Scanning with HP Solution Center

Open HP Solution Center by clicking on the shortcut located on your desktop.

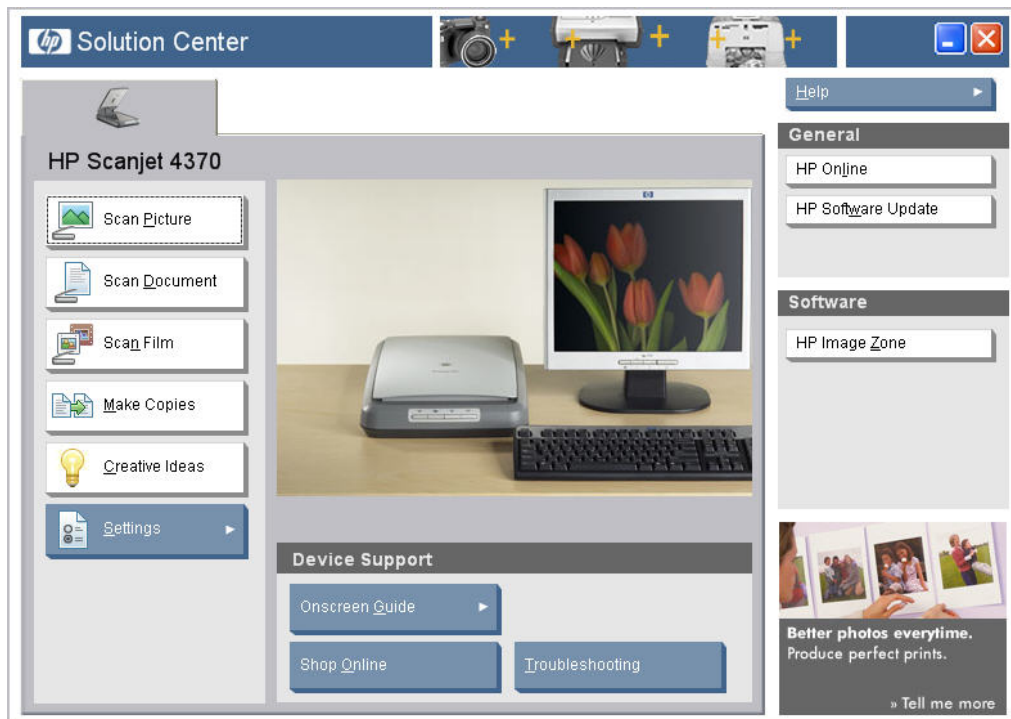
or

- Click on **“Start**
- Select **“All Programs”**
- Locate **“HP”** (see *fig. 1*)
- Click on **“HP Solution Center”**



(fig.1)

You should now have the main Solution Center window open, which looks like *fig.2*.



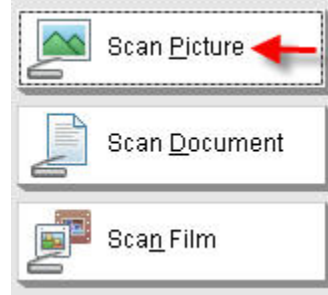
(fig.2)

In the following pages, we will cover the simple process for scanning pictures, documents, and film.

Sit back, relax, and have fun.

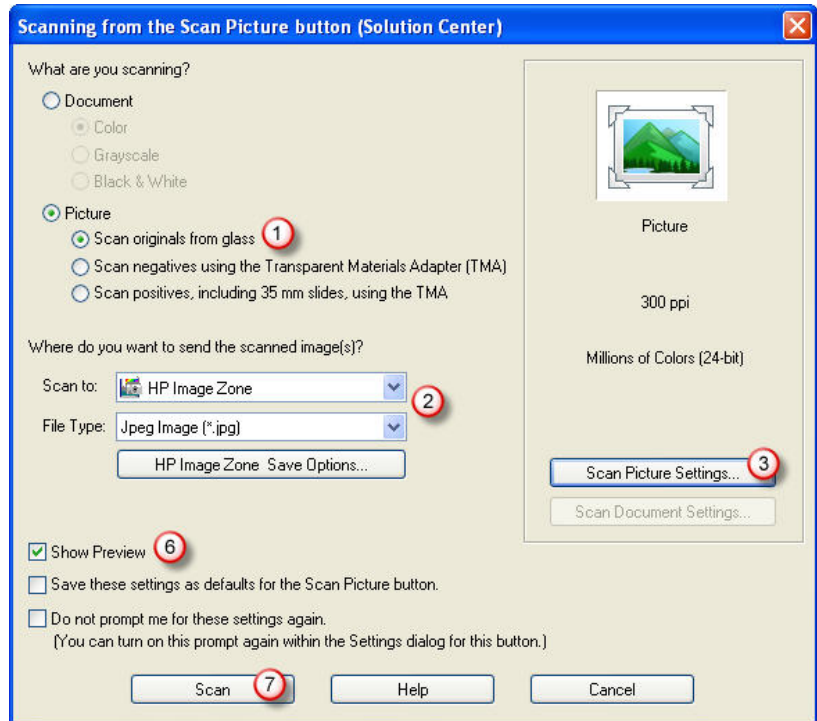
Scanning Pictures

From the Main HP Solution Center window, you want to select **“Scan Picture”** (see *fig.1*)



(fig.1)

You should now see a window which looks like the one in *fig.2*, minus the circled numbers.

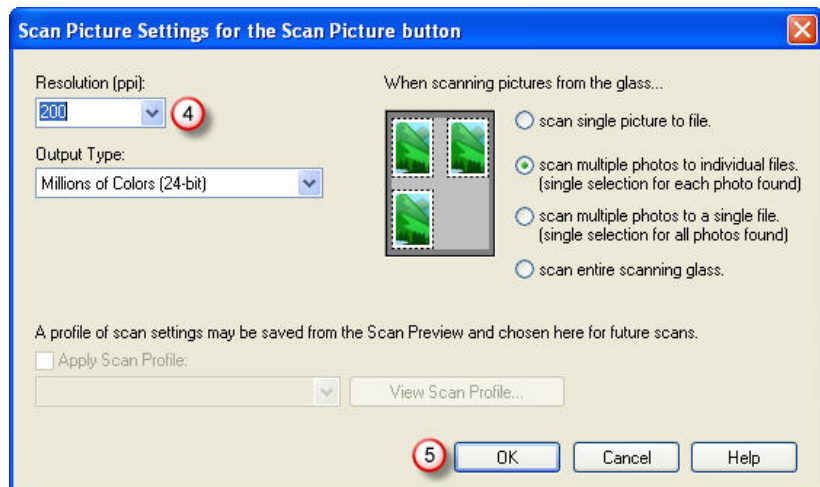


(fig.2)

The numbers below refer to the numbers on *fig.2* & 2a.

1. Under Picture, make sure “Scan originals from glass” is selected.
2. Make sure “Scan to:” shows HP Image Zone and “File Type” shows Jpeg image (*.jpg).
3. Click on Scan Picture Settings

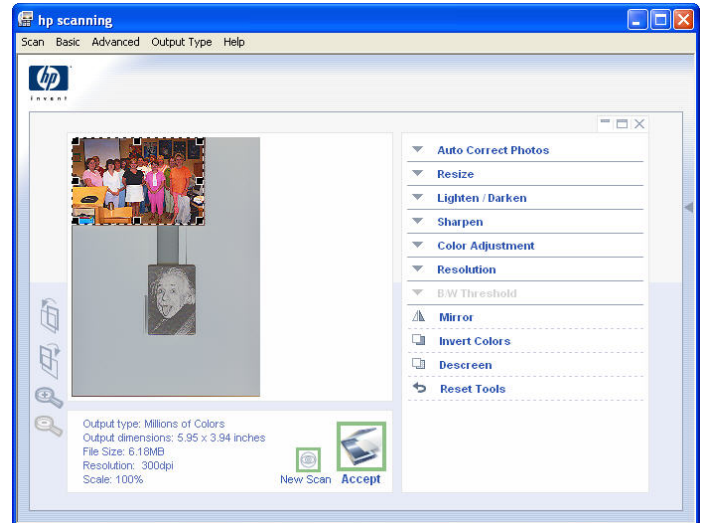
4. Set resolution to 300.
5. Click “OK”
6. Make sure you have a check in “Show Preview”
7. Click “Scan”



(fig.2a)

After clicking “Scan,” a new window should appear which looks like *fig.3*

In this window you should see your scanned picture(s).



(fig.3)

Your picture(s) should have a dotted border around them like the one in *fig.4*, number one.

If for some reason your picture(s) do not have this border (*fig.4*, number two), you will have to manually add the border.



(fig.4)

To add a border simply move your mouse over the picture and draw it in. (Once you move your mouse over the picture your cursor should look like a cross-hair; shown in *fig.5*). Left click, hold the click & drag across the image to add a dotted border.


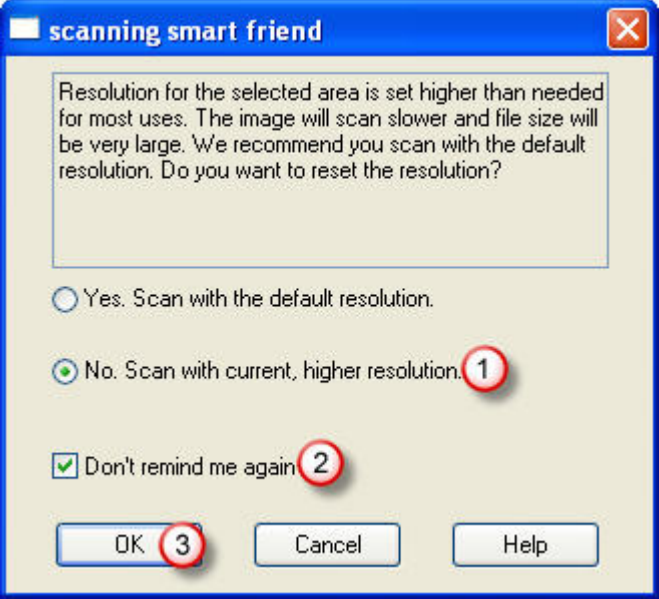
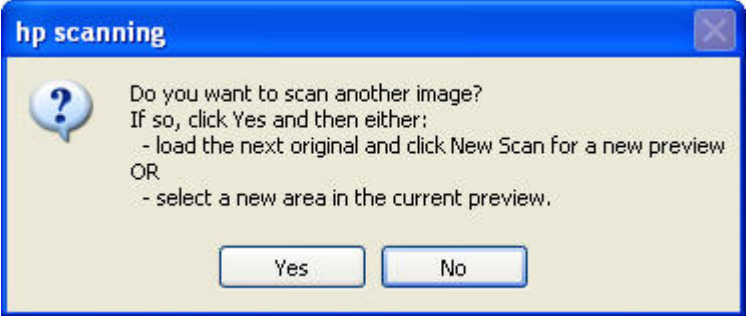



(fig.5)

If the dotted border around any of your picture(s) is not aligned properly around your picture(s), simply click on the picture and use the Black Adjustment Squares to place them exactly around the picture. See *fig.6*

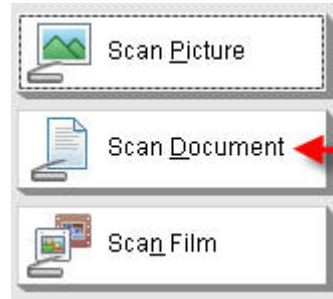


(fig.6)

<p>Once you have your dotted border around your picture(s), Click "Accept"</p> <p>Your scanner will now make a final scan of your picture(s) and only save what is inside the dotted lines.</p>	
<p>Before scanning starts, a pop-up box should appear which looks like <i>fig.7</i>.</p> <ol style="list-style-type: none"> 1. Select – No. 2. Check – Don't remind me again 3. Click "OK" <p>Note: You should never see this box again.</p> <p>Scanning will now begin.</p>	 <p>(fig.7)</p>
<p>When scanning is completed, a new pop-up box should appear which looks like <i>fig.8</i>.</p> <p>If you are finished scanning, click "NO" (This will launch HP Image Zone, for picture editing).</p>	 <p>(fig.8)</p>
<p>If you choose "Yes", you will stay in the scanning window (<i>fig.3</i>). Simply take your old picture(s) out, place in the new one(s), click "New Scan" and start over.</p>	

Scanning Documents

From the Main HP Solution Center window, you want to select “**Scan Document**” (see *fig.1*)

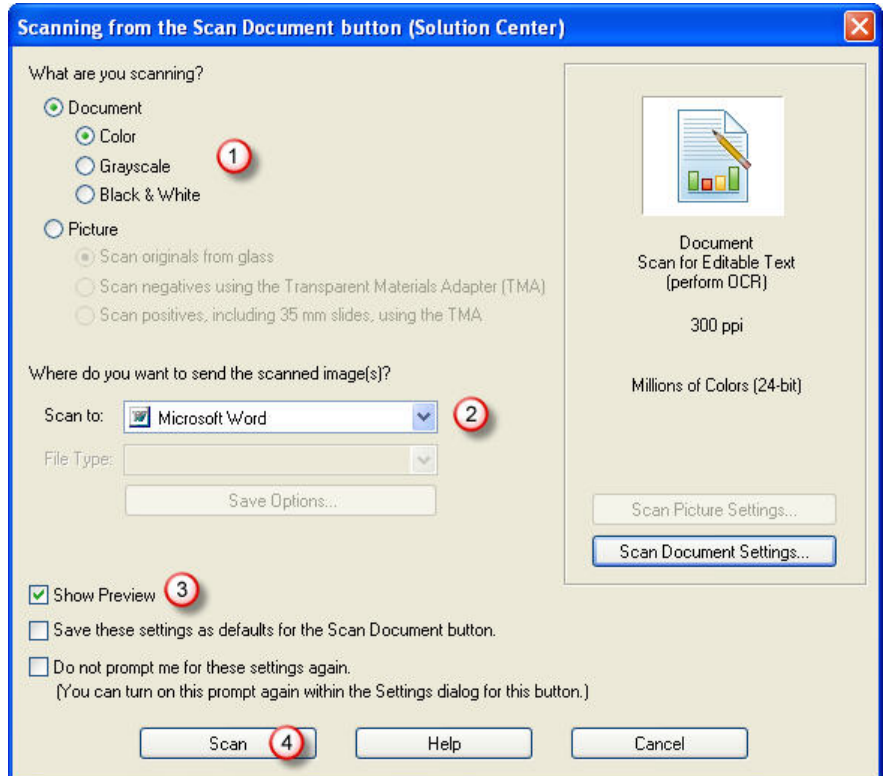


(fig.1)

You should now see a window which looks like the one in *fig.2*, minus the circled numbers.

The numbers below refer to the numbers on *fig.2*.

1. Under document, make sure your select the appropriate option for the item you are scanning. In most cases it will be black and white.
2. In the drop down for “scan to,” select where you would like to send the document once scanned. The two most common are MS Word or Acrobat PDF.
3. Make sure Show Preview has a check.
4. Click “Scan”



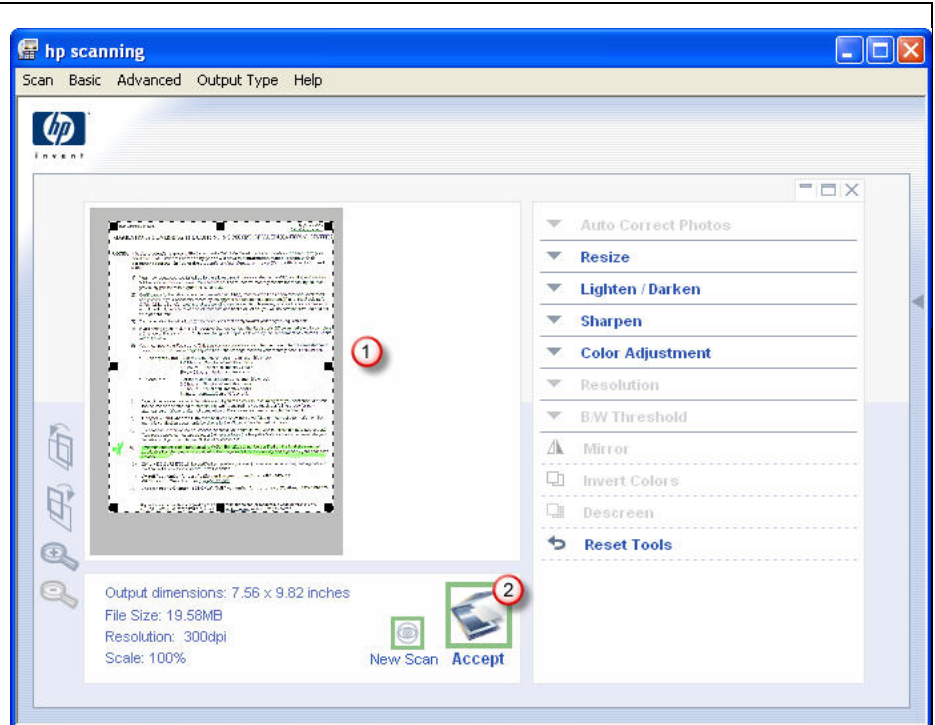
(fig.2)

After clicking “Scan,” a new window should appear which looks like *fig.3*

In this window you should see your scanned document.

The numbers below refer to the numbers on *fig.3*.

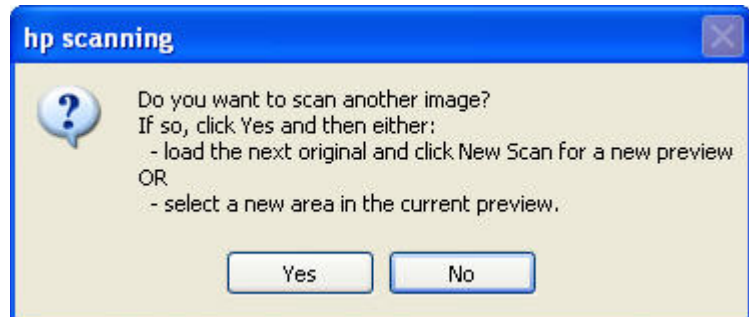
1. Make sure your dotted border is around your document. If it is not around the entire document, adjust the dotted border just like you did with your picture(s), until it encompass the entire document.
2. Once you are done click “Accept.”



(fig.3)

When scanning is completed, a new pop-up box should appear which looks like *fig.4*.

If you are finished scanning, click “NO” (This will launch the program you chose in *fig.2 #2*).



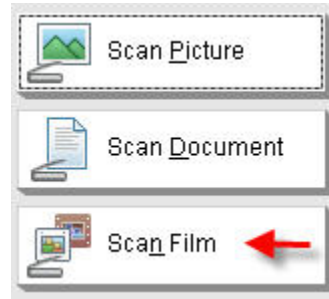
(fig.4)

If you choose “Yes”, you will stay in the scanning window (*fig.3*). Simply take your old document out, place in the new one, click “New Scan” and start over.



Scanning Film

From the Main HP Solution Center window, you want to select “**Scan Film**” (see *fig.1*)



(fig.1)

Placing negatives/slides in scanner for scanning.

When scanning negatives you must use the Transparent Materials Adapter, located in the lid of the scanner. Simply pull out the plastic adapter and slide your negatives into it and slide it back into the scanner lid.

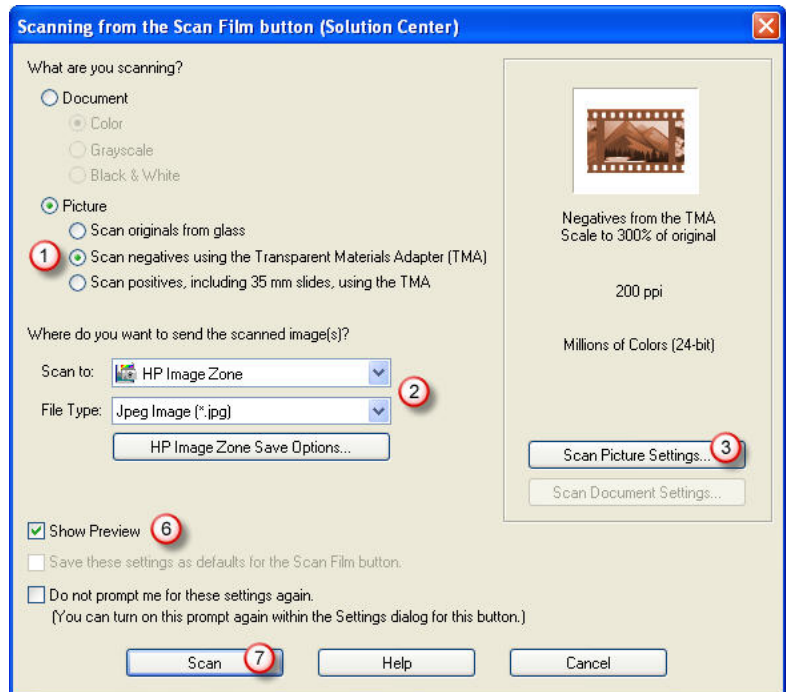
When scanning positives (35 mm slides), you simply remove the Transparent Materials Adapter and slide the slides into the slot in the lid. Make sure when you place the slides in that they look correct to you. By this I mean when you look at the slides they are right side up and not backwards.

Note: Whether scanning positives or negatives, you can only scan two images at a time.

You should now see a window which looks like the one in *fig.2*, minus the circled numbers.

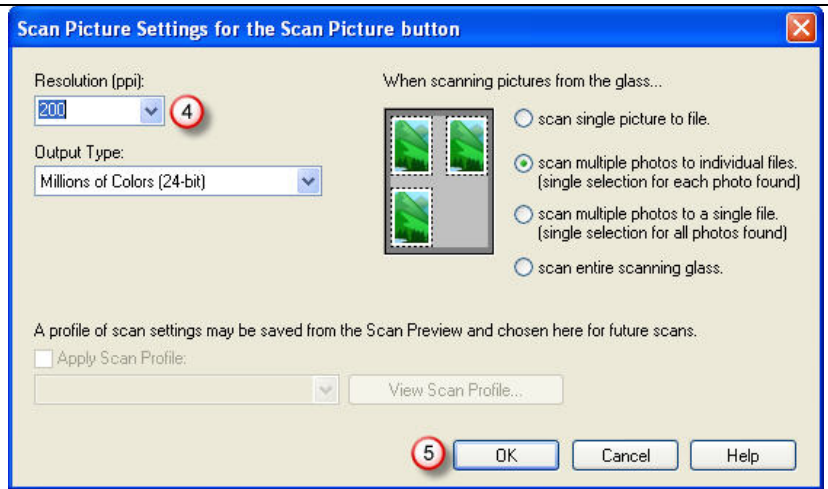
The numbers below refer to the numbers on *fig.2* & *2a*.

1. When scanning film you must choose the appropriate option. If you are scanning negatives, choose Scan negatives; if scanning 35mm slides, choose Scan positives.
2. Make sure “Scan to:” shows HP Image Zone and “File Type” shows Jpeg image (*.jpg).
3. Click on Scan Picture Settings



(fig.2)

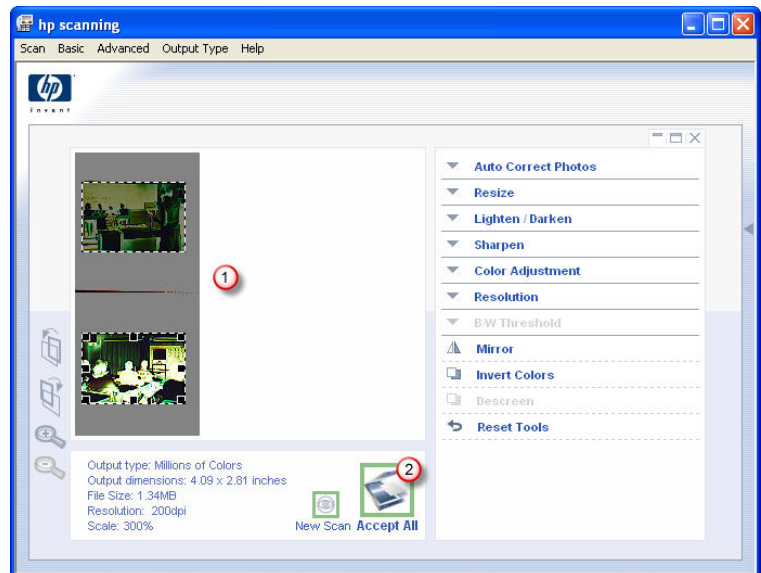
4. Set Resolution to 300
5. Click "OK"
6. Make sure you have a check in "Show Preview"
7. Click "Scan"



(fig 2a)

After clicking "Scan," a new window should appear which looks like *fig.3*

In this window you should see your scanned negative(s)/positive(s).



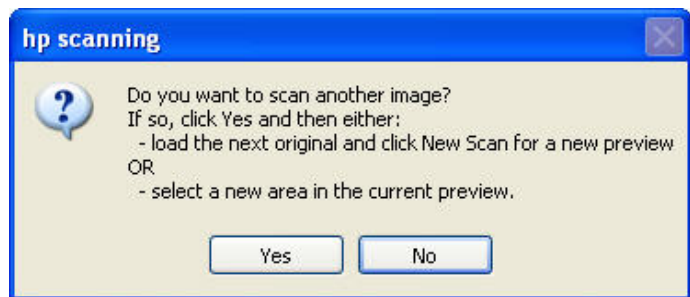
(fig.3)

Refer to *fig.3* for numbered sections.

1. Make sure both pictures have the dotted border and the border is around the picture correctly. If not adjust them.
2. Once you are done click "Accept."

When scanning is completed, a new pop-up box should appear which looks like *fig.4*.

If you are finished scanning, click "NO" (This will launch HP Image Zone, for picture editing).



(fig.4)

If you choose "Yes", you will stay in the scanning window (*fig.3*). Simply take your old document out, place in the new one, click "New Scan" and start over.

